



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 8, 2019  
Action Item for the City Council Meeting of January 15, 2019

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**DATE:** January 8, 2019

**TO:** Keith Selman, Interim City Manager

**FROM:** Jim Davis, Director of Asset Management  
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<b>Purchase of Rough Terrain Forklift</b>
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**CAPTION:**

Motion authorizing the purchase of one 8,000-pound Rough Terrain Forklift from Hlavinka Equipment Company of East Bernard, Texas via Sourcewell Cooperative for a total amount not to exceed \$89,309.93.

**PURPOSE:**

This item is to approve the purchase of one 8,000-pound Rough Terrain Forklift for Asset Management.

**BACKGROUND AND FINDINGS:**

The Asset Re-utilization/Liquidation Area of the Asset Management Department is requesting the purchase of an 8,000-pound Rough Terrain Forklift for its fleet. This unit will be used to enable the efficient management of non-running/wrecked and stationary equipment in its inventory.

This forklift is being procured through the Sourcewell Cooperative, formerly National Joint Purchasing Alliance, which provides competitive pricing for the City through competitive procurements that are in compliance with Texas local and state procurement requirements.

**ALTERNATIVES:**

Not applicable

**OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Asset Management

**FINANCIAL IMPACT:**

x Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$250,000.00	\$0.00	\$250,000.00
Encumbered / Expended Amount	\$153,302.00	\$0.00	\$153,302.00
This item	\$89,309.93	\$0.00	\$89,309.93
BALANCE	\$7,388.07	\$0.00	\$7,388.07

Fund(s): Fleet Maintenance Service

**Comments:**

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Price Sheet