



Legislation Details (With Text)

File #: 18-796 **Version:** 1 **Name:**
Type: Action Item **Status:** Agenda Ready
File created: 9/11/2018 **In control:** BOARD OF SUPERVISORS
On agenda: 9/25/2018 **Final action:**
Title: Approve Modification to Purchase Order for the Purchase of One (1) Used Hyster Forklift and authorize the Public Works Director/Assistant Purchasing Agent to issue a purchase order not to exceed \$20,050.39 to Pape Material Handling
Sponsors: Public Works
Indexes:
Code sections:
Attachments: 1. ForkliftQuote

Date	Ver.	Action By	Action	Result
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MEMORANDUM

TO: Board of Supervisors
FROM: Scott De Leon, Public Works Director
DATE: September 25, 2018
SUBJECT: Approve Modification to Purchase Order for the Purchase of One (1) Used Hyster Forklift and authorize the Public Works Director/Assistant Purchasing Agent to issue a purchase order not to exceed \$20,050.39 to Pape Material Handling

EXECUTIVE SUMMARY:

On August 28th, your Board approved the purchase of a used forklift and authorized the Public Works Director/Assistant Purchasing Agent to issue a purchase order to the supplier. Unfortunately, the total cost provided in the recommendation for your Board's action inadvertently omitted the sales tax for the machine. Today's item corrects the total amount of the purchase order, and I have attached the quotation for the machine for your information. As author of the original memo to your Board, I apologize for the oversight.

Recommendation

Staff recommends that the Board of Supervisors authorize the Public Works Director/Assistant Purchasing Agent to issue a purchase order not to exceed \$20,050.39 to Pape Material Handling.

FISCAL IMPACT: ___ None _X_ Budgeted ___ Non-Budgeted

Estimated Cost: \$20,050.39

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION:

Approve Modification to Purchase Order for the Purchase of One (1) Used Hyster Forklift and authorize the Public Works Director/Assistant Purchasing Agent to issue a purchase order not to exceed \$20,050.39 to Pape Material Handling.