



## Legislation Text

File #: 18-796, Version: 1

### 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 28<sup>th</sup>, 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.