



MEMORANDUM

Date: October 4, 2020
To: David Billingsley, CPSM, .C.P.M., Chief Procurement Officer
Procurement and Contracts Division
From: David L. Dunn, CFM, Division Manager
Fleet & Facilities Management Division
Subject: Refuse Truck Rental Required

The purpose of this memorandum is to explain the unique circumstances associated with this request for the need to continue renting **(3) Refuse Front Loading Trucks.**

Fleet & Facilities entered an initial rental agreement with Big Truck Rental (BTR) May 2019 and have continuously renewed that agreement to date. The necessity to continue with the rental agreement of the subject units is based on the need to supplement required maintenance actions due to an increasing backlog of downed trucks. The maintenance backlog continues to be a concern for both the Solid Waste Management Division and Fleet Operations due to lengthy repairs needed on our current aging assets. Renting these units from BTR has enabled trash collection to improve over the past year alleviating customer concerns throughout the city.

It is necessary to continue with the rental of the (3) units mentioned above to sustain operations and lessen the impact a maintenance backlog could potentially cause the Solid Waste Division relative providing necessary services.

Please find the following necessary document(s) attached:

- (a) Rental Agreement for (3) units and Quote

I am asking for your support to move forward with this procurement.

Please support this request or advise if we must process it through other procurement means.

c.c.

Michelle McCrinmon, Deputy CFO
Joseph Hinely, Assistant Division Manager
LouEmma Cromity, Asst. Chief Procurement Officer

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