

EXECUTIVE SUMMARY



TO: Jim Scholl, City Manager

COPIES: Sarah Spurlock, Assistant City Manager
Gregory Veliz, Director Community Services
Rod Delostrinos, Deputy Director Community Services

FROM: Christina Hepworth, Fleet Manager – Community Services

DATE: August 18, 2014

SUBJECT: Change orders to increase specific Blanket Purchases Orders for FY 2013-14 in amounts that exceed Resolution 13-302.

Action statement:

Respectfully request to increase five (5) blanket purchase orders. Each purchase order will exceed amounts approved on November 19, 2013 by the City Commission with Resolution 13-302.

Background:

The City Commission approved in Resolution 13-302 a list of entities with expenditures in excess of \$20,000. With the aging transit fleet we have experienced major mechanical issues that have caused increase expenditures with five (5) vendors with established blanket purchase orders. In an effort to continue to keep the transit fleet operational, we request the increased funds to be granted to the following vendors:

- | | |
|---------------------|----------|
| 1. Roy's Auto Parts | \$4,000 |
| 2. Banner Tire | \$4,500 |
| 3. Gillig | \$15,000 |
| 4. Flamingo Oil | \$11,500 |
| 5. ThermoKing | \$5,000 |

Options:

- 1) The City Commission could approve the additional funds to keep the transit fleet operational.
- 2) The Commission could decline to approve additional funding and reduce the bus routes and park the City asset until the next Fiscal Year.

Financial Impact:

We have identified and reduced line items in the current 411 cost center; if additional increases are necessary will need to identify other sources of income.

Recommendation:

Staff recommends Option #1, allowing the continued service and maintenance of the bus fleet.