



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724


Office of the Mayor

300 6th Street

605-394-4110

E-mail: mayorsoffice@rcgov.org

MEMORANDUM

TO: Legal & Finance Committee
FROM: Mayor Steve Allender 
DATE: November 13, 2019
SUBJECT: **Authorize staff to purchase equipment**

Staff requests authorization to purchase one 2020 Dodge Ram 1500 Extended Cab, Short Box, Pickup Truck at State Bid Price for the City Hall Maintenance Department.

With the Rapid City Schools departure in June 2019, the City assumed full physical and financial responsibility for the maintenance of the 300 Sixth Street facility and established the City Hall Maintenance function for that purpose. The requested vehicle will be utilized by the Facilities Manager for the purpose of securing and transporting supplies and equipment required for the upkeep and maintenance of the city building.

RECOMMENDATION: Authorize staff to purchase one 2020 Dodge Ram 1500 Extended Cab, Short Box Pickup Truck in the amount of \$23,906.09 for the City Hall Maintenance Department.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

PURCHASING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over \$15,000 (except emergency repair costs).

I. PROJECT ID NO.: _____

II. PROJECT NAME: _____

III. Project/Item(s) Description: 2020 Dodge Ram 1500 Extended cab Short Box Pick-up truck

IV. BID LETTING DATE: _____

V. (IF APPLICABLE) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 23,906.09

VII. BASIS OF PAYMENT Assessed Non-Assessed
 Single Payment Partial Payment

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	0101				
Department	6061				
Line Item	4360				

X. DEPARTMENT/DIVISION: _____

Project Manager: _____ Date _____

_____ Date _____

DEPARTMENT/DIVISION MANAGER Signature

Steve Alexander Date 10-28-19

DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Date	Initial	Yes	No	
Appropriation Cash Flow	<u>10/23/19</u>	<u>SA</u>	<input checked="" type="checkbox"/>	Investment Desk Public Works Engineering Project Manager

14A. TRUCK 1/2 TON 4 X 4 SHORT BOX

Beadle Sales
Dodge Ram 1500
Contract #: 17339

These are the most ordered colors by the State. Please indicate your manufacturer's color name and any additional costs. Additional paint costs will be added to the base cost of the vehicle for evaluation purposes.

COLOR	MANUFACTURER COLOR NAME	ADDITIONAL COST (if any)
Blue	Patriot Blue / True Blue	\$88
Gray	Max Steel / Granite Crystal	\$176
Red	Flame Red	\$0
Silver	Bright Silver / Billet Silver	\$176

- Engine, V6, Manufacturer's Standard
- Transmission, Automatic
- Electronic 4-wheel drive selection
- Power Door Locks with FOBs
- Brakes – ABS
- Power Windows
- Deep Tint Rear Windows
- Radio, AM/FM
- Bluetooth Capability
- Backup Camera
- Armrest, Fold Down (Cloth Only)
- Air Conditioning
- Air Bags, Side Impact
- Bumper, Rear Step
- Cruise Control
- Floor Covering, Rubber
- Doors, 4 Opening
- Box Length 6.4'
- Guard, Skid Plate Package - Manufacturer's Standard
- Engine Block Heater
- Trailer Tow pkg., Cooler, Engine Oil Cooler, Cooler, Transmission
- Brake Controller, Integrated
- Tow Hooks, 2 on Front
- Full-Length Stainless-Steel Cab Running Boards (may be dealer installed)
- Light, Rear Cargo
- Electric Mirrors, Right & Left Outside
- Seats, Cloth, Split Bench
- Seat, Bench Type, Second
- Tilt Steering
- Spare tire, full size, jack, and accessories
- Tire, Spare wheel & Tire Mounted Outside Vehicle
- Tires, All Terrain
- Wiper, Multiple Speed
- Spray on Bed Liner
- Factory Cab Headliner
- Factory Freight

Delivery Date 90-120 days

Base Cost

Extended Cab \$23906.09

- Engines, Option 5.7L V8 \$1500
- Axle, Option Ratio Rear, (Contact Vendor) \$100
- Floor Covering, Carpet/Mats \$825
- Light, Spot Light, Post Mounted 6" \$700
- Light, Spot Light, Roof Mounted 6" \$700

- Seats, Vinyl \$50
- Seats, Power Drivers Seat w/Lumbar Support \$1000
- Tires, Spare Wheel & Tire Mounted Inside -
Vehicle Box, Left Rear \$200
- Factory Installed 110v Converter (300-watt min.) \$1000
- Large Backup Display (list size) 8.4" \$3700
- Grill Guard \$700 – contact dealer for options
- CD Player \$400
- Paint Upgrade Charge \$450

WHEN BIDDING IS REQUIRED

Bidding is required of any local government entity when a purchase or contract equal to or exceeding \$25,000 is anticipated. This applies to contracts for the purchase, lease or rental of materials, supplies or equipment. If the contract is for the construction of public improvement, which involves the expenditure of a sum equal to or in excess of \$25,000; then advertisement for bids is required. (SDCL 5-18-2, 5-18-3).

(SDCL 5-18-18) Exemptions from Bidding -

- a) Purchase of utility services;
- b) Purchase of materials, supplies or equipment from the United State or its agencies, including purchases of federal surplus property;
- c) Equipment repair contracts;
- d) Purchase of surplus property from another public corporation;
- e) Purchase from the lowest bidder of an item contained on the state price list;
- f) Purchase from lowest bidder of an item competitively bid by another local government or by itself within the previous 12 months (documentation of such purchases is to be made in the entity's minutes and retained on file). A governing entity may not utilize the bid of another entity if the original bid specification included a trade-in allowance. If one entity accepts a bid net of trade-in allowances, another entity may not contract with the successful bidder by utilizing the 'original bid amount' for a cash outright purchase.