

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0904
Date: October 18, 2004
Prepared By: Julie Hamilton, Fiscal/Purchasing, 841-2537
City File No:

Meeting Date: November 3, 2004

PURPOSE:

City Council is requested to authorize the purchase of one (1) new, Cargo Trailer. It is recommended that the purchase of this trailer be awarded to Forbes Trailers of Waterford, Michigan, in the amount not-to-exceed \$4,140.00.

DISCUSSION:

Quotations were solicited and received for one (1) new Cargo Trailer. The lowest bidder, Trailer Depot did not meet the GWR specifications (too light). The second lowest vendor, Forbes Trailers met all specifications. Forbes Trailer was concluded to be the lowest responsive, responsible bidder that met the required specifications.

Money was budgeted for this purchase in the 2004 fleet equipment budget but due to the soaring steel prices the cost exceeds the budgeted funds.

The cargo trailer will be used to house the City's recently purchased steam generating unit that will be used for fire hydrant and drive culvert, and roadway crosstube thawing.

This trailer will replace the City's trailer 39-213 which will be sent to auction.

FISCAL INFORMATION:

Funds are included in the fleet equipment fund budget. Budget amendment will be done in the 4th quarter.

The budgeted amount of \$13,905.00 was for the steam-generating unit and cargo trailer. For cost saving purposes, the hydrant steamer and trailer were purchased separately and DPS personnel will fabricate the unit themselves. The steam-generating unit was purchased with budgeted monies for \$10,999.00 leaving \$2,906.00 remaining for the cargo trailer. The cargo trailer came in at a cost of \$4,140.00.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Fleet	661.977000	Equipment Cap	\$13,905.00	\$ 10,999.00	\$2,906.00
Fleet	661.977000	Equipment Cap	\$ 2,906.00	\$ 4,140.00	(\$1,234.00)

Vendor Name and Address:

Forbes Trailers
4902 Highland Road
Waterford, MI 48328

Reason for Selection:

Lowest responsive, responsible bidder that met all specifications

Method of Purchase:

Purchase Order

RECOMMENDATION:

It is recommended that City Council authorize the purchase of one (1) new Cargo Trailer to Forbes Trailers, of Waterford, Michigan, in the amount not-to-exceed \$4,140.00.

ATTACHMENTS:

Quote Tabulation

Department Authorization: Roger Rouse

Reviewed by:

Fiscal: *Julie Jenuwine*

Purchasing: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA