

## **TOWN COUNCIL – AGENDA REQUEST FORM**

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. Public Hearing requests must be submitted 20

<u>days prior</u> to the requested meeting date to meet publication deadlines (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

Meeting Information										
Date Submitted: June 4, 2020		Date of Meeting: June 11, 2020								
Submitted by: Kyle Fox		Time Required: 15 Minutes								
Department: Public Works		Background Info. Supplied: Yes No 🗌								
Speakers: Kyle Fox										
CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)										
Appointment:			Recognition/Resignation/Retirement:							
Public Hearing:			Old Business:							
New Business:		$\boxtimes$	Consent Agenda:							
Nonpublic:			Other:							
		Ţ	ITLE OF ITEM							
Request withdrawal from Solid Waste Disposal Capital Reserve Fund for purchase of a forklift										
DESCRIPTION OF ITEM										
The 2020/2021 Public Works proposed Solid Waste budget proposed the scheduled replacement of a 2003 forklift for use at the Transfer Station. In May, 2020 the forklift became inoperable and too costly to repair. In June 2020, the Finance Department solicited bids for the replacement. Public Works is requesting that Town Council approve withdrawal of \$20,821 from the Solid Waste Capital Reserve Fund for the purchase of a replacement forklift.										
		Refe	RENCE (IF KNOWN)							
RSA:			Warrant Article:							
Charter Article:			Town Meeting:							
Other:			N/A:							
<b>EQUIPMENT REQUIRED</b> (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)										
Projector:			Grant Requirements:							
Easel:			Joint Meeting:							
Special Seating:			Other:							
Laptop:			None:		$\boxtimes$					
CONTACT INFORMATION										
Name:	<b>Kyle Fox</b>		Address:	Public Works						
Phone Number:	424-5137		Email Address:	kfox@merrimack	nh.gov					
			APPROVAL							



## TOWN OF MERRIMACK INTER-DEPARTMENT COMMUNICATION

**DATE:** June 5, 2020

AT (OFFICE): Department of Public Works

FROM:

Kyle Fox

**Public Works Director** 

**SUBJECT:** 

Request for Purchase of New Forklift

TO:

Eileen Cabanel Town Manager

The Public Works Department, as part of the 2019/2020 Capital Improvement Plan (CIP) preparations, recommended replacement of a 2003 forklift in the Solid Waste Division. The replacement was listed in the CIP at a cost of \$25,000. The replacement of the forklift was then placed in the proposed 2020/21 Town Budget which awaits approval at the annual Town Meeting.

In March of this year the 2003 forklift developed problems that would likely have cost significant money to repair. The decision was made to rent a forklift while the Town solicited bids for a replacement forklift.

Bids for new or used forklifts were received by the Finance Department on May 12 – the results of the bids are shown in the following table.

Bidder	Model	New/Used	<b>Bid Price</b>	Trade-In Allowance	Net Price	Warranty
United Rentals	Toyota 8FGU25	Used	\$18,810	\$0	\$18,810	1 Yr
NE Industrial Truck	Nissan PF30 LP Gas	New	\$22,784	\$2,200	\$20,584	5 Yr
NE Industrial Truck	Mitsubishi FG15N	New	\$23,021	\$2,200	\$20,821	5 Yr
Octane Forklifts	Octane FY15	New	\$23,832	\$250	\$23,582	1 Yr/3 Yr
WD Matthews	Toyota 8FGU15	New	\$24,808	\$200	\$24,608	1 Yr/3 Yr
Milton Rents	Luigong CLG 2020G	New	\$28,640	\$800	\$27,840	3 Yr

Following a review of the bids, the Department is recommending purchase of the Mitsubishi FG15N forklift. Though not the lowest bid of the new units (\$237 more than the Nissan), online research and the recommendation of the bidder of both machines leads us to our recommendation. In reviewing the bid for the used forklift, we determined that the value of a new forklift with four additional years of warranty over the used forklift made the purchase of new unit the clear choice. We propose utilizing the Trade-in of our forklift to offset the purchase price of the new forklift at a total request of \$20,821.00. The Solid Waste Disposal Capital Reserve Fund currently has a balance of \$68,000.

CC:

Paul Micali, Finance Director