

Memorandum

REPORT TO: City Commission

FROM: Sam Bearzi, Fleet Manager
Nicholas Ross, Director of Transportation & Engineering

SUBJECT: Authorize City Manager to Sign Notice of Award and Purchase Agreement to Normont Equipment for One New Class 6 Mechanic Service Truck

MEETING DATE: April 7, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize City Manager to Sign Notice of Award and Purchase Agreement to Normont Equipment for One New Class 6 Mechanic Service Truck

STRATEGIC PLAN: 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

BACKGROUND: This project will replace the Vehicle Maintenance Division's 2004 Service Truck with a Class 6 Mechanic Service Truck from Normont Equipment for the cost of \$161,915.00. The purchased truck will provide larger capacity, improved efficiency, and safer platform for our Vehicle Maintenance Technicians to perform emergency service and support to all of our divisions in the field or across the wide array of city properties.

In conformance to the city's purchasing policy, bids were publicly solicited for this capital purchase with five received for review by the city's Fleet Manager. Normont is recommended for award as the lowest compliant bid.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Total cost of the purchase is \$161,915.00. Project VM05 was approved in the FY24-28 Capital Improvement Plan and FY24 Operating Budget for \$120,000. The cost overrun for this purchase is due to escalation between the original budget approval and purchase date as well as difficulty procuring the necessary package of specifications. The additional cost will be covered by Division savings in the approved FY26 Operating Budget.

Attachments:

[Purchase Agreement - VM05](#)

[Bid Tab - VM05 Service Truck](#)

Notice of Award - VM05

Report compiled on: March 25, 2026