



TO: Cass County Commission
FROM: Gail Bollinger, CHSZ Director
DATE: December 19, 2024
RE: Authorization to Purchase Vehicles for CHSZ Motor Vehicle Pool

The Cass Human Service Zone (CHSZ) is expanding its motor vehicle pool to enhance its services and better support the needs of citizens, children, and families in our community.

The 2025 Human Service Zone Budget includes \$100,000 allocated for the purchase of two vehicles to be used exclusively by Zone team members for Zone-related services and travel. All expenses associated with these vehicles will be covered by the Zone budget.

We have worked closely with the County Finance Department throughout this process and followed the state bidding procedure. Attached are quotes from Nelson Auto Center, obtained via the state bid, for the following vehicles:

- One (1) Chrysler Pacifica minivan at \$43,797.00
- One (1) Ford Explorer at \$40,604.00

The total cost of these vehicles is \$84,401, which includes the addition of remote start due to the vehicles being parked outside in the Annex parking lot. This amount is within the approved 2025 budget allocation.

Suggested Motion:

Authorize the Director of the Human Service Zone to purchase two (2) new vehicles—one (1) Chrysler Pacifica minivan and one (1) Ford Explorer—under account number 202-5010-401.74-06 for a total of \$84,401.



FLEET DEPARTMENT
2228 COLLEGE WAY, PO Box 338
FERGUS FALLS, MN 56538-0338
PHONE: 218-998-8865
TOLL FREE: 800-477-3013 EXT. 8865
mlarson@nelsonfleet.com

VEHICLE QUOTE NUMBER F SSP13-2

Sold To: Cass Human Service Zone
Attn: Ashley Williams
Address: 1010 2nd Ave S
 Fargo, ND 58103

Date: 12/17/2024
Phone: 701-241-5765
FAX: 701-241-5775
Salesperson: Melissa Larson
Key Code: 0

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
SSP13-2	2025	Ford	Explorer Active 4WD Color: TBD	New	

Price of Vehicle:	<i>Per ND Spec: SSP13-2</i>	\$39,729.00
Options & Extras:		\$875.00
DIO Remote Start		\$875.00

Delivery Included

Trade - In:		
Total Cash Price:		\$40,604.00

Terms: Net 30 days

Your Purchase Order #	Project #	380
------------------------------	------------------	------------

Thanks for your business!

Ship To / Lessee / End User: Cass Human Service Zone
 Attn: Ashley Williams
 Human Services
 Address: 1010 2nd Ave S
 Fargo, ND 58103

FAX: 701-241-5775
 Phone: 701-241-5765
 email: williamsa@casscountynd.gov

Signed: _____

Printed Name: _____ Date: _____



FLEET DEPARTMENT
2228 COLLEGE WAY, PO Box 338
FERGUS FALLS, MN 56538-0338
PHONE: 218-998-8865
TOLL FREE: 800-477-3013 EXT. 8865
MLARSON@NELSONFLEET.COM

VEHICLE QUOTE NUMBER SSP1-6

Sold To: Cass Human Service Zone
Attn: Ashley Williams
Address: 1010 2nd Ave S
 Fargo, ND 58103

Date: 12/17/2024
Phone: 701-241-5765
FAX: 701-241-5775
Salesperson: Melissa Larson

Key Code: 0

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
SSP1-6	2025	Chrysler	Pacifica Touring L FWD	New	
			Color: TBD		

Price of Vehicle:	<i>Per ND Spec: SSP1-6</i>	\$42,922.00
Options & Extras:		\$875.00
DIO Remote Start		\$875.00

Delivery Included

Subtotal: \$43,797.00

Trade - In:

Total Cash Price: \$43,797.00

Terms: Net 30 days

Your Purchase Order # 0 Project # 380

Thanks for your business!

Ship To / Lessee / End User: Cass Human Service Zone
 Attn: Ashley Williams
 Human Services
 Address: 1010 2nd Ave S
 Fargo, ND 58103

FAX: 701-241-5775
 Phone: 701-241-5765
 email: williamsa@casscountynd.gov

Signed: _____

Printed Name: _____ Date: _____