

COUNCIL COMMUNICATION

From: The City Manager

Subject: Emergency Motor Oil Purchase

Manager's Recommendation:

I recommend a purchase order be issued and payment made to Karbowski Oil in the amount of \$2,315.25 for the emergency purchase of motor oil.

This vendor meets all requirements of §14.23, " Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Motor Pool Operation Motor Vehicle Supplies, Account No. 661-4480-841-73-12.

Justification:

The Motor Equipment Section of the Right of Way Division required that the bulk oil tank be filled. The annual blanket purchase order had not been established at this time, thereby necessitating an emergency purchase. Karbowski Oil was called on to supply the motor oil, as they had been the last vendor to supply the bulk oil to the garage.

Council Action

Council _____ moved that the recommendation of the City Manager be approved.