

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

MEETING DATE July 2, 2013	AGENDA ITEM NUMBER
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**TO:** Mayor Shoji and City Council

**FROM:** Jim Hossley, Public Works and Development Director  
**Through:** Rodger Craddock, City Manager *rec*

**ISSUE:** Purchase of Brush Mower Tractor

**BACKGROUND:**

On May 21, 2013 staff presented to council a request to use Special Procurement purchasing for the purchase of a Brush Mower Tractor due to the City's 23-year old brush mower tractor motor broking. It is not cost effective to repair or replace the motor in a tractor of this age. Therefore, staff requested authorization from council to allow staff to search for a replacement brush mower tractor not to exceed \$70,000. Staff was unable to locate a new/used brush mower tractor with less than 2,000 hours for \$70,000. The current market value for a new/used brush mower tractor is between \$85,000 and \$91,000.

The reason staff requested the Special Procurement is that the City's procurement rules are not flexible enough for us to take advantage of the new/used equipment market. The City Council approved a Special Procurement process to purchase equipment earlier this year. Based on our experience with this process, the City saved several thousand dollars. Because of the success of this Specialty Procurement in saving the City money, staff is asking that the Council consider raising the amount from \$70,000 to not to exceed \$91,000.

I believe the Special Procurement process should be used when the City is considering the purchase of specialty or new/used equipment. The availability of information on the internet also favors the Special Procurement process. Our existing procurement process assumes that bidders will find our requests for bid advertised. With the internet, staff can easily find equipment meeting our specifications all over the country. Then we can request quotes from multiple suppliers.

**ADVANTAGES:**

By purchasing the tractor and brush mower equipment through the Special Procurement process the City could save a few thousand dollars over the traditional method as staff can "shop around" for the best deal available.

**DISADVANTAGES:**

Other than price, none noted.

**BUDGET:**

Funding for this purchase would come from the Major Capital Reserve Fund 34.

**RECOMMENDATION:**

If it pleases the Council, authorize staff to utilize the specific Special Procurement process to purchase a tractor and brush mower not to exceed a total cost of \$91,000.