

**MEMORANDUM**

**DATE:** June 19, 2020

**TO:** Tom Crawford  
Interim City Administrator

**FROM:** Matthew J. Kulhanek  
Fleet & Facilities Manager

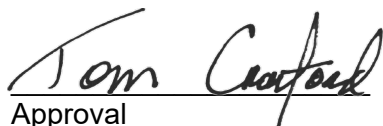
**RE:** Emergency Purchase Authorization – Repairs to Front Load Refuse Truck (#8517)

Due to a significant engine repair on vehicle #8517, a 2013 Mack CNG front load refuse truck used by the City to service commercial dumpsters, we are seeking an emergency purchase authorization to fund the repair of this vehicle. Cummins Bridgeway LLC, the sole local dealer of Cummins engine parts and repair services, provided a repair quote in the amount of \$21,922.56. This truck is a front line vehicle and getting it repaired and returned to service is a priority.

Public Works/Solid Waste had three front load refuse trucks used on a daily basis to service commercial dumpster customers. All three of these trucks have passed their replacement dates as the City determines if it will continue with commercial dumpster service. In early April, one of the three front load trucks was permanently removed from service due to a blown engine. With the pandemic and reduced commercial waste generation, two trucks were initially able to serve the market. When #8517 went down and waste generation increased, a front load truck was rented but it has limited functionality and the rental cost is prohibitive for long term use. After exploring rental options and speaking with the Public Works Unit Manager, Molly Maciejewski, we agreed getting this vehicle repaired as soon as possible was out best option.

The City has an existing purchase order with Cummins Bridgeway LLC that was issued in the amount of \$70,000.00 for parts and repairs to City vehicles for FY20. The balance remaining on this purchase order is not adequate to cover the repair cost of this truck, so an additional \$25,000.00, for a total purchase order authorization of \$95,000.00, is needed. This additional \$25,000.00 authorization will cover the repair work for the truck, and a small contingency for unknown repairs/parts.

As provided in City Code 1:316, the Fleet & Facilities Unit of the City Administrator's Area is seeking an emergency authorization from the City Administrator to grant an approval to increase the Cummins Bridgeway LLC purchase order by \$25,000.00, for a total purchase order authorization of \$95,000.00, to cover cost for the repair work to Refuse Truck #8517. Staff will prepare the appropriate documentation for council notification at the next available meeting as required by City Code.



Approval  
Tom Crawford  
Interim City Administrator

06/22/2020

Date