

**CITY OF WAUKESHA****Administration**

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<b>Committee: ID#17-0351</b> Finance	<b>Date:</b> 3/14/2017
<b>Common Council Item Number:</b> ID#17-0351	<b>Date:</b> 3/21/2017
<b>Submitted By:</b> Steve Howard, Fire Chief	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KL</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <b>RA</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BR</b>
<b>Subject:</b> The Fire Department is requesting the approval of the Finance Committee and Common Council to authorize the Mayor to sign a contract with Washburn Machinery, Inc. in the amount of \$9,407.00 for the purchase of a commercial washing machine to be installed at Fire Station #4.	

**Details:**

The Department is seeking approval to purchase a UNIMAC commercial washer to be installed at Fire Station #4. This project was approved in the 2017 capital improvement plan under equipment replacement. The Department has received three bids for the installation of this equipment and has found that Washburn Machinery, Inc. is the lowest bidder. Additionally, all our existing commercial washers have been installed and maintained by Washburn Machinery, Inc. The Department has had a very positive experience in the past and is confident Washburn Machinery will provide a quality installation for the Department. Attached is the project summary as part of the approved 2017 capital improvement budget, as well as the bids received by the Department for the project. The Fire Department is working with the City Attorney's Office to resolve conflicting statements in the purchase contract provided by Washburn Machinery, Inc. The contract will not be signed until the issues are resolved. Fire Department staff will be present at the Finance Committee meeting to answer any questions.

**Options & Alternatives:**

N/A

**Financial Remarks:**

Funding for this project is coming from Fund 0420-2242-68290 and is within the project budget.

**Executive Recommendation:**

The City Administrator is supportive of the Department entering into a contract with Washburn Machinery, Inc.

