



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

Parks and Properties Committee Meeting

June 14, 2022

7:15pm or immediately following the Recreation Committee Meeting
Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order—Chair Curin; Members Goodman and Simon
- II. Recognition of Visitors
- III. Approval of Meeting Minutes
6/14.27 Parks and Properties Committee Meeting of May 16, 2022
- IV. Informational Items / Verbal Updates
 - A. ComEd Energy Efficiency Grant Update
 - B. Northbrook Sports Center Pool Deck Emergency Repair Final Cost
- V. Unfinished Business
- VI. New Business
6/14.28 Consider Vehicle Procurement Authorization
- VII. Old Business
- VIII. Next Meeting – July 20, 2022, at 6:30pm, Joe Doud Administration Building, 545 Academy Drive
- IX. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, Village of Northbrook,
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days' advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.



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MEMORANDUM

To: Parks and Properties Committee
From: Chris Leiner, Director of Parks & Properties
Agenda Item: VI. 6/14.28 Consider Vehicle Procurement Authorization
Date: June 10, 2022

Staff Recommendation:

Staff recommends authorization for Executive Director Hamer to procure one (1) Ford Transit 250 High Roof Cargo Van via a cooperative purchasing network for a not to exceed amount of \$66,500.

Background & Analysis:

The replacement of truck #3200, a 2001 GMC, was initially budgeted in Fiscal Year 2020 for \$56,250 and was deferred to 2021. In 2021, staff could not procure a vehicle via cooperative purchase. This replacement has now been deferred for two fiscal years. In January 2022, the District could not secure a vehicle via cooperative purchase or legal bid. While legal counsel authorized the District to negotiate with local vendors to procure a vehicle directly, this option was not supported by the Board of Commissioners.

Staff has been alerted by the District's fleet purchasing representative that there is an impending cooperative procurement cycle opening for Ford Transit Cargo vehicles. Historically, the vehicle ordering timeline is a minimum of six month. This process fits into the typical municipal government purchasing cycle, i.e., presenting the purchase at a Parks and Properties Committee Meeting, then advancing to the full Board for approval at a Regular Board Meeting, concluding with the signing of a contract. The 2022 cooperative purchase cycle will be drastically different than the historical process.

Staff has learned that the ordering window may be as short as one week to a month based on a limited production run. This accelerated timeline does not fit into the District's traditional fleet purchasing process. In addition, the exact date of the procurement cycle opening is speculative. This replacement was budgeted as a FY 2021 purchase for \$57,250. Staff is requesting \$66,500 to prepare for any unknown escalation in the cost of the vehicle based on the current market conditions.

Staff recognizes that this is a different process than the District has traditionally undertaken to procure vehicles. By authorizing Executive Director Hamer to purchase the vehicle, staff is provided the maximum flexibility to ensure that the replacement can be secured via cooperative purchase, representing a lower price than direct dealer legal bidding or secondary market purchasing. Without this flexibility in the current market, the District will be unable to utilize cooperative purchasing for at least an additional fiscal year.

Staff did consider whether the procurement of an electric vehicle would be appropriate for this replacement. Based on the desired towing capacity and the current maintenance infrastructure, staff is not recommending procuring an electric vehicle to replace #3200.

The current District fleet of 29 vehicles has an average age of 13.6 years, beyond the industry standard of replacement at 8-10 years. The most recent vehicle purchase was made in 2015. Staff will be delivering an overall fleet analysis to the Board of Commissioners prior to starting the Fiscal Year 2023 capital budgeting process. In that analysis, staff plan to

NORTHBROOK PARK DISTRICT

deliver a phased approach to electric vehicle procurement and development of the appropriate maintenance infrastructure for electric vehicles. However, based on the age of this vehicle and the overall fleet, staff does not recommend further deferring the replacement of this vehicle. Even if the vehicle is procured this month, the wait for delivery would be 40 weeks.

Explanation:

Budgeted Cost: \$57,250

Budget Source: 2022 Capital Improvement Plan: 1050-6525

Motion:

The Parks and Properties Committee Chair moves to authorize Executive Director Hamer to procure one (1) Ford Transit 250 High Roof Cargo Van via a cooperative purchasing network for an amount not to exceed \$66,500 to the entire Board for approval.

Pc: Molly Hamer, Executive Director