

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: 10/10/2022

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

What amount is approved in the budget for this purchase? 86,000

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

Requesting to Go to Bid and Purchase electric vehicles for Public Works and Commercial Sanitation (4012) in the total amount of \$86,000.00 as additions to the fleet. They were budgeted in FY22

Public Works budgeted \$43,000.00 under Acct# 100-1060-5100 as an Electric Truck.

Commercial Sanitation (4012) budgeted \$43,000.00 as an Electric Truck (Supervisor). It will be under Acct#601-1951

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

No, we need them since the city has grown. And we are specifically requesting electric vehicles in an effort to reduce the city's environmental footprint.

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

No, we are requesting to go to bid.

Is this to replace a current capital asset? No

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

n/a

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

n/a

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date