

Capital Purchase Worksheet

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 6/13/2021

Is this purchase listed as a capital purchase in the approved budget? Yes

What amount is approved in the budget for this purchase? \$10,000

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

A 2021 Coats 60XAH1 Tire Machine. The MAINTENANCE DEPT. needs it to continue providing tire need services to all city departments with vehicles and equipment.

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

No, the number of tires handled by the Maintenance Dept. has increased with the number of vehicles & equipment throughout the City as it has expanded & grown.

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

Yes, there are three, but we would like to purchase the 2021 Coats 60XAH1 Tire Machine, even though it is the middle bid, for the main reason that the quality of the customer service and quick response in getting repairs handled is better. The down time will be minimal and less with Advance than the others.

Is this to replace a current capital asset? yes

If so please list below the item being replaced and why it can not be used any longer.

The current tire machine. It is quite old and costing too much in down time and repairs.

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

Best means possible.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date