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April 17, 2020

Town of Reading Municipal Light Board

Subject: RMLD VEH98 RFQ 2020-13 Light Duty Vehicles with Trade-Ins

Pursuant to M.G.L. c. 30B and RMLD Policy #9, the RMLD is using Statewide Contract VEH98 to procure Light Duty Vehicles as follows: four (4) Hybrid SUVs and one (1) Eco-Friendly Pickup Truck, all with Trade-Ins.

Under M.G.L. c. 30B, local jurisdictions can use a variety of Statewide Contracts without conducting a separate procurement. By using a Statewide Contract, the State has already conducted the competitive process of vetting vendors.

On March 24, 2020, and April 8, 2020, the VEH98 Quote Forms and specifications were emailed to the following companies listed on Statewide Contract VEH98 Master Vehicle List:

HYBRID SUVs
Colonial Ford, Inc., d/b/a CMG
MHQ, Inc., for Harr Toyota

ECO-FRIENDLY PICKUP TRUCK
Colonial Ford, Inc., d/b/a CMG
Marcotte Ford Sales, Inc.

All the above-named companies submitted the VEH98 Quote Form via email.

The quotes were reviewed, analyzed, and evaluated by staff, and recommended to the General Manager.

MOVE to recommend that the General Manager through the Materials Manager purchase four (4) Toyota Hybrid Highlander SUVs with Trade-Ins from **MHQ, Inc., for Harr Toyota for \$151,997.00¹** and one (1) Ford F-150 Eco-Friendly Pickup Truck with Trade-In from **Marcotte Ford Sales, Inc., for \$32,536.50** pursuant to M.G.L. c. 30B, Statewide Contract VEH98. The total of all vehicles is **\$184,533.50**.


¹See attached.

The 2020 Capital Budget for this purchase is \$75,000.


Paul McGonagle (Apr 16, 2020)
Paul McGonagle, Facilities Manager


John McDonagh (Apr 16, 2020)
John McDonagh, Assistant Director of E&O


Hamid Jaffari (Apr 16, 2020)
Hamid Jaffari, Director of E&O


Coleen O'Brien, General Manager

STATEWIDE CONTRACT VEH98 LIGHT DUTY VEHICLES WITH TRADE-INS PRICE ANALYSIS

2020 Toyota Highlander Hybrid with Trade-In

Vendor	2020 Base Contract Price	Total Factory Options	Total Upfit per Vehicle	Total	Minus RMLD Trade-In	Total Purchase Price	LEAD TIME*
MHQ, Inc. for Harr Toyota's -Trade in SUV 1	38,400.00	403.75	370.50	39,174.25	400.00	38,774.25	16-19 Wks.
MHQ, Inc. for Harr Toyota's -Trade in SUV 2	38,400.00	403.75	370.50	39,174.25	1,600.00	37,574.25	16-19 Wks.
MHQ, Inc. for Harr Toyota's -Trade in SUV 3	38,400.00	403.75	370.50	39,174.25	600.00	38,574.25	16-19 Wks.
MHQ, Inc. for Harr Toyota's -Trade in SUV 4	38,400.00	403.75	370.50	39,174.25	2,100.00	37,074.25	16-19 Wks.
TOTAL PURCHASE PRICE:						151,997.00	

2021 Ford Explorer Hybrid with Trade-In (Last date to order 2020s was April 3, 2020)

Vendor	2020 Base Contract Price	Total Factory Options	Total Upfit per Vehicle	Total	Minus Trade-In Value	Total Purchase Price	LEAD TIME
Colonial Ford, Inc. d/b/a CMG-Trade in SUV 1	48,240.00	116.40	0.00	48,356.40	300.00	48,056.40	17-19 Wks.
Colonial Ford, Inc. d/b/a CMG-Trade in SUV 2	48,240.00	116.40	0.00	48,356.40	500.00	47,856.40	17-19 Wks.
Colonial Ford, Inc. d/b/a CMG-Trade in SUV 3	48,240.00	116.40	0.00	48,356.40	1,000.00	47,356.40	17-19 Wks.
Colonial Ford, Inc. d/b/a CMG-Trade in SUV 4	48,240.00	116.40	0.00	48,356.40	1,500.00	46,856.40	17-19 Wks.
TOTAL PURCHASE PRICE:						190,125.60	

*Lead time for the Toyota Highlanders, barring any changes in the production, is currently scheduled for July with delivery in month of September.

2020 Ford F-150 Eco-Friendly (EcoBoost®) Pickup Truck with Trade In

Vendor	2020 Base Contract Price	Total Factory Options	Total Upfit per Vehicle	Total	Minus Trade-In Value	Total Purchase Price	LEAD TIME
Colonial Ford, Inc. d/b/a CMG	27,320.00	5,039.15	780.00	33,139.15	300.00	32,839.15	13-16 Wks. *
Marcotte Ford Sales, Inc.	27,561.00	5,225.00	750.50	33,536.50	1,000.00	32,536.50	17-20 WKS**
Total of SUVs and Pickup Truck						184,533.50	

*Factory is currently closed. This is Standard Lead Time is after factory reopens.
 **Subject to Ford Motor Company reopening factory.