

City of Fayetteville Staff Review Form

**City Council Agenda Items
 and
 Contracts, Leases or Agreements**

8/21/2012

**City Council Meeting Date
 Agenda Items Only**

Dennis Pratt / Barbara Olsen
 Submitted By

Fleet Operations
 Division

Transportation
 Department

Action Required:

A resolution awarding bid #12-63 to Hilbilt Sales Corp, Arkansas in the amount of \$43,361 (tax included) for the purchase of one end dump Trailer for use by Wastewater Treatment Plant East, and approving a budget adjustment to move funds to the Fleet expense account.

\$ 43,361.00
 Cost of this request

9700.1920.5802.00
 Account Number

02080.2012
 Project Number

\$ 639,744.00
 Category / Project Budget

\$ 582,876.00

\$ 56,868.00
 Remaining Balance

Other Vehicles and Equipment
 Program Category / Project Name

Vehicles and Equipment
 Program / Project Category Name

Shop Fund
 Fund Name

Budgeted Item

Budget Adjustment Attached

[Signature] 8-1-12
 Department Director Date

Previous Ordinance or Resolution # _____

[Signature] 8-2-12
 City Attorney Date

Original Contract Date: _____

Original Contract Number: _____

Paul a. Behr 8-3-2012
 Finance and Internal Services Director Date

08-01-12 P04:48 RCVD
 Received in City Clerk's Office
Kim G.

[Signature] 8-3-12
 Chief of Staff Date

Received in Mayor's Office
 ENTERED
8/21/12

[Signature] 8/6/12
 Mayor Date

Comments:

CITY COUNCIL AGENDA MEMO

To: Mayor/City Council
Thru: Terry Gulley, Director of Transportation *TG*
From: Dennis Pratt, Fleet Operations Supt.
Date: August 1, 2012
Subject: Purchase of one end dump Trailer for Wastewater Treatment Plant East

PROPOSAL: That City Council approve the purchase of one end dump Trailer in the amount of \$43,361 (tax included) from Hilbilt Sales Corp of Arkansas for use by Wastewater Treatment Plant East, and approve a budget adjustment to move funds to the Fleet expense account.

RECOMMENDATION: Bid 12-63 was opened on July 27, 2012. One bid was received; a bid tab sheet is attached.

Unit 9083 is a 2000 Lufkin hydraulic end dump trailer that is completely worn out and needs to be replaced.

I recommend the purchase of the Clement Starlite end dump trailer from Hilbilt Sales Corp – Arkansas in the amount of \$43,361 (tax included).

This purchase was unanimously approved by the Equipment Committee on July 31, 2012

BUDGET IMPACT: This unit was budgeted for on both the capital and operating sides. The Budget Adjustment will cover the difference in estimated price and actual price including tax.

RESOLUTION NO. _____

A RESOLUTION AWARDDING BID #12-63 AND AUTHORIZING THE PURCHASE OF ONE (1) END DUMP TRAILER FROM HILBILT SALES CORPORATION-ARKANSAS IN THE TOTAL AMOUNT OF \$43,361.00 FOR USE BY WASTEWATER TREATMENT, AND APPROVING A BUDGET ADJUSTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:

Section 1. That the City Council of the City of Fayetteville, Arkansas hereby awards Bid #12-63 and authorizes the purchase of one (1) end dump trailer from Hilbilt Sales Corporation-Arkansas in the total amount of \$43,361.00 for use by wastewater treatment.

Section 2. That the City Council of the City of Fayetteville, Arkansas hereby approves a budget adjustment, a copy of which is attached to this Resolution as Exhibit "A".

PASSED and APPROVED this 21st day of August, 2012.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

**City of Fayetteville, Arkansas
Budget Adjustment Form**

Budget Year 2012	Division: Fleet Operations Department: Transportation Services	Request Date 6/11/2012	Adjustment Number
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BUDGET ADJUSTMENT DESCRIPTION / JUSTIFICATION

Motor Pool unit 9083 (a 2000 Lufkin hydraulic end dump trailer) is completely worn out and needs to be replaced. It was budgeted in Fleet's capital budget for 2012 but the purchase price was underestimated. Sufficient funds are available in the Shop Fund to meet City objectives.

<i>Devin E. Pate</i> Division Head	<u>8-1-12</u> Date
<i>[Signature]</i> Budget Director	<u>8-3-12</u> Date
<i>[Signature]</i> Department Director	<u>8-1-12</u> Date
<i>Paul A. Bush</i> Finance Director	<u>8-3-2012</u> Date
<i>[Signature]</i> Chief of Staff	<u>8-3-12</u> Date
<i>[Signature]</i> Mayor	<u>8/6/12</u> Date

Prepared By: Barbara Olsen *BOlsen*
boisen

Reference: _____

Budget & Research Use Only

Type: A B C D E P

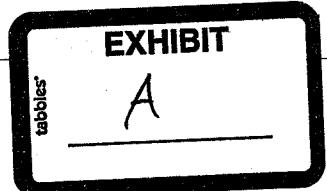
General Ledger Date _____

Posted to General Ledger _____

Checked / Verified _____

Initial _____	Date _____
Initial _____	Date _____

Account Name	Account Number	TOTAL BUDGET ADJUSTMENT		Project.Sub Number
		7,500 Increase / (Decrease) Expense	7,500 Revenue	
Vehicles and equipment	9700.1920.5802.00	7,500		02080 . 2012
Use of fund balance	9700.0970.4999.99		7,500	
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9165

BID: 12-63
07/27/12
2:00 PM
CITY OF FAYETTEVILLE

Bid 12-63, Dump Trailer Re-Bid

BIDDER	MANUFACTURER	MODEL	TOTAL BID PRICE
1 Hilbilt Sales Corporation - Arkansas	Clement Ind.	Starlite	\$39,690.00

*NOTICE: Bid award is contingent upon vendor meeting minimum specifications and formal authorization by City officials.

CERTIFIED: PCO
P. VICE, PURCH MGR

Julie Palodino
WITNESS

07/27/12
DATE

City Of Fayetteville - Purchase Order (PO) Request

(Not a Purchase Order)

All purchases under \$2500 shall be used on a P-Card unless medical or 1099 service related. (Call x256 with questions)

All PO Request shall be scanned to the Purchasing e-mail: Purchasing@ci.fayetteville.ar.us

Requisition No.:	Date:	A. 6 Bid #12-63 Hilbilt Sales Corporation-Arkansas
P.O Number:	Expected Delivery Date:	Page 6 of 6

Vendor #: 13491	Vendor Name: HILBILT SALES	Mail Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Taxable Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Quotes Attached Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Address:		Fob Point:	Divison Head Approval: <i>Dennis E. [Signature]</i>	
City:	State:	Zip Code:	Ship to code:	Requester's Employee #: 1940
Requester: BARBARA OLSEN		Extension: 485		

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Numbers	Project/Subproject #	Inventory #	Fixed Asset #
1	ONE CLEMENT IND, STARLITE MODEL END	1	EA	39,690.00	\$39,690.00	9700.1920.5802.00	02080.2012		
2	DUMP TRAILER, PER BID SPECS, BID #12-63,				\$0.00				
3	TO BE UNIT #9165, FIXED ASSET 709165				\$0.00				709165
4					\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions:

Subtotal:	\$39,690.00
Total:	<u>\$43,361.33</u>

Approvals:

Mayor: _____	Department Director: _____	Purchasing Manager: _____
Finance & Internal Services Director: _____	Budget Manager: _____	IT Manager: _____
Dispatch Manager: _____	Utilities Manager: _____	Other: _____