



City of Broken Arrow

Request for Action

File #: 19-365, Version: 1

Broken Arrow City Council
Meeting of: 04/02/2019

Title:

Approval of and authorization to purchase one (1) Ford Explorer from Bill Knight Ford, pursuant to the Oklahoma Statewide Contract, for the Conventions and Visitors' Bureau and Business Retention and Expansion Departments

Background:

The City has recently taken steps to implement a fully functional business retention program for the downtown area. This program will add three new full-time positions to include two Business Retention and Expansion Coordinators and one Administrative Assistant. These new hires will join the Economic Development Manager, Convention Sales and Marketing Manager, and Tourism Director in the department. With the expansion of this department and the need for local and out-of-town travel, the City Manager recommends purchasing a vehicle specifically for the department's use.

The vehicle will be purchased under Oklahoma Statewide Contract #100009373. Pricing under this contract is good until November 14, 2019. The bid tabulation includes the lowest bidding vendors for all the brands of mid-size vehicles under this contract. Base pricing and selected options are reflected in the attached bid tabulation.

The recommended vehicle for purchase is the 2020 Ford Explorer. Pursuant to the State Contract, the lowest bidder is Bill Knight Ford, with the identified options at \$27,199.00. Funding will be through the surplus Sales Tax Capital Improvement Fund.

Cost: \$27,199.00
Funding Source: Sales Tax Capital Improvement Fund
Requested By: Norm Stephens, Economic Development Manager
Approved By: Michael L. Spurgeon, City Manager
Attachments: Bid tabulation

Recommendation:

Approve and authorize to purchase one (1) Ford Explorer from Bill Knight Ford, pursuant to the Oklahoma Statewide Contract, for the Conventions and Visitors' Bureau and Business Retention and Expansion Departments