



**CITY OF COOPER CITY
INTERDEPARTMENTAL BUDGET TRANSFER NOTIFICATION**

TO: CITY COMMISSION

VIA: UTILITIES

FROM: CITY MANAGER

DATE: 4/19/2023

Notification of the following transfer of funds is provided for the reasons set forth below:

	FROM	TO
Department	Utilities/(Division)	Utilities/(Division)
Account Description	Contingency	Maintenance-Mechanical Equipment
Account Number	450-950-599000-536	450-931-534460-535
Amount to be Transferred (\$)	\$15,989	\$15,989

This Transaction	All Funds Cumulative FY 23 YTD	2.5% Limit Based on FY 23 Adopted Budget
\$15,989	\$257,496.86	\$2,150,867

REASONS:

- * The Current Fiscal Year budget for Maintenance-Mechanical Equipment (450-931-534460-535) is \$35,000. This account covers Maintenance-Mechanical Equipment replacement. Unfortunately, due to some other unforeseen breakdowns, this account has insufficient funds left.
- * The remaining balance for Utilities Contingency (450-950-599000-536) in the FY 2023 budget is \$343,271.00. It is appropriated to cover for emergencies and unforeseen expenses that are not specifically accounted for in the budget.

* This transfer will fund the purchase of Muffin Monster Grinder for \$15,989. This equipment is an integral part of the sludge de-watering system that helps in grinding larger sludge particles, which otherwise could choke and damage the downstream equipment

All Funds Cumulative FY23 YTD includes this transaction.

(Please Do Not Write Below This Line)

	APPROVED	DISAPPROVED
Finance	(Please see attached approval)	
City Manager	(Please see attached approval)	

	NOTIFICATION	
Commission		



**THE CITY OF COOPER CITY
DOCUMENT ROUTING FORM**

ORIGINATING DEPARTMENT: UTL
DEPT. CONTACT PERSON: Raj Verma **EXT.** 111

PLEASE COMPLETE FOR AGREEMENTS ONLY***RETURN TO CITY CLERK'S OFFICE**

NAME OF OTHER CONTRACTUAL PARTY/ENTITY: _____

IS THIS AGREEMENT A RESULT OF A COMPETITIVE PROCUREMENT PROCESS? YES NO
 TOTAL CONTRACT AMOUNT: \$ _____ FUNDING INVOLVED? YES NO

OTHER: (PLEASE SPECIFY) _____

PURPOSE OF ITEM (BRIEF SUMMARY): _____

COMMISSION APPROVAL DATE: ___/___/___ IF THIS DOES NOT REQUIRE COMMISSION APPROVAL, PLEASE EXPLAIN: _____

PLEASE COMPLETE FOR ALL OTHER ITEMS***RETURN TO ORIGINATING DEPARTMENT**

DOCUMENT TYPE: Replacement of Muffin Monster Grinder (purchase order)

PURPOSE OF ITEM (BRIEF SUMMARY): _____

Small dollar purchase under \$20,000 threshold within City Manager authority; Only two suppliers available to offer quotes for this specialized sludge dewatering equipment.

ROUTING INFORMATION	Date	PLEASE PRINT AND SIGN
APPROVAL BY DEPARTMENTAL DIRECTOR	<u>4/17/2023</u>	PRINT: <u>Monica</u> SIGNATURE: <u>[Signature]</u>
PURCHASING (IF APPLICABLE)	04/17/2023	PRINT: _____ SIGNATURE: _____ <small>Digitally signed by Brandon Dodgen Date: 2023.04.17 15:56:21 -04'00'</small>
FINANCE (IF APPLICABLE)	<u>4/17/23</u>	PRINT: <u>[Signature]</u> SIGNATURE: <u>[Signature]</u>
CITY ATTORNEY (IF APPLICABLE)		PRINT: _____ SIGNATURE: _____
RISK MANAGEMENT (IF APPLICABLE)		PRINT: _____ SIGNATURE: _____
RECEIVED BY CITY MANAGER		PRINT: <u>Carlos Vega</u> SIGNATURE: <u>[Signature]</u>
COMMUNICATION (BUDGET AMENDMENT)		PRINT: _____ SIGNATURE: _____

PLEASE ATTACH THIS ROUTING FORM TO ALL DOCUMENTS THAT REQUIRE EXECUTION BY THE CITY MANAGER



COOPER CITY UTILITIES DEPARTMENT MEMORANDUM

TO: Joe Napoli, City Manager
THRU: Raj Verma, Utilities Director/City Engineer
FROM: Hamid Nikvan, Assistant Utilities Director
DATE: April 12, 2023
SUBJECT: Replacement of Muffin Monster Grinder

The following is a recommendation to authorize a small purchase, as described in City Code, Section 2-257(e), for the replacement of the Muffin Monster Grinder unit used in the Wastewater Treatment Plant for the sludge dewatering.

This unit has been installed more than seven (7) years ago and is showing signs of decreased performance indicating the need for replacement.

Staff was able to identify only two suppliers (compared to three as required in Sec. 2-257 (e) of the City Code) and obtained attached quotes for the replacement of the requested equipment:

- JWC Environmental the original manufacturer of the existing unit provided a quote for the amount of \$15,986.00.
- PSI Technologies Inc. for a different design grinder, made by Vogelsang, to replace the existing unit provided a quote for the amount of \$19,550.00.

Utilities staff is recommending purchase of the replacement unit from JWC Environmental, which is the original manufacturer, in the amount of \$15,986.00.

Funds are available in the FY 2023 budget for this purpose.

Disapproved _____

Approved _____