

**PARKS, RECREATION & CULTURAL SERVICES**  
**MEMORANDUM #09-2013**

**DATE:** October 14, 2013  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** John Pick, City Manager *JP*  
Amanda J. Peterson, Director of Parks, Recreation & Cultural Services *AJP*  
**SUBJECT:** CR-88 - 2013 Parks Vehicle Replacement

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**RECOMMENDATION**

Attached to this memorandum is a Resolution that, if approved, would allow the City Manager to issue a Purchase Order to Dellenbach Motors in the amount of \$32,485. Staff recommends approval of this Resolution.

**BACKGROUND**

The Parks Division budget includes funding for the replacement of one vehicle in 2013. The vehicle is a ¾ Ton Utility Truck, which will be assigned to the forestry division. This truck will be used in tandem with the recently approved chipper. The vehicle scheduled for replacement received a score of a 10 by Fleet Services. In the current scoring system, a score of 9 or greater indicates “designate for replacement.”

**BUDGET/TIME IMPLICATIONS**

The 2013 Parks Division Capital Outlay budget appropriation is \$79,946, as is shown in the Parks Operations Division Expenditure Detail. This can be found on page 129 of the 2013 Annual Operating and Capital Improvement Budget. This line includes funding for the replacement truck in the amount of \$35,000, as well as funding for an over seeder in the amount of \$8,200 and the brush chipper in the amount of \$31,746. Each of the three pieces of equipment has come in under budget.

A copy of the quote for the vehicle is attached to this memorandum. The quote includes the base pricing plus the recommended options, and is in accordance with the state bid pricing agreements that are on file with the Colorado State Purchasing Office. The quote does indicated a hail allowance of \$275, with “no visible damage” to the vehicle. The vehicle was on the lot during a hail storm, and Dellenbach indicated it is their policy to disclose that information, even with no damage apparent on the vehicle. The quote is valid through the end of October, with an additional 30 days allowed for full payment to be remitted.

**STAFF REFERENCE**

Please contact Amanda J. Peterson, Director of Parks, Recreation & Cultural Services at [apeterson@northglenn.org](mailto:apeterson@northglenn.org) or by phone at 303.450.8950 for any further questions.



September 6, 2013

\$42,197

MSRP

**Includes:**

Extended Cab  
 Long Bed  
 Air Condition  
 Tilt Wheel  
 H.D. suspension  
 Cruise control  
 Cloth Seats  
 Tinted Glass

Utility Body \$26,438  
 Strobe \$4,730  
 Pwr camper mirr \$350  
 Pwr win/locks \$243  
 Pwr win/locks \$999

\$32760

-275

\$32,485

Stock Unit

Northglenn

Price

Hail Allowance  
 (no visible damage)

Kelley Willcox

Fleet Manager  
 Dellenbach Motors  
 3111 South College Ave  
 Fort Collins, CO 80525  
 970-226-2438 x 105



P.O. Box 271065 • Fort Collins, CO 80527 Phone: (970) 226-2438 Toll Free: 800-234-0053

[www.dellenbach.com](http://www.dellenbach.com)

Agreement #: 07000YYY91M

State of Colorado Price Agreement

Classification: MANDATORY

Status: Current

Duration of Agreement:

Period Covered:  
Oct 1, 2012 To Sep 30, 2013

Options:  
Option to Renew for 0 More Year

Category:

Vehicles

Commodity Code: 07-000

Commodity Description:

AWARDED 2013 Model Year Fleet VehiclesC2 - CARGO VAN, 1/2 TON: LOW BID AND FFVC3 - CARGO VAN, 3/4 TON, LOW BID AND FFVC4 - CARGO VAN, MAXI, 1 TON: LOW BID AND FFVD2 - 8-PASSENGER VAN: LOW BID AND FFVD3 - 12-PASSENGER VAN: LOW BID AND FFVE3 - PICK-UP, 3/4 TON, 4X2: LOW BID, FFV, DIESEL - PICK-UP, 1 TON, 4X4: LOW BID AND FFVF8 - CAB: LOW BID, DIESEL AND FFVG3 - UTILITY TRUCK, 3/4 TON, 4X2: LOW BID, DIESEL AND FFVH3 - UTILITY TRUCK, 3/4 TON, 4X4: DIESEL T1 - 1 TON, 4X4, CAB & CHASIS: LOW BID AND DIESEL

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▼ **Ordering/Contact Information**

Minority Owned:	No	Small Business:	No
Company:	Dellenbach Motors	Woman Owned:	No
Contact:	Ron Heusinkueld	Doing Business As:	
Order Number:	970-226-2438	Contact Email:	ronhdell@
Fax:	970-530-0899	Toll Free/Cell Number:	
Address:	3111 S. College Ave.	Payment Terms:	Net 30
City, State, ZIP:	Ft. Collins, CO, 80525	F.O.B.:	Dest
Quote Email:		Delivery:	Free deliv

- ▶ **How To Order/Agreement Prices**
- ▶ **Vendor Insurance Certificate Expiration Dates**
- ▶ **Additional Attachments**
- ▶ **Conditions Of Agreement**

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Department of Personnel and Administration  
State Purchasing Office  
633 17th Street, Suite 1500  
Denver, CO 80202-3609  
Cyndie Miller at (303) 866-6104 or  
cyndie.miller@state.co.us

- ▶ Ordering/Contact Information
- ▶ How To Order/Agreement Prices
- ▶ Vendor Insurance Certificate Expiration Dates
- ▶ Additional Attachments
- ▶ Conditions Of Agreement

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-88  
Series of 2013

\_\_\_\_\_  
Series of 2013

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ISSUE A PURCHASE ORDER TO DELLENBACH MOTORS IN AN AMOUNT NOT TO EXCEED \$32,485.00 FOR THE PURCHASE OF ONE PARKS UTILITY TRUCK

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Manager is hereby authorized to issue a Purchase Order to Dellenbach Motors in an amount not to exceed \$32,485.00 for the purchase of one ¾ Ton Utility Truck for the Parks Division.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2013.

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JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney