



STAFF REPORT
9/11/2024

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Authorize execution of a letter agreement with Signature Truck Tops for the purchase of a forklift, in the amount of \$24,000; authorize appropriation of \$24,000 from unallocated general fund reserves.

STAFF RECOMMENDATION:

Authorize execution of a letter agreement with Signature Truck Tops for the purchase of a forklift, in the amount of \$24,000; authorize appropriation of \$24,000 from unallocated general fund reserves.

EXECUTIVE SUMMARY:

The Coachella Corporate Yard requires use of a forklift to accept deliveries in support of various department operations. The current forklift is a 1987 forklift and has begun to have recurring maintenance challenges due to age. Staff has solicited informal bids to replace this unit and have received the following responses:

- Signature Truck Tops
 - o \$24,000
- Naumann Hobbs
 - o \$24,900.00
- Evolution Lift
 - o \$25,900.00

Staff is recommending authorization to execute a letter purchase agreement to Signature Truck Tops. The purchase price provided in the proposal and proposed letter agreement, is \$24,000.

FISCAL IMPACT:

The recommended action does have a fiscal impact; staff is requesting allocation of \$24,000 from unallocated general fund reserves to allow for the one-time purchase.

Attachment: Letter Agreement