

# EXECUTIVE SUMMARY



**TO:** Jim Scholl, City Manager

**COPIES:** David Fernandez, Assistant City Manager  
Mark Finigan, Assistant City Manager  
Greg Veliz, Community Services Director

**FROM:** Eduardo Herrera, Fleet Manager

**DATE:** December 9, 2011

**SUBJECT: Purchase of one (1) 6,000 lbs. capacity Yale cushion tire lift truck (fork lift) for the Facilities Maintenance Department.**

## **Action statement:**

This resolution authorizes the purchase of one (1) **6,000 lbs. capacity Yale cushion tire lift truck (fork lift) for \$29,291.32** from Yale Lift Trucks of Florida & Georgia, the awarded dealer via the 2011 Florida State Contract # 760-000-10-1. This purchase is authorized through City Ordinance Sec 7-797 (3).

## **Strategic Plan/Business Plan:**

Facilities Maintenance performs all forms of service, repair, construction, and maintenance for all city owned property and facilities. This department operates with large items and materials on a regular basis, requiring equipment capable of handling these materials and items safely. In order to continue providing prompt, reliable, and safe service, the Facilities Maintenance Department requires the use of a medium capacity forklift. The purchase of this forklift will ensure that the Facilities Maintenance Department can continue to provide these services for the City of Key West.

## **Background:**

The facilities maintenance department currently uses a forklift that was originally purchased in 1996 by the S.W.T.E. department to be used in landfill / waste disposal operations. The nature of the operation required 24/7 operation of most of their

equipment, including this forklift. This particular forklift was used on a grueling schedule for a period of approximately 10 years, until the new transfer station facility was opened on Rockland Key. When the new facility was opened, and the department was relocated, Facilities Maintenance took over full time use of the forklift.

Constant heavy use in a highly corrosive environment has taken its toll on this vehicle and over the last few years it has become increasingly unreliable and maintenance costs have risen consistently. In the last year, the vehicle has seen downtimes as long as 40-50% due to continued failure of parts and systems.

### **Purpose and Justification:**

The forklift being described is necessary to maintain proper function of essential components of the Facilities Maintenance Department. This purchase will allow for replacement of a unit that will be removed from operation because it is no longer cost effective to maintain it.

Forklift specification and cost is as follows:

- One (1) 6,000 lbs. capacity Yale cushion tire lift truck (model # GLP060VX) for \$29,291.32. This unit will include the following options:
  - T100 Transmission
  - Yanmar 3.3L Diesel Engine
  - 3 Stage Full Free Lift Mast
  - Hydraulic Valve for side shift forks
  - Internal mounted hose group for side shift
  - Semi Suspension Seat (Vinyl)
  - Amber LED Strobe
  - Work Lights
  - Rear drive handle horn button
  - Side Shifting form positioner installed

### **Options:**

- 1) An option is to purchase the one (1) 6,000 lbs. capacity Yale cushion tire lift truck (fork lift) for \$29,291.32 from Yale Lift Trucks of Florida & Georgia, the awarded dealer via the 2011 Florida State Contract # 760-000-10-1 per City Ordinance Sec 2-797. This option would allow for the City of Key West to purchase the needed forklift according to the exact specifications required and at the lowest cost to the City of Key West. The purchase of this forklift provides important tools for worker safety and efficiency.
- 2) The City may opt to forgo the purchase of the forklift. This would result in the continued expense of maintaining the current forklift, as well as the lack of

functionality and increased worker safety risks. Efficiency and productivity will also suffer as a result of a failure to purchase the required equipment.

**Financial Impact:**

The FY '11-12 Budget includes the purchase of 1 Forklift for the Facilities Maintenance Department.

Facilities Maintenance Acct #	101-1901-519-64.00	\$35,000.00
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The quote for the purchase of the required forklift came in under budget at a total of \$29,291.32, resulting in a budgetary savings of \$5,708.68.

**Recommendation:**

Staff recommends option #1, the purchase of one (1) 6,000 lbs. capacity Yale cushion tire lift truck (fork lift) for \$29,291.32 from Yale Lift Trucks of Florida & Georgia, the awarded dealer via the 2011 Florida State Contract # 760-000-10-1 per City Ordinance Sec 2-797.