

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: 01/14/2019

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

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.

The purchase includes a new SCBA fit test machine and accessories that allow us to fit test all firefighting personnel to insure that their breathing mask properly fits them. Our old machine is no longer capable of being updated to the newest standards as required by NFPA.

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

No. This equipment is required in order for us to meet the NFPA standard for annual SCBA fit testing for all firefighting personnel.

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 obtained a quote of \$8,429 from the sole source provider/manufacture for this machine. We would also like to add a service contract for an additional year beyond the manufacturer warranty for \$1030. These combined will still put us below budget.

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 fit test machine is approaching 15 years old and can no longer be calibrated as required by NFPA.

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

Since the machine can no longer be calibrated, it is of no value and would be scrapped and recycled.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date