

July 12, 2004

To: David Casstevens, Acting City Administrator
Mayor O'Brien
City Council

From: Chief Dalbey

Subject: Ambulance Purchase

During the last budget process the purchase of a new ambulance was approved by the City Council. It is my desire to proceed with the bidding process. The specifications for a new ambulance have been completed and are ready to be published to a number of vendors. The specifications are available for review upon request. I can e-mail the document (approx. 40 pages) or provide a hard copy if desired.

The specifications are substantively the same as for the first three ambulances we purchased in 2000. They reflect manufacturing changes and upgrades to the base products (chassis and body) in addition to changes (additions, alterations, or deletions) of a few minor features to address the concerns and needs of the ambulance crews. The first three ambulance designs have served us well with very few modifications necessary. Our desire is, as much as is practically possible, to keep the construction and layout of the new ambulance as close as possible to the existing ambulances in order to eliminate confusion for the crews as they work back and forth between them.

When we purchased the first three ambulances in 2000 we struck a deal with the vendor on a joint purchase with the West Liberty Fire Department. We submitted a request for bids for four units with WLFD purchasing the fourth ambulance. The process saved us a thousand dollars. This time around we have found ambulance services in Bennett, Buffalo, and Oskaloosa agreeable to adopting our specifications for units they wish to purchase. As a result we will be writing the bid specification to include prices for up to five (5) units. I expect that this will result in a notable savings when we purchase our ambulance.

We would like the approval of the City Council to proceed with the bidding process. I propose that we publish the specifications to vendors for bids on Friday, July 23, 2004. I suggest a four-week period before bid openings on August 13. This will permit time for the vendors to prepare their bids and for us to review them with a view toward the August 19 City Council meeting for approval.

