

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: September 24, 2015**

SUBJECT: Equipment Purchase - Mini-Excavator

SUBMITTING DEPARTMENT: Utilities Department

PREPARED FOR: Neil Wadsworth, PE - Utilities Director and
Mark Kieren – Utility Operations Manager

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Empire Cat Mini-Excavator Quote – City of Tucson /National Intergovernmental Purchasing Alliance Contract # 120377

SUMMARY BACKGROUND: The Utilities Department is requesting Council approval for the purchase of a Mini-Excavator which will be used in repair activities and operations of the Water Distribution System. A large majority of our repairs are in back easements and in other locations that do not allow access for standard sized equipment.

This new Mini-Excavator will replace an existing mini-excavator that is often too small and has a much smaller reach (digging depth of 7 feet vs. 12 feet 6 inches) to make the necessary repairs or reach around or over obstructions, such as electrical transformers. In addition, the slightly larger size of the new equipment will allow us to use it in place of a backhoe when a backhoe is out of service or is being used in another location.

We tested three Mini-Excavators (Caterpillar, Takeuchi and Kubota) over a one week period and determined that the Caterpillar Model 304 E2 Hydraulic Excavator was the best performer overall of the group. The Cat mini-excavator can be serviced locally by Empire Cat which is a benefit in terms of fast local response and reduced equipment down-time.

It is proposed that this equipment be purchased for \$43,972.92 through the City of Tucson/National Intergovernmental Purchasing Alliance (in accordance with Town Code 3-04-090 which allows cooperative purchases with other government entities that have already bid an item, rather than conduct a separate bid process).

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve this purchase and associated budget transfers, **OR**
- 2.) Not approve this purchase, **AND/OR**
- 3.) Direct staff to pursue other options

ACTION OPTION: Motion to approve the purchase of the Cat 304 E2 Mini Excavator based on City of Tucson /National Intergovernmental Purchasing Alliance Contract # 120377 in the amount of \$43,972.92 and associated budget transfers as outlined in the Fiscal Analysis, **OR**
Motion not to approve this purchase. **VOTE**

RECOMMENDATION: Town staff recommends purchase approval of the Mini Excavator through the services of City of Tucson /National Intergovernmental Purchasing Alliance.

FISCAL ANALYSIS: The Fiscal Analyses is noted in Tables 1 and 2 below:

Table 1

MACHINERY AND EQUIPMENT - Mini Excavator			
HTE Code(s): 511-7020-700-7410			
FISCAL YR 2015/2016	Approved Budget:	\$52,000.00	FISCAL YR 2015/2016
	Expended & Encumbered:	-\$11,950.56	
	Mini-Excavator Purchase:	-\$43,972.92 < (this action)	
	Vehicles - Budget Transfer	\$3,972.92 < (this action)	
	Balance:	<u>\$49.44</u>	

Table 2

VEHICLES			
HTE Code(s): 511-7020-700-7420			
FISCAL YR 2015/2016	Approved Budget:	\$25,250.00	FISCAL YR 2015/2016
	Expended & Encumbered:	-\$7,751.25	
	Budget Transfer:	-\$3,972.92 < (this action)	
	Balance:	<u>\$13,525.83</u>	

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____