



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT
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MEMORANDUM

To: Legal and Finance Committee

From: Jeff Gies, Transportation Planning Coordinator

Date: March 13, 2001

Re: Authorize Staff to Advertise for Bids for a Cargo Van to be used by the Transportation Planning Technician

The 2001 Transportation Planning Division Budget (Dept. 706) included \$20,000 for the purchase of a new vehicle to be used by the Transportation Planning Technician. This purchase was expected to be reimbursed approximately 82% with Federal Highway Administration Planning Funds. After considerable correspondence with the South Dakota Department of Transportation, the request for outright purchase of the vehicle with grant funds reimbursement has been denied.

The South Dakota Department of Transportation will allow vehicle usage to be billed out for Federal Planning Funding reimbursement under the annual Rapid City Area Unified Planning Work Program on a per mile basis. This reimbursement would include a rate for the vehicle purchase cost figured over the life expectancy of the vehicle (150,000 miles), plus a reimbursement rate for fuel, maintenance/repair, insurance, and registration. The South Dakota Department of Transportation has stated that they will allow the City to set the reimbursable rate at an amount that will adequately represent the aforementioned vehicle costs. Alternatively, the South Dakota Department of Transportation will allow us to charge the grant based on the City's established rate.

The Transportation Planning Technician's existing vehicle is a 1985 Nissan Pickup. This pickup is well beyond its serviceable life, and is in need of immediate repair and maintenance. **Staff requests permission to advertise for bids and proceed with the purchase of a 2001 cargo van at an estimated cost of \$20,000 with the funding budgeted under the 2001 Transportation Planning Division Budget.** However, it should be noted that the vehicle costs will not be reimbursed immediately; rather, the expense will be recovered over the vehicle life.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

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 and repair costs).

- I. **PROJECT ID NO.:**
- II. **PROJECT NAME:**
- III. **PROJECT/ITEM(S) DESCRIPTION:** One (1) Current Year Model cargo van
- IV. **BID LETTING DATE:** As Soon As Possible
- V. (If applicable) **Grant No.:** N/A
Funding Source: N/A
Estimated Completion Date: N/A
Estimated Grant Receipt Date: N/A

VI. **ESTIMATED COST OF PROJECT/ITEM(S)** \$20,000.00

VII. BASIS OF PAYMENT	Assessed			Non-Assessed	
	Single Payment	xx		Partial Payment	

VIII. **DISBURSEMENT SCHEDULE**

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. **APPROPRIATION DATA**

Fund 101
 Department 706
 Line Item 4360

- X. **DEPARTMENT/DIVISION:**
 Transportation Planning
- Project Manager:** Jeff Gies

 Marcia Elkins, Planning Director
 Signature

 Date

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

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;