

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
AUGUST 15, 2016 WORK STUDY MEETING
TENTATIVE AGENDA**

ROLL CALL:

| | | | |
|------------------|-------|----------------------|-------|
| Supervisor Combs | _____ | Trustee McClanahan | _____ |
| Clerk Wright | _____ | Trustee Miller | _____ |
| Treasurer Budd | _____ | Engineer Nummer | _____ |
| Trustee Hart | _____ | Attorney McCauley | _____ |
| Trustee Jahr | _____ | Secretary Montgomery | _____ |

UNFINISHED BUSINESS:

NEW BUSINESS:

- 1. Discussion on the purchase of three f-250 pick-up trucks from Atchinson Ford Sales, Inc. in the amount of \$85,200.00
- 2. Discussion on the appointment of Aaron Sellers to the Board of Zoning Appeals as an alternate with a term commencing September 1, 2016 and expiring September 1, 2019.

PUBLIC COMMENT:

ADJOURNMENT:

CLOSED SESSION:

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2016-08-15

BOARD MEETING DATE:
2016-09-06

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

| | |
|---|----------------------------------|
| ITEM (SUBJECT) | Purchase of F-250 Pick-up trucks |
| DEPARTMENT | Public Services |
| PRESENTER | Director James T. Taylor |
| PHONE NUMBER | 734-699-8947 |
| INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER) | |

Agenda topic

| | |
|--|--|
| ACTION REQUESTED | |
| Recommend to the Township Board to approve the purchase of three F-250 pick-up trucks from Atchinson Ford Sales, Inc. in the amount of \$85,200.00 | |
| BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS) | |
| A request for sealed bids was advertised and 2 bids were received. The bid of \$85,200 is \$3,712.88 lower than the only other submitted bid. | |
| BUDGET IMPLICATION | This purchase is for an amount of \$85,200.00. The purchase is being funded from Building & Grounds Capital Outlay Account 101-265-970-000 |
| IMPLEMENTATION NEXT STEP | Approval by Township Board, execute purchase. |
| DEPARTMENT RECOMMENDATION | Approval of purchase from Atchinson Ford Sales, Inc. and authorize Supervisor and Clerk to execute purchase. |
| COMMITTEE/COMMISSION RECOMMENDATION | NA |
| ATTORNEY RECOMMENDATION | Bid proposal reviewed and approved by township attorney <small>(May be subject to Attorney/Client Privilege and not available under FOIA)</small> |
| ADDITIONAL REMARKS | The Director of Public Services requests that the Board of Trustees approve this purchase as an agenda item at the September 6, 2016 Board meeting. |
| APPROVAL OF SUPERVISOR |  |



CHARTER TOWNSHIP OF VAN BUREN
DEPARTMENT OF PUBLIC WORKS

DATE: August 15, 2016
TO: Township Board of Trustees
FROM: James T. Taylor, Director of Public Services
RE: Request for Board Action

For the Work Study Session of August 15, 2016 I will be presenting the following item:

Recommendation to accept bid to purchase three F-250 pick-up truck as a replacement for aging vehicles in Building & Grounds

There are three aging trucks in the Building & Grounds fleet that perform a wide variety of maintenance tasks township wide. These services include snow removal, grounds maintenance for township properties, including the township's five parks and four cemeteries, as well as support services for elections and other activities provided by a number of township departments. These trucks have gone beyond their service life and are requiring increased repair costs and down time with no added value. These trucks are eight and nine years old.

Two of the vehicles recommended for purchase are F-250 Super Cabs, to be used by staff that require more cab space for tools and gear, and one is a F-250 Regular Cab that requires a longer bed for hauling lumber, picnic tables, and other larger items used in the parks. . The Super Cabs have become the standard for most of the trucks recently purchased in Water & Sewer. We received two bids and am recommending Atchinson Ford Sales, Inc., as the lowest bidder, at the bid price of \$85,200.00 to the Board for approval. I am requesting that the Board approve the purchase as a **regular agenda item for the September 6th meeting.**

Please contact me at your convenience with any questions, concerns or comments you may have.

MISSION STATEMENT

"The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."

**Charter Township of Van Buren
46425 Tyler
Van Buren Township, MI 48111**

INVITATION TO BID FOR THREE NEW 2017 FORD F-150 PICKUP TRUCKS

To whom it may concern:

Sealed Bids will be received by Charter Township of Van Buren at the Clerk's office, 46425 Tyler Road, Van Buren Township, MI 48111, until 9:30 a.m., Local Time, Wednesday, August 10th, 2016, at which time and place said Bids will be opened and publicly read aloud for the following purchase:

Three new 2017 Ford F-250 pickup trucks

Bid Documents are on file with Mr. Leon Wright, Clerk

Bid Documents (including the purchasing policy of the Township) may be examined at the following location: Charter Township of Van Buren 46425 Tyler Road, Van Buren Township, MI 48111 or at the Township web site <http://www.vanburen-mi.org/>

Send all bids to:
Office of the Clerk
Van Buren Township
46425 Tyler
Van Buren, MI 48111

Deadline for receiving bids is 9:30 a.m. Wednesday August 10th, 2016 No late bids will be accepted.

***All bids should be sealed and clearly marked "2017 DPS Pickup Trucks"**

Bids shall be publicly opened and read at:
10:00 a.m. (local time), Wednesday August 10th, 2016
Van Buren Township Hall
46425 Tyler
Van Buren Township, MI 48111

Specifications:

Truck #1:

2017 Model year
F-250 Regular cab w/ 8 foot box
4X4 with electronic shift on the fly
Color: Blue Jeans Metallic
6.2L V8 gasoline engine
Factory remote start (76S)
Factory spray bed liner (85S)
Four up fitter switches (66S)
Snow plow prep package (473)
10,000/9,900 GVWR package (68D)
Power Equipment Group (90L)
XL Value Package (96V)
6" running boards
Lt265/70Rx17E OWL A/T tires with matching spare tire and rim

Truck #2 & #3:

2017 Model year
F-250 Super cab w/ 6 ¾ foot box
4X4 with electronic shift on the fly
Color: Blue Jeans Metallic
6.2L V8 gasoline engine
Factory remote start (76S)
Factory spray bed liner (85S)
Four up fitter switches (66S)
Snow plow prep package (473)
10,000/9,900 GVWR package (68D)
Power Equipment Group (90L)
XL Value Package (96V)
6" running boards
Lt265/70Rx17E OWL A/T tires with matching spare tire and rim

Instructions/ Additional Information

All specifications must be met. Failure to meet all the specifications may result in a disqualified bid.

The Charter Township of Van Buren Board of Trustees reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.

- The submitted price should be all inclusive of all taxes, fees, and any and all other charges.
- The Charter Township is exempt from Michigan sales tax. Tax exempt number is 38-6007135.
- The Township has a license plate for the vehicle and one should not be included in the bid.
- Bid submittals received after the above deadline will not be accepted and will be returned to the respondent unopened.
- The bidder agrees that this bid may not be withdrawn for a period of 60 days after the bid opening date.
- Each bidder agrees to waive and hereby does waive any claim it has or may have against the Township and its agents, representatives and employees arising out of or in connection with the administration, evaluation, recommendation or award of any bid.
- Proposals submitted by bidders who have been debarred, suspended, or made ineligible by any federal, state or local agency will be rejected.

Bidder acknowledges that it has reviewed all bid documents including the purchasing policy of the Township.

Prospective bidders may contact the office of Public Services Superintendent William Turner at 734-699-8900 extension 9228 with any questions.

Total price: \$ _____

Delivery date from bid award: _____

Company Name: _____

Signature: _____

Date: _____

CHARTER TOWNSHIP OF VAN BUREN

Public Services Department Trucks
Bid Opening 8-10-2016 at 10:00 a.m.

| <u>BIDDER</u> | <u>BID AMOUNT</u> |
|-------------------------|-------------------|
| <u>Atchinson Ford</u> | 85,200.00 _____ |
| <u>Jack Demmer Ford</u> | 88,912.88 _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

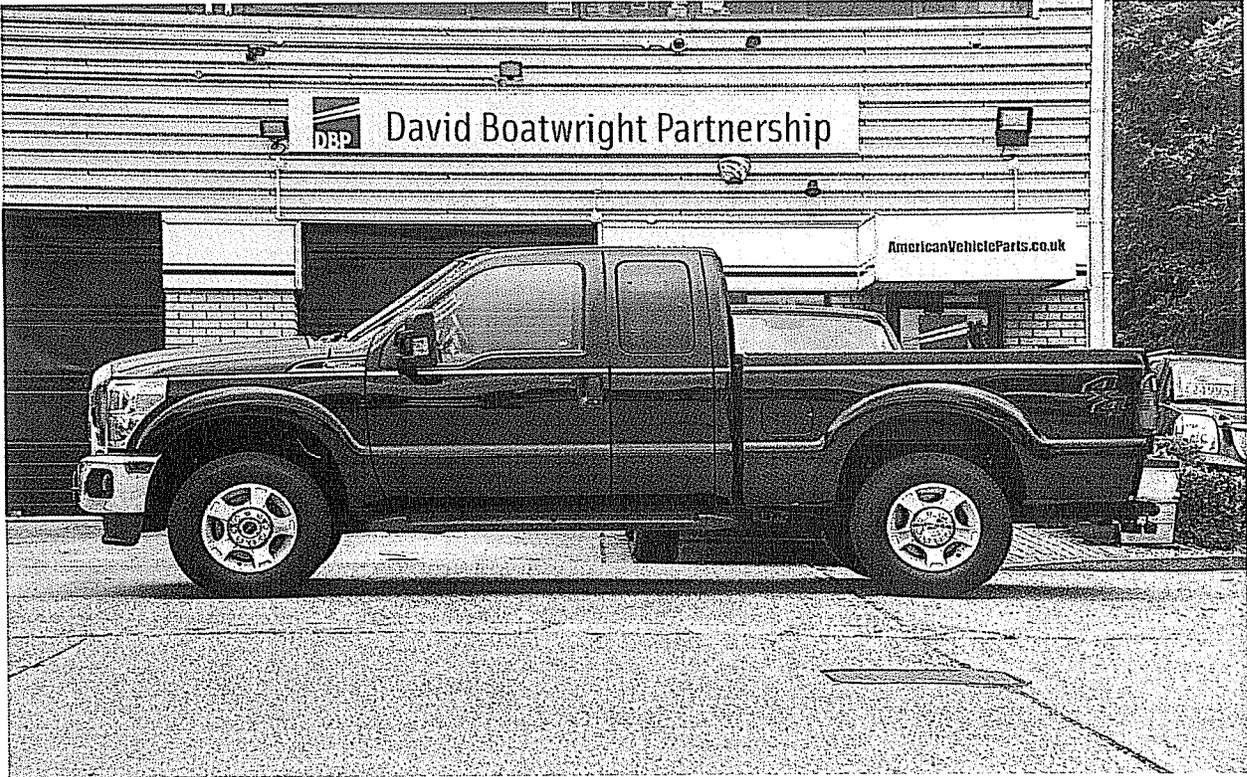
Present: Jim Taylor, William Turner, Joanne Montgomery

Audience: None

1 Regular Cab (bid price - \$27,000.00)



2 Super Cabs (bid price - \$29,100.00 each)



Total price:

\$ 85,200.00

Delivery date from bid award:

TBD

2017 Trucks have not received
OK to buy from Ford Motor Company
at time of bid

Company Name:

Atchinson Ford Sales, Inc

734-697-9161

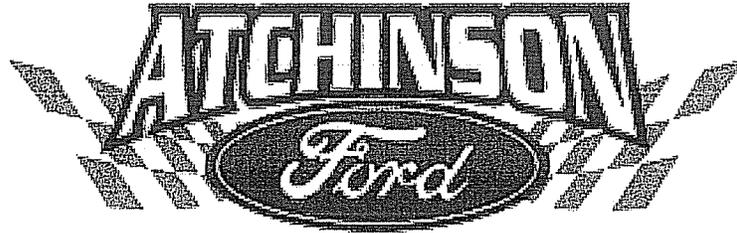
Catchinson@AtchinsonFord.NET

Signature:



Date:

8-8-16



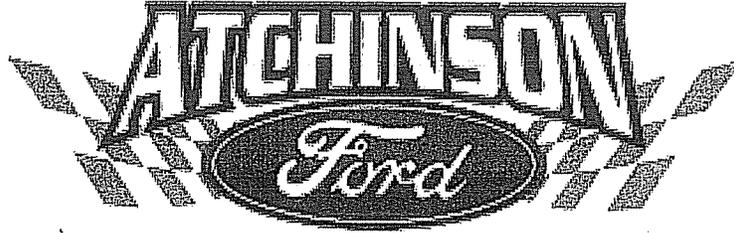
Charter Township of Van Buren
46425 Tyler Rd.
Van Buren Township, MI 48111

(2) 2017 Ford F-250 Super Duty Four Wheel Drive Supercab

Blue Jean Metallic
Vinyl 40/20/40 Seat (Steel)
XL trim
Trailer Tow Package
Air Conditioning
6.2L EFI V8 Engine
6-Speed Automatic Transmission

LT265 OWL AT I7 Tires
Power Equipment Group
XL Décor Package
Molded Black Cab Step
Electronic Shift 4 Wheel Drive Shift on the Fly
Engine Block Heater
Snow Plow Package
Spare Tire/Wheel
Tele Trailer Tow Mirror Power
Upfitter Switch
Fixed Payload
9900# GVWR Package
Remote Start
Tough Bed
XL Value Package

Total **\$58200.00**



Charter Township of Van Buren
46425 Tyler Rd.
Van Buren Township, MI 48111

(1) 2017 Ford F-250 Super Duty Four Wheel Drive

Blue Jean Metallic
Vinyl 40/20/40 Seat (Steel)
XL trim
Trailer Tow Package
Air Conditioning
6.2L EFI V8 Engine
6-Speed Automatic Transmission
LT265 OWL AT 17 Tires
Power Equipment Group
XL Décor Package
Molded Black Cab Step
Electronic Shift 4 Wheel Drive Shift on the Fly
Engine Block Heater
Snow Plow Package
Spare Tire/Wheel
Tele Trailer Tow Mirror Power
Upfitter Switch
Fixed Payload
9900# GVWR Package
Remote Start
Tough Bed
XL Value Package

Total **\$27000.00**

**Charter Township of Van Buren
46425 Tyler
Van Buren Township, MI 48111**

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Send all bids to:
Office of the Clerk
Van Buren Township
46425 Tyler
Van Buren, MI 48111

Deadline for receiving bids is 9:30 a.m. Wednesday August 10th, 2016 No late bids will be accepted.

***All bids should be sealed and clearly marked "2017 DPS Pickup Trucks"**

Bids shall be publicly opened and read at:
10:00 a.m. (local time), Wednesday August 10th, 2016
Van Buren Township Hall
46425 Tyler
Van Buren Township, MI 48111

Instructions/ Additional Information

All specifications must be met. Failure to meet all the specifications may result in a disqualified bid.

The Charter Township of Van Buren Board of Trustees reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.

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- The Charter Township is exempt from Michigan sales tax. Tax exempt number is 38-6007135.
- ~~The Township has a license plate for the vehicle and one should not be included in the bid.~~
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- Each bidder agrees to waive and hereby does waive any claim it has or may have against the Township and its agents, representatives and employees arising out of or in ~~connection with the administration, evaluation, recommendation or award of any bid.~~
- Proposals submitted by bidders who have been debarred, suspended, or made ineligible by any federal, state or local agency will be rejected.

Bidder acknowledges that it has reviewed all bid documents including the purchasing policy of the Township.

Prospective bidders may contact the office of Public Services Superintendent William Turner at 734-699-8900 extension 9228 with any questions.

Specifications:

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2017 Model year
F-250 Regular cab w/ 8 foot box
4X4 with electronic shift on the fly
Color: Blue Jeans Metallic
6.2L V8 gasoline engine
Factory remote start (76S)
Factory spray bed liner (85S)
Four up fitter switches (66S)
Snow plow prep package (473)
10,000/9,900 GVWR package (68D)
Power Equipment Group (90L)
XL Value Package (96V)
6" running boards
L1265/70Rx17E OWL A/T tires with matching spare tire and rim

Truck #2 & #3:

2017 Model year
F-250 Super cab w/ 6 ¾ foot box
4X4 with electronic shift on the fly
Color: Blue Jeans Metallic
6.2L V8 gasoline engine
Factory remote start (76S)
Factory spray bed liner (85S)
Four up fitter switches (66S)
Snow plow prep package (473)
10,000/9,900 GVWR package (68D)
Power Equipment Group (90L)
XL Value Package (96V)
6" running boards
L1265/70Rx17E OWL A/T tires with matching spare tire and rim

Total price: \$ 88,912.88

Delivery date from bid award: 40 to 60 days

Company Name: Jack Demmer Ford

Signature: _____

Date: July 12, 2016

Charter Township of Van Buren

Agenda Item: _____

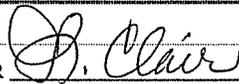
Work Study Meeting Date: August 15, 2016
Board Meeting Date: August 16, 2016

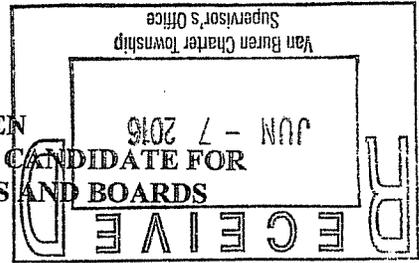
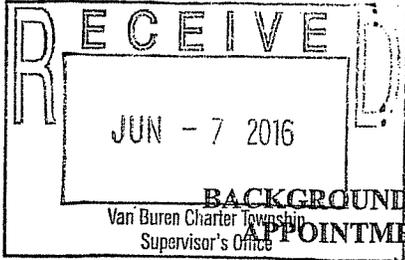
REQUEST FOR BOARD ACTION

| | Consent Agenda <input checked="" type="checkbox"/> | New Business | Unfinished Business | Public Hearing |
|---|---|--------------|---------------------|----------------|
| ITEM (SUBJECT) | To consider the appointment Aaron Sellers to the Board of Zoning Appeals as an Alternate. | | | |
| DEPARTMENT | Supervisor's Office | | | |
| PRESENTER | Supervisor Combs | | | |
| PHONE NUMBER | 734-699-8910 | | | |
| INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER) | | | | |

Agenda topic

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|---|--|
| ACTION REQUESTED: | |
| To approve the appointment of Aaron Sellers to the Board of Zoning Appeals as an Alternate with a term commencing September 1, 2016 and expiring September 1, 2019. | |
| BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS) | |
| <p>Mr. Sellers is presently employed by Comcast as a Business Services Manager for Southeastern Michigan, managing eight sales executives. He is familiar with the Township's structure and administration as he currently volunteers on the Township's Belleville Lakeshore Committee. He holds membership in two Chambers of Commerce and his experience and perspective gained from those affiliations in other communities will enhance discussions at the BZA table.</p> <p>Mr. Sellers is, "...interested in improving our community...to help our residents while doing the best thing for our community."</p> <p>This appointment fills a current vacancy on the Board of Zoning Appeals.</p> | |

| | |
|--|---|
| BUDGET IMPLICATION | N/A |
| IMPLEMENTATION NEXT STEP | Appointment |
| DEPARTMENT RECOMMENDATION | Approval by the Township Board |
| COMMITTEE/COMMISSION RECOMMENDATION | |
| ATTORNEY RECOMMENDATION | N/A |
| (May be subject to Attorney/Client Privilege and not available under FOIA) | |
| ADDITIONAL REMARKS |  |
| APPROVAL OF SUPERVISOR | _____ |



CHARTER TOWNSHIP OF VAN BUREN
BACKGROUND AND PERSONAL DATA OUTLINE ON CANDIDATE FOR
APPOINTMENT TO COMMITTEES, COMMISSIONS AND BOARDS

Committee, Commission or Board in which interested: Board of Zoning Appeals

Name: AARON CRAIG SELLERS

Address: 13080 LAKE POINT PASS

Daytime Telephone: 734-660-8105 Evening Telephone: 734-756-5314

Cellular Telephone: 734-660-8105

Number of years you have been a Van Buren Township resident: 6 years

High School: Belleville High School

College: _____ Degree/Courses: _____

Presently employed by: COMCAST BUSINESS

Job title: BUSINESS SERVICES MANAGER SOUTH EASTERN MI

Duties performed: MANAGE 8 SALES EXECUTIVES THAT SELL BUSINESS PRODUCTS

Current membership in organizations and offices held: Belleville lake shore committee

JACKSON MI Chamber of Commerce, ANN ARBOR Ypsi chamber of commerce

Past membership in organizations and offices held: Tri-County sportsman club

Additional information and comments: I am interested in improving our community. I want to help our residents while doing the best things for our community

RETURN COMPLETED FORM TO THE TOWNSHIP SUPERVISOR'S OFFICE,
46425 Tyler Road, Belleville, Michigan 48111 (734) 699-8910

Aaron C. Sellers 5/5/2016
Signature Date