

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 29, 2024
RE: Fire Department UTV (Utility Vehicle) Bid and Award Contract

For the Agenda of March 4, 2024

Background. After 20 years of use, the city's Grass Rig for the City's Fire Department has reached the end of its useful life and needs replacement. The Fire Department budgeted the purchase for FY23/24 and recently solicited bids for a new Utility Vehicle/Grass Rig to combat grass fires, wildland fire-fighting, and off-road rescue.

As reflected in the memo (att'd) from Fire Chief Jim Chapman, the city received ten bids. A review of the bid documents submitted has been completed and the Fire Chief's recommendations are outlined within the memo. The recommended bid is technically the second lowest bid (the lowest bid was for equipment that has a smaller engine and is a year older), but due to the reasons outlined in the Fire Chief's memo, I concur with his assessment and am recommending the purchase from Lakeside Motor Sports in Mecosta. Lakeside is also taking our existing rig (20 years old and we paid \$10,795) in on trade and giving us \$6,500 towards the cost of the new UTV.

The City Commission is asked to approve the bids and authorize the expenditure of funds for the purchase of a new UTV, and authorize the City Manager to sign all documents necessary to complete this purchase and authorize the City Treasurer to make any necessary budget amendments related to the purchase.

Issues & Questions Specified. Should the City Commission approve the bids and authorize the expenditure of funds to purchase a new UTV?

Alternatives.

1. Approve the bids and authorize the expenditure of funds in the amount of the bid offered by Lakeside Motor Sports.
2. Approve the bids and authorize the expenditure of funds in an amount commensurate with one of the other bidders.
3. Direct the solicitation of new bids.
4. Direct this project not be completed.
5. Set aside a decision regarding this matter to a subsequently scheduled public meeting.

Financial Impact. The City budgeted \$30,000 for the purchase of new equipment in the approved 2023/2024 CIP fire budget. The bid from Lakeside is \$15,780 with a \$6,500 trade-in, leaving an end cost of \$9,280 from city funds.

Recommendation. I recommend that the City Commission approve the bids, authorize the expenditure of funds for the purchase price of the new UTV at \$15,780 less the equipment trade-in of \$6,500, for a final cost of \$9,280 for the new UTV, and award the bid to Lakeside Motor Sports by the adoption of Resolution 2024-012 (copy att'd).

Attachments.

1. Memo from Fire Chief.
2. Resolution 2024-012.



CITY OF CLARE

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CITY HALL

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Assessor x103
Clerk x106
Treasurer x107

NOTICE FOR BIDS

The City of Clare is accepting sealed bids for a new 4-wheel drive utility vehicle for wild land fire-fighting and off-road rescue. Bid Specs can be obtained by contacting Fire Chief Jim Chapman at jchapman@cityofclare.gov or calling 989-326-2263. Sealed bids should be submitted to:

UTILITY VEHICLE SEALED BID

City of Clare
202 West Fifth Street
Clare, MI 48617

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or
989.386.7541 x202
Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321
Fx 989.386.2387

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121
Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151
Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213
Fx 989.386.4508

AIRPORT

Ph 989.386.0445
Fx 989.386.4508

Sealed bids will be accepted until 1:00 pm on Monday, February 26, 2024, at which time they will be opened at Clare City Hall. The City of Clare reserves the right to accept and/or reject any and/or all bids. The City of Clare is an equal opportunity provider and employer.

Diane Lyon
Clare City Clerk



4 WD UTV Bid Specs for the Clare Fire Department

The CFD is accepting sealed bids for the following:

A new 4-wheel drive Utility Vehicle for wild land fire-fighting and off-road rescue

Single front row seat for 3- persons

ROPs with a plastic roof over seating area

Minimum 800 cc gasoline engine

Minimum twin cylinder

Minimum top speed of 35 MPH

Power steering

Independent front & rear suspension

Minimum 1000 Lbs. cargo capacity

2" receiver hitch

Minimum of 2200 square inches of cargo space

Under body off road skid protection

Maximum length not to exceed 144"

Radial Tires designed for both hard and soft surface use



Clare Fire Department

207 W. Fifth Street Clare, Michigan 48617 Ph: (989) 386-2151 Fax: (989) 386-3020

2-27-24

Jeremy,

The fire department received ten sealed bids from eight different vendors for the purchase of a new 4 WD utility task vehicle. The prices range from \$19,600.00 to \$15,170.00. We find that the second lowest bid of \$15,780.00 to be the unit we recommend for purchase. The Kawasaki 1000 Mule has the larger cargo box and the largest seating area and by all means is the best fit for our application. It also comes with a three-year warranty. The dealer is Lakeside Motor Sports in Mecosta. As a bonus they have offered to pay \$6,500.00 for our used 2004 Kubota RTV900. We paid \$10,795.00 twenty years ago. With the trade in, the purchase price of the new unit is \$9,280.00. I have budgeted \$30,000.00 for this purchase.

Sincerely

James Chapman

Fire Chief

RESOLUTION 2024-012

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE BIDS AND AUTHORIZING THE EXPENDITURE OF FUNDS TO PURCHASE A NEW UTILITY VEHICLE/GRASS RIG FOR THE CITY'S FIRE DEPARTMENT.

WHEREAS, the City's 2023/2024 approved Capital Improvement Program (CIP) and Budget includes funding for the purchase of a new Utility Vehicle/Grass Rig for the city's Fire Department; and

WHEREAS, the City solicited bids for the replacement of said UTV; and

WHEREAS, the City received ten bids; and

WHEREAS, City Staff have reviewed said bids for compliance with bid specifications and City requirements and has subsequently recommended that the City Commission approve the bids and award the bid to Lakeside Motor Sports of Mecosta; and

WHEREAS, the City Commission has reviewed and considered said recommendation and deemed it reasonable, appropriate, prudent, and in the City's best interests.

NOW THEREFORE BE IT RESOLVED THAT the Clare City Commission hereby approves the bids submitted and authorizes the purchase of a new UTV for the City's Fire Department from Lakeside Motorsports for the purchase expenditure in the amount of \$15,780 less \$6,500 for the trade in of the Fire Department's current grass rig, for a final cost to the city in the amount of \$9,280.

BE IT FURTHER RESOLVED THAT the Clare City Commission hereby authorizes the City Manager to execute all documents needed to accomplish said purchase, and authorizes the City Treasurer to make any and all necessary budget amendments.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 4th day of March, 2024.

Diane M. Lyon, City Clerk