



# Administrative Report

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H.12., File # 26-0419

Meeting Date: 4/14/2026

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**To:** MAYOR AND CITY COUNCIL  
**From:** ANDREW WINJE, PUBLIC WORKS DIRECTOR

## **TITLE**

APPROVE THE PURCHASE OF ONE 2026 CASE BACKHOE MODEL 580SN 4WD FROM SONSTRAY MACHINERY FOR USE BY THE PUBLIC WORKS DEPARTMENT FOR A TOTAL COST OF \$180,383

## **EXECUTIVE SUMMARY**

The FY 2025-26 Mid-Year Budget update included funding for the replacement of a critical Public Works Department, Streets Division backhoe (Unit #362) that is in a state of disrepair. Accordingly, this item seeks approval of the purchase of one Case Backhoe Model 580SN 4WD utilizing competitive pricing secured through the City's regular purchasing procedures.

## **BACKGROUND**

In March 2026, the City Council approved Decision Package #10 - *Advance Replacement Backhoe (Vehicle Replacement Fund)* as a part of the FY 2025-26 Mid-Year Budget which appropriated \$180,000 for the advance replacement of one Public Works vehicle, Unit # 362. Currently, the Unit is a 2012 model year vehicle with a designated 17-year lifespan in the Vehicle Replacement Schedule that was due for replacement in FY 2028-29. The vehicle requires heavy daily use by the Streets Division, is the only unit of its type in the fleet, and has experienced a significant failure. Given the estimates for repair, the age of the unit, and the critical nature of the unit for daily operations, staff recommended funding be allocated for the advanced replacement. If the purchase is approved, the vehicle will be ordered with delivery anticipated in one-to-two months.

The total purchase price for the Streets Division backhoe (Unit #362) is \$180,383, given the Mid-Year appropriation of \$180,000, there is no additional appropriation required for the purchase of the proposed Public Works Unit.

Competitive pricing for the backhoe was secured through the City's regular purchasing procedures. The procedures contain a number of competitive purchasing options including the use of a "Piggyback Bid," which enables the City to procure goods or services by utilizing another public entity's recent Request for Proposal or Bid, or the Sourcewell Cooperative Purchasing Program. Cooperative purchasing programs provide valuable benefits to state and local governments. By attaching to national or regional cooperatives, the City has immediate access to legitimately solicited contracts that guarantee pricing and delivery options without expending staff resources on the preparation of its own competitive proposal. Pricing is often better than what the City could obtain independently due to the increased purchasing power of these cooperatives. If approved, the backhoe recommended for replacement would be acquired via Sourcewell Master Contract #011723-

CNH.

**COORDINATION**

The Public Works Department coordinated this report with the Financial Services Department.

**FISCAL IMPACT**

Funding for the purchase of the recommended unit was approved as part of the FY 2025-26 Mid-Year Budget via Decision Package #10 - *Advance Replacement Backhoe (Vehicle Replacement Fund)*. Specifically, \$180,000 was set aside for the replacement of Unit #362. No additional appropriation to the Public Works Operating Budget is required to complete the recommended purchase.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Quote - Sonsray Machinery Unit #362, Case Model 580SN 4WD