

TO: William Lichter
Village Manager

FROM: Robert Baxa
Fleet Services Superintendent

DATE: January 20, 2004

SUBJECT: State Bid Purchase/Waiver of Bid File # 0

Included in the FYE 03/04 budget is a replacement for FE 205 (a 1994 Ford Aerostar Van) in the Fire Education division. State bid for a Mini-Van is the 2004 Ford Freestar Van. I have discussed the purchase with Chief Seagraves and this unit will fit the divisions needs.

Therefore, I recommend the B.O.T. waive bid, purchase on state contract and award a purchase order to Landmark Ford of Springfield, IL in the amount of \$18,932. Budgeted amount for this purchase is \$19,000. If you have any questions or need any additional information, please call me.

Public Act 85-1295 does not apply.

cc: Len Flood
Ed Seagraves
Jim Plunket