



# **RAPID CITY POLICE DEPARTMENT PROPERTY FORM PURCHASE REQUEST**



October 12, 2007

To: Steve Allender, Chief of Police

From: Lt. James Johns

LF103107-09

Supplies or Equipment Needed and Proposed Use:

No#	Description	Line Item#	Cost	Qty	Totals
1	2008 Chevrolet Suburban	4360	\$32,430.00	1	\$32,430.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
				<b>Grand Total</b>	<b>\$32,430.00</b>

Proposed Use: New fleet vehicle for use by the Mayor's office. This item has been budgtd and was an anticipated purchase. This vehicle is being purchased off of the State Bid, through Lamb Chevrolet of Onida.

Approved / Disapproved

Division Commander:

Approved / Disapproved

Administrative Technician:

Approved / Disapproved

Chief of Police:

\*\*\* Note: Approved request must be attached to invoice of purchase \*\*\*

\*\*\*all items over \$ 1000 must have two quotes before purchase unless on state contract \*\*\*

## **INVENTORY INFORMATION**

INV.# \_\_\_\_\_

SERIAL# \_\_\_\_\_

DATE ENTERED: \_\_\_\_\_

DIVISION: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_

ID# \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

## **REMOVAL/TRANSFER PROPERTY**

INV.# \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SERIAL# \_\_\_\_\_

TRANSFERRED TO: \_\_\_\_\_ TRANSFERRED FROM: \_\_\_\_\_

FINAL DISPOSITION: \_\_\_\_\_

## 2008 STATE OF SOUTH DAKOTA VEHICLE SPECIFICATION

19. CLASS: BC FULL SIZE UTILITY 1/2 TON 4X4 129" WB MINIMUM

COMMODITY CODE: 070-42ABC

**LAMB CHEVROLET****CONTRACT #15270****CHEVROLET SUBURBAN**

1053 Engine, 5.3 Liter V8 E85  
 2045 Transmission, Automatic Overdrive  
 4025 Radio, AM/FM CD  
 A5100 Air Conditioning/Heat: Front/Rear  
 B5320 Bumper, Rear Step  
 C5310 Cruise Control/Tilt  
 D5240 Door, Rear Liftgate  
 F5110 Floor Covering, Rubber  
 G5235 Dark Tinted Windows  
 H5106 Headliner Interior, Full Length  
 H5110 Heater, Engine Block, Manufacturers Standard.  
 M5340 Mirrors, 5.5" X 8.5" Right & Left Outside  
 H5520 Hubs, Automatic Locking  
 S5130 Vinyl Seats, Split Bench  
 S5196 Seat Bench Type, Second  
 S5050 Rear Window Defrost  
 T5610 Tow Hooks, Factory Std 2 Front  
 W5310 Wiper, Multiple Speed,  
 Factory Freight

Delivery Date 60-90                      Base Cost                      \$29723

3025	Power Door Locks	NC
3032	Brakes - ABS	NC
3047	Power Windows	NC
A5420	Axle, Rear Option Ratio (See Dealer)	\$490+
G5332	Guard,,Skid Plate Package	\$150 +
H5220	Hitch, Trailer 400 lb. Class 3. Trailer Tow pkg.	\$195 +
C5275	Cooler, Transmission (Dealer Install)	\$375 +
L5160	Light, Spot Light, Post Mounted 6"	\$495
L5165	Light, Spot Light, Roof Mounted 6"	\$495
S5120	Seats, Cloth, Split Bench	\$100 +
S5197	Seat Bench Type Third	\$560 +
T5522	Tires, Radial Mud & Snow Mfg. Std. (5)	\$260 +
E85	FLEX FUEL	NC
	Floor Covering, Carpet	\$190 +

## ADVERTISING 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: 2008 Chevrolet Vehicle Purchase
- III. Project/Item(s) Description: 2008 Chevrolet Suburban, for use by the Mayor's office.

IV. BID LETTING DATE: October 26, 2007

- V. (IF APPLICABLE) Grant No.: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_  
 Estimated Completion Date: \_\_\_\_\_  
 Estimated Grant Receipt Date: \_\_\_\_\_

VI. ESTIMATED COST OF PROJECT/ITEM(S)

**\$ 32,043.00**

VII. BASIS OF PAYMENT

Assessed

Single Payment

**x**

Non-Assessed

Partial Payment

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

IX. APPROPRIATION DATA

Fund					
Department					
Line Item					

X. DEPARTMENT/DIVISION: Police Department Patrol Division

Project Manager: Lt. James Johns

Date 10/12/07

Date \_\_\_\_\_

DEPARTMENT/DIVISION MANAGER Signature

Date \_\_\_\_\_

DIRECTOR Signatures

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation					Investment Desk
Cash Flow					Public Works
					Engineering

## WHEN BIDDING IS REQUIRED

Bidding is required of any local government entity when a purchase or contract equal to or exceeding \$15,000 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.