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**CITY OF RAPID CITY**

RAPID CITY, SOUTH DAKOTA 57701

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**Public Works Department**

300 Sixth Street

Telephone: (605) 394-4165 FAX: (605) 355-3083

Web: [www.rcgov.org](http://www.rcgov.org)

MEMORANDUM

TO: Public Works Committee, Mayor Kooiker and City Council

FROM: Terry Wolterstorff PE, Public Works Director *TLW*

DATE: March 9, 2012

RE: Need to Advertise for Bids for pickups for Streets Division

On March 5, 2012 the City Council granted permission for the Streets Division to purchase four 1-Ton pickups from Beck Motors of Pierre South Dakota under the State Contract #16116. After initially agreeing to honor the State contract, Beck Motors has now informed us that they will not be able to honor the bid price for this particular vehicle due to a bidding error on their part. We are now requesting authorization to advertise for bids for the replacing the same four existing ¾ Ton pickups used by the Streets Division for sanding/salting activities. The three of the four existing pickups will be made available to other City Departments at a later date.



EQUAL OPPORTUNITY EMPLOYER

## REQUEST FOR PURCHASING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the City Council and/or Committees of the City Council. This covers all items which require formal bids, currently anything over \$25,000 (except emergency and repair costs)

I. PROJECT NO.: \_\_\_\_\_ CIP No. \_\_\_\_\_

II. PROJECT NAME: Street Department Pickups

III. Project/Item(s) Description: Purchase four (4) 1-ton pickups for use by the Street Department  
These purchases are to replace the following vehicles: S023 a 1999 Dodge with 62916 miles, S066  
a 2002 Dodge with 61354 miles, S082 a 2002 Dodge with 64526 miles and S095 a 2002 Dodge with  
62308 miles. All are 3/4 ton pickups. Purchasing outright using funds budgeted in line item 4400.

IV. BID LETTING DATE: April 10, 2012

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 95,000.00

VI. BASIS OF PAYMENT

Assessed	<input type="checkbox"/>	Non-Assessed	<input type="checkbox"/>
Single Payment	<input checked="" type="checkbox"/>	Partial Payment	<input type="checkbox"/>

VII. APPROPRIATION DATA

Amount	23,750.00	23,750.00	23,750.00	23,750.00	
Fund Name	Street Cleaning	Street Dept	Snow Removal	Street Dept	
Department	401	301	302	301	
Line Item	4360	4360	4360	4360	
Fund	101	101	101	101	

VIII. (If applicable) Grant No.: \_\_\_\_\_

Funding Source: Line Item - 4400

Estimated Completion Date: \_\_\_\_\_

Estimated Grant Receipt Date: \_\_\_\_\_

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller Date 3/6/2012

Date 3/6/12

DIVISION MANAGER Signature

Date 3-8-12

DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation	Date	Initial	Yes		
Cash Flow					Investment Desk
					Public Works
					Engineering
					Project Manager