

Capital Purchase Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Pam Harris

Date Submitted: 5/26/2022

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? N/A

Description of the item and why the item is needed at this time.

LED 4' x 8' 10mm double sided full color Watchfire Electronic Sign (Electronic Message Board). The existing sign is beyond repair due to possible electrical surge that damaged internal components that cannot be repaired or replaced.

*The cost of the sign is \$35,315, which includes installation. I am asking to add for a 5% contingency fee in case of a possible price increase or changes in freight between now and the estimated 6-8 week installation.

Total contingency price = \$37,080

Can your job be performed without the purchase of this item? Please explain below.

No. The Electronic Sign is an integral part of the operations at City Hall

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

Additional quotes are attached. We have dealt directly with the manufacturer and receive a substantial discount on the Watchfire sign plus they gifted us a 10 year parts warranty, as opposed to the standard 5 year.

Is this to replace a current capital asset? Yes

How do you plan to dispose of the item that is being replaced?

The Company installing the new Electronic Sign will remove and dispose of the existing sign

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date