



AGENDA MEMORANDUM
Action Item for the City Council Meeting of August 11, 2020

DATE: August 11, 2020

TO: Peter Zaroni, City Manager

FROM: Jim Davis, Director of Asset Management
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Purchase of One Forklift for Asset Management
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CAPTION:

Motion authorizing a purchase of one 2020 Hyster H90FT lift truck forklift from Briggs Equipment, in an amount of \$60,053.12, as a replacement unit for in-house use by the Asset Management Department, effective upon issuance of letter of acceptance with funding available through the FY 2020 Fleet Maintenance Fund.

SUMMARY:

This motion authorizes the purchase of one 2020 Hyster H90FT lift truck forklift for Asset Management through the BuyBoard Cooperative. The 2020 Hyster lift has a 9,000 lb. capacity and is being purchased through the BuyBoard Cooperative as a replacement unit.

BACKGROUND AND FINDINGS:

The Asset Management Department has an operational need to purchase one 2020 Hyster H90FT lift truck forklift as a replacement unit to the department's fleet. The equipment will be used to facilitate safe repairs of large and heavy parts used to maintain the City vehicles and equipment brought into Asset Management for service. The forklift will also be utilized by the Parts Division for loading and unloading large and heavy parts.

This procurement is through the BuyBoard Cooperative. Contracts awarded through the BuyBoard Cooperative have been competitively procured, in compliance with Texas local and state procurement requirements.

ALTERNATIVES:

An alternative is to continue using the older equipment, and struggle to meet mission requirements due to the increasing age, and increased maintenance requirements.

FISCAL IMPACT:

The fiscal impact for the Asset Management Department in FY 2020 is an amount of \$60,053.12 from the Fleet Maintenance Fund.

Funding Detail:

Fund:	5110	Fleet Maintenance Fund
Organization/Activity:	40170	Fleet Operations
Mission Element:	202	Maintain the Fleet
Project # (CIP Only):	N/A	
Account:	550020	Vehicles & Machinery

RECOMMENDATION:

Staff recommends approval of this motion authorizing the purchase of one 2020 Hyster H90FT lift truck forklift from Briggs Equipment as presented.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet