


MEMORANDUM

TO: Steven D. Powers, City Administrator
FROM: Sue F. McCormick, Public Services Administrator 
DATE: October 7, 2011
SUBJECT: Request for Approval to Issue Emergency Purchase Order

In the fall, the volume of compost picked up drastically increases, the majority of which is fallen leaves. In order to manage this increase we hire temporary staff and rent extra trucks from mid-October to mid-December.

On September 19, 2011 City Council approved a request from the Public Services Area to enter into a contract with Big Truck Rental, LLC. The contract was for the rental of eight rear-load refuse trucks for use in our compost collection operation. On October 5th, Big Truck Rental informed us that a number of their customers had extended leases and the truck they had planned to rent us would not be available.

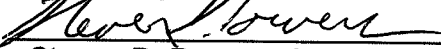
We have located two vendors that have six trucks available for rent right now and a possible two more in a few weeks. In order to secure these truck we need to issue purchase orders to each vendor.

The first vender, Rantoul Truck Center, LLC has two trucks available and we are issuing a purchase order for \$24,492.80 under the normal purchasing policy. This will cover the cost of delivery, pickup and rental for two months for both trucks.

The second, Premier Truck Sales & Rental, Inc. has four trucks now and a possibility of two more in a few weeks. We are requesting your approval to issue an emergency purchase order for \$93,720.00. This would cover the delivery, pickup and rent for up to six trucks for two and a half months.

Under the City's Code, Chapter 14, Section 1:316, in the case of emergency, the City Administrator is authorized to issue an Emergency Purchase Order in amounts that exceed the limits that normal requires City Council approval. We cannot wait for the normal purchase order approval process to secure these trucks and insure that we have adequate equipment to collect the anticipated increase in compost material.

We therefore request your approval to issue an Emergency Purchase Order to Premier Truck Sales & Rental, Inc. for \$93,720.00 and will report the details of this to City Council at its November 10, 2011 meeting.

Approved 
Steven D. Powers, City Administrator

Date 10/11/11, 2011