



AGENDA MEMORANDUM

Action Item for the City Council Meeting of September 8, 2020

DATE: September 8, 2020

TO: Peter Zaroni, City Manager

FROM: Kevin Norton, Director of Water Utilities
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Purchase of Two Forklifts for Utilities Department

CAPTION:

Motion authorizing a replacement purchase of two forklifts: one 2020 Hyster Fortis H60FT lift truck and one 2020 Hyster W40ZA straddle stacker from Briggs Equipment, Inc., in an amount of \$58,540.76, for the Utilities Department, effective upon issuance of letter of acceptance with funding available through the FY 2020 Water Fund.

SUMMARY:

This motion authorizes the purchase of two forklifts: one 2020 Hyster Fortis H60FT lift truck and one 2020 Hyster W40ZA straddle stacker for the Utilities Department through the BuyBoard Cooperative. This equipment is being purchased through the BuyBoard Cooperative as replacement units.

BACKGROUND AND FINDINGS:

The Utilities Department has an operational need to purchase two forklifts: one 2020 Hyster Fortis H60FT lift truck and one 2020 Hyster W40ZA straddle stacker as replacement units to the department's fleet. The equipment will be used to facilitate the safe transport of large and heavy parts used to maintain equipment throughout the O. N. Stevens Water Treatment Plant. The forklifts will also be utilized by the Parts Division in 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 Utilities Department in FY 2020 is a total amount of \$58,540.76 from the Water Fund.

FUNDING DETAIL:

Fund:	4010	Water Fund
Organization/Activity:	31010	ONS Plant
Mission Element:	062	Treat Water
Project # (CIP Only):	N/A	
Account:	550020	Vehicles & Machinery

RECOMMENDATION:

Staff recommends approval of this motion authorizing the purchase of two forklifts: one 2020 Hyster Fortis H60FT lift truck and one 2020 Hyster W40ZA straddle stacker from Briggs Equipment as presented.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet