

Capital Purchase Worksheet

Directions:

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

Submitted by: Lt. Kevin Carnley

Date Submitted: 02/18/2020

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

What amount is approved in the budget for this purchase? \$99,717.40

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

Three Chevrolet Police Tahoes to increase the safety and efficiency of the Patrol Fleet.

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

Not in an efficient manner as the age and mileage of our current fleet is steadily increasing.

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

Yes. The Chevrolet Police Tahoe is currently on state bid with Donohoo Chevrolet.

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.

A few of the units will be additional vehicles to assist in the growth of the Department. The remaining units will replace vehicles that will be determined by age and mileage.

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

Auction or donation to a department in need.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

*****THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*****