

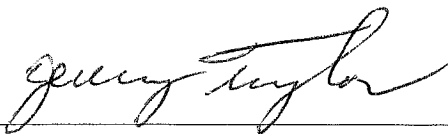
**WOODBURY COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Purchase of County Road Department Vehicles – Automobiles, Pickups, Vans, and SUVs

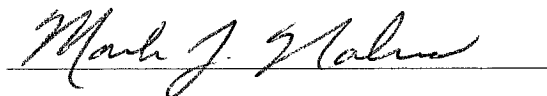
This policy outlines the process for purchase of vehicles for use by the Woodbury County Secondary Road Department. Said vehicles include sport utility vehicles (SUV), automobiles, and pickup trucks up to 19,500 lb. GVW rating.

- 1) The county road department will request quotations for new vehicles. Quotations may allow consideration of current model year demonstrators, if deemed in the best interest of the secondary road department.
- 2) The county will request quotations for vehicles as defined above from local automobile and pickup truck dealers that sell new vehicles. Local dealer is defined as any major brand automobile or truck dealership within the geographic limits of Woodbury County. The dealer may provide a quotation for any vehicle brand for which they are an authorized dealer at any of their company or corporation owned dealerships. Dealers owning a qualifying dealership within Woodbury County will not be limited to quoting only vehicle brands that are sold at their Woodbury County location, but can provide quotes for any vehicle sold by any of their dealerships regardless of its location.
- 3) While the county road department prefers to purchase locally, the department must also seek the lowest price possible for a vehicle meeting specifications. The county is eligible to buy at state bid prices through the Iowa Department of Transportation and Iowa Department of Administrative Services. The county encourages all dealers bidding to consult pre-approved state bid prices prior to submitting a quotation to the county. The county engineer may, if prices exceed state bids by more than 5%, recommend purchase of county vehicles from awarded state bids.
- 4) Units quoted shall meet or exceed the vehicle specifications sent to the dealer. Modifications or deviations from printed specifications shall be described by a written statement to be included with the quote by each dealer. The Woodbury County Board of Supervisors reserves the right to waive compliance on minor variations from specifications and to reject any or all quotes if deemed to be in the best interest of Woodbury County. Woodbury County is not obligated to purchase the low quote and will purchase the vehicle that will best serve the county's needs.
- 5) The awarded dealer shall have a pre-order meeting with the county engineer to approve final vehicle details and to approve color selection to assure compliance with specifications.

APPROVED:



Chairman-Woodbury County Board of Supervisors



Mark J. Nahra, Woodbury County Engineer