

MEMORANDUM

TO: Steven D. Powers, City Administrator

FROM: Craig Hupy, Public Services Administrator 

DATE: December 9, 2014

SUBJECT: Request for Approval to Issue Emergency Purchase Order

On October 31st, 2014 the Fire Department's new Sutphen Tower Truck had been in an accident that resulted in considerable amount of damage to the ladder, water way and bucket at the rear of the truck.

The truck was taken to the manufacturer, Sutphen Corporation in Springfield, OH, to inspect the damage and to develop an estimate for its repair. The last section of the aerial mounting yoke which attaches the bucket to the aerial, and bucket were extensively damaged and need to be replaced. The total estimated cost of repairs is \$64,464.93 which will take approximately 4 weeks to complete. The parts that need to be replaced are manufactured and only sold by Sutphen. In addition once the aerial is repaired it will need to be re-certified before it can be placed back into service. The re-certification process and the parts make Sutphen a sole source for these repairs.

While this truck is out of service the Fire Department will need to operate its 18 year old reserve unit and will have no backup if it was to breakdown for any reason. It is essential that the new tower be repaired to put back into service as soon as possible. Repairs of the Tower cannot begin until a purchase order is issued. We therefore can't wait for the normal purchase order approval process to approve the repair to the Tower Truck.

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 begin the repair of this very important vehicle.

We therefore request your approval to issue an Emergency Purchase Order to Sutphen Corporation for ~~\$64,464.93~~ and will report the details of this to City Council at its December 15th, 2014 meeting.

Approved 
Steven D. Powers, City Administrator

Date 12/9, 2014

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