



TO: JOSILLA TOGIOLA, PURCHASING MANAGER
FROM: FREDDY LOZA, LBM SUPERINTENDENT
KANESHA POMPEY, ADMINISTRATIVE ANALYST
CC: ARLINGTON RODGERS, DIRECTOR OF PUBLIC WORKS
SUBJECT: PURCHASING WAIVER - WRITTEN CONTRACT
DATE: MAY 4, 2023

To expedite purchase of fleet vehicles needed by the Public Works Department, Public Works is requesting the Purchasing Manager to authorize waiver of the following, as permitted in the City's purchasing ordinance referenced below:

Written Contract

2605(b)(ii) If the estimated value of an individual purchase is \$25,000 or greater over a fiscal year, then a separate written contract, in a form approved by the City Attorney, shall be required in addition to the purchase order requirement under subsection (a) of this Section. However, the Purchasing Manager has the sole discretion to waive this requirement.

A written City contract would normally be required because the purchase is for an amount \$25,000 or more; here, the amount is \$179, 861.85.

This purchase will be procured in accordance with the following City-issued competitive bid:

IFB 23-06

The equipment to be purchased through Winner Chevrolet Inc. is as follows:

Four (4) New 2024 Chevrolet Colorado Trucks

This memorandum has been reviewed and approved by the City Attorney's Office

Request Approved:

Josilla Togiola, Purchasing Manager

May 4, 2023