

City of Willoughby Hills

Interoffice Memo

Date: October 10, 2014

To: Members of City Council

From: Frank J. Brichacek, Director of Finance *FJB*

Subject: Then and Now Purchase Order Certification – PO No. RG039985 Emergency Repair to Fire Truck No. 1219

The purpose of this memo is to request that City Council authorize a "Then and Now" certification of the modification of Purchase Order Number RG039985 in the amount of \$5,546.45 and to authorize payment of this amount. This purchase order was issued to the Finley Fire Equipment Company to provide for the emergency repair of this vehicle and some routine maintenance as described in the attached memorandum to me from Chief Harmon which was received on October 8, 2014. In order to get this pumper truck back into service as quickly as possible, the repair work has been authorized and begun.

In order to comply with Ohio Budgetary law and pay the vendor, City Council must approve the purchase order as a "Then and Now" certification in order for purchase order to be issued and the vendor paid. City Council "Then and Now" certification of this purchase order as a is required as the amount of the work authorized by the Fire Department without an approved purchase order exceeds \$3,000. If you have any questions regarding this project, please do not hesitate to contact Fire Chief Richard Harmon.

Attachments (2)

Dear Frank,

Truck 1219 was sent to Finley Fire Equipment because the pump would not engage. Initially it was thought to be a broken drive chain, which would have been a minor procedure. But when repairs began, a broken gear was found in the transfer case. The total cost of the repair is \$4,521.45

While they had the truck, I requested that the annual pump and chassis preventive maintenance be completed. At the time of the request, I thought that there were approved Purchase Orders for the Chassis and Pump PM. Annually the PM Service request for the 2 engines and the truck are submitted at the same time. There are approved PO's for the Engines but not for the Truck, my apologies for this oversight.

Normally this would have been three separate purchase request:

Chassis Preventive Maintenance	\$775.00
Pump Preventive Maintenance	\$250.00
Then and Now for Repairs	\$4,521.45

All three requests would be from the Vehicle Maintenance Line: 234.240.55620

7-1219 Vehicle Maintenance	
Chassis Preventive Maintenance	\$775.00
Pump Preventive Maintenance	\$250.00
Sub Total	\$1,025.00
1219 Pump Transfer Repair	
PARTS	\$1,706.46
Labor	\$2,624.00
FREIGHT	\$190.99
Sub Total	\$4,521.45

Once again, my apologies for the confusions and inconveniences this has created...

Rich

PURCHASE ORDER



CITY OF WILLOUGHBY HILLS

35405 CHARDON ROAD
 WILLOUGHBY HILLS, OHIO 44094
 PH (440) 946-1234 FAX (440) 975-3535

P.O. NUMBER

RG039985

RESOLUTION NO. 2014-7
 Exhibit "A" Page 3 of 3

REQ. NO.

022820

P.O. DATE

10/07/2014

SHIP VIA

TERMS

DELIVER TO:

WILLOUGHBY HILLS FIRE DEPT.
 ATTN: FIRE CHIEF
 35455 CHARDON ROAD
 WILLOUGHBY HILLS, OH 44094

ENDORSE TO:

FINLEY FIRE EQUIPMENT
 5255 N STATE ROUTE 60 NW
 MCCONNELSVILLE, OH 43756

ACCOUNT NUMBER	AMOUNT
234.240.55620	5,546.45

TAX ID NO. 34-6009085
 THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
 Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
1.00		THEN & NOW 2014 PURCHASE ORDER ACCOUNT: VEHICLE MAINTENANCE EMERGENCY REPAIR TO PUMP CASE & BATTERIES - #1219	5,546.45	5,546.45
TOTAL:				\$5,546.45

I hereby certify that both at the time of the making of this contract or order and at the date of the execution of this certification, the amount listed on this document is appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the funds listed on this document free from any previous encumbrances.

Director of Finance

DIRECTOR OF FINANCE
 Date

AUTHORIZED SIGNATURE