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.
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: 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

Single Payment X

Non-Assessed

Partial Payment

VIII. DISBURSEMENT SCHEDULE

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<th>Date</th>
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IX. APPROPRIATION DATA

Fund 0101

Department 16041

Line Item 4360

X. DEPARTMENT/DIVISION:

Project Manager: __________________________ Date __________________________

Date __________________________

DEPARTMENT/DIVISION MANAGER Signature __________________________ Date 10-28-19

DIRECTOR Signature __________________________

FINANCE OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Appropriation</th>
<th>Date</th>
<th>Initial</th>
<th>Approved</th>
<th>Carbon Copy</th>
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<tbody>
<tr>
<td>Cash Flow</td>
<td>10/23/19</td>
<td>25</td>
<td>Yes</td>
<td>Investment Desk</td>
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<td>Public Works</td>
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<td>Project Manager</td>
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</table>
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.

<table>
<thead>
<tr>
<th>COLOR</th>
<th>MANUFACTURER COLOR NAME</th>
<th>ADDITIONAL COST (if any)</th>
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<tbody>
<tr>
<td>Blue</td>
<td>Patriot Blue / True Blue</td>
<td>$88</td>
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<tr>
<td>Gray</td>
<td>Max Steel / Granite Crystal</td>
<td>$176</td>
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<tr>
<td>Red</td>
<td>Flame Red</td>
<td>$0</td>
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<tr>
<td>Silver</td>
<td>Bright Silver / Billet Silver</td>
<td>$176</td>
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</table>

- 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 $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 - $200
  Vehicle Box, Left Rear
- 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.