

Capital Purchase Worksheet

Directions:

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

Submitted by: Chief J. Darby

Date Submitted: 11/26/2018

Is this purchase listed as a capital purchase in the approved budget? yes - Fire Advalorem Fund

What amount is approved in the budget for this purchase? \$485,000

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

New custom fire pumper to replace 1999 unit as a scheduled replacement for our fleet program.

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

No. Keeping our schedule of apparatus replacement is critical to providing our services in the safest and most effective manner.

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

We have bid the pumper and equipment, and it came in over budget. However, with only one bidder, I have been able to negotiate for a lower price on the pumper without any significant changes to our spec. If we exercise the pre-pay discount, we will be within budget on the truck, and we can budget for equipment in the next fiscal year.

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.

1999 KME Custom Pumper - this truck has served its scheduled life of 20 years, and we are experienced significant maintenance costs to keep it in service.

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

We will advertise the truck for sale to a regional volunteer fire department in need.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.
If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: _____

Date Submitted: _____

Is this purchase listed on the capital projects plan in the approved budget? _____

What amount is approved in the plan for this project? _____

In what year is this project shown to begin in the plan? _____

Description of the project and why the project needs to be completed at this time.

Can your job be performed without the completion of this project? Please explain below.

Will not completing this project cause a public safety issue? Please explain below.

Do you expect to come in, at, or under budget on this project? Please explain below.

Is there a grant associated with this project? _____

If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date