

MEMORANDUM

DATE: May 28, 2020

TO: Tom Crawford
Interim City Administrator

FROM: Matthew J. Kulhanek
Fleet & Facilities Manager

RE: Emergency Purchase Authorization – Repairs to Signs and Signals Bucket Truck (#4616)

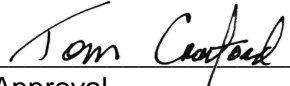
Due to a broken boom that was recently diagnosed on vehicle #4616, a 2009 IHC bucket truck used by Signs and Signals, we are seeking an emergency purchase authorization to fund the repair of this vehicle. Terex, the manufacturer of the boom system, was the low quote for repair of the vehicle. This truck is a front line vehicle and getting it repaired and returned to service is a priority.

Signs and Signals has three bucket trucks used on a daily basis to support their work crews. A bucket truck is a critical piece of equipment for crews maintaining improvements within the road right away. Much of their work is spent in the air working on traffic signals, street lights and other elevated signage and devices. After exploring other options and speaking with the Signs and Signals Supervisor, Chuck Fojtik, I concur with the need to get this truck back in service as soon as possible.

Two quotes for the boom repair were received and Terex's quote of \$18,190.83 was the low quote. Once the bucket truck is at Terex's repair facility and disassembled, additional unknown repairs may be exposed and the requested adjustment to the purchase order authorization provides for this contingency.

The City has an existing purchase order with Terex that was issued in the amount of \$23,000.00 for parts, repairs and inspections of our aerial devices for FY20. The balance remaining on this purchase order is not adequate to cover the repair cost of the broken boom, so an additional \$15,000.00, for a total purchase order authorization of \$38,000.00, is needed. This additional \$15,000.00 authorization will cover the deficiency needed for the repair work for the broken boom, a contingency for unknown repairs/parts, and an amount for normal parts and repairs of our other aerial devices for the remainder of the fiscal year.

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 Terex purchase order by \$15,000.00, for a total purchase order authorization of \$38,000.00, to cover cost for the repair work to Bucket Truck #4616. 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

05/28/20
Date