



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of September 20, 2016  
Action Item for the City Council Meeting September 27, 2016

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**DATE:** September 20, 2016

**TO:** Margie C. Rose, City Manager

**FROM:** Jim Davis, Director of General Services  
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<b>Purchase of Vehicle Alignment Equipment</b>
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**CAPTION:**

Motion approving the purchase of Vehicle Alignment Equipment from Mohawk Resources LTD, of Amsterdam, New York for a total amount of \$56,167.93. The award is based on the cooperative purchasing agreement with Houston-Galveston Area Council. Funds have been set aside by Fleet Maintenance Services in FY15-16.

**PURPOSE:**

This item is to approve the purchase of Vehicle Alignment Equipment for Fleet Maintenance Services.

**BACKGROUND AND FINDINGS**

This new alignment machine will replace the light equipment wheel alignment machine. The current machine's computer no longer is functional and the lift capability of the machine is unsafe. Fleet Maintenance Services has operated the current machine for more than twenty years.

**ALTERNATIVE:**

If we do not replace this machine we will continue to be required to send vehicles needing alignment to outside vendors to perform this service. This is not a cost effective way to do business.

**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:**

Fleet Maintenance Services

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2015-2016</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$4,106,461.49	\$0.00	\$4,106,461.49
Encumbered / Expended Amount		\$3,443,309.92	\$0.00	\$3,443,309.92
This item		\$56,167.93	\$0.00	\$56,167.93
BALANCE		\$606,983.64	\$0.00	\$606,983.64

Fund(s): Fleet Maintenance Services

**Comments:**

Funding for the purchase has been approved in the FY 2015-2016 budget.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Price Sheet