

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase Order Increase

**Manager's Recommendation:**

I recommend that Purchase Order No. 38981 issued to Michigan Cat be increased by \$15,000.00 and that Purchase Order No. 38914 issued to Scott Tire be reduced by \$15,000.00 for fiscal year 2010.

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 for this purchase will be transferred from the Motor Pool Operations Motor Vehicle Repairs Account, No. 661-4480-841.80-42 to the Motor Pool Operations Motor Vehicle Supplies Account, No. 661-4480-841.73-12.

**Justification:**

The City's Municipal Garage requires the purchase of Original Equipment Manufacturer parts and supplies for the maintenance of the City's Caterpillar excavating, snowplowing and grinding equipment. Due to an increase in the grinding activities at the Municipal Compost Site, there has been a significant increase in the amount of maintenance necessary to keep that equipment in service. The amount previously approved for the current fiscal year has been exhausted and an additional \$15,000.00 is needed to purchase parts and supplies for the remainder of the fiscal year. Michigan Cat is a sole source for these parts and supplies.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.