Town of Saratoga

Purchase Requisition (P-Req) – Authorization for One-Time Purchase of Goods and/or Services Exceeding Department Head Limit

Date of Request	Requested By	Department	* P-Req No	Comments
04/08/2025	JW Moore	SPD	040825-SPD-01	Verkada/Pine Cove Entry system pd

	Vendor Name and Number Or Complete Vendor Address (if new vendor)	X=Pre-auth or Invoice #	Item or Service Department, Purpose and Project Info	Qty	Unit Cost	Extended Total Cost	GL Code
1	**Pine Cove Consulting**		**Verkada CD43 Indoor Dome Camera**	1	759.24	759.24	10-421-225
2	**Pine Cove Consulting**		**Verkada 5 year Camer License**	1	683.24	683.24	10-421-225
3	**Pine Cove Consulting**		**Verkada TD63 Video Intercom Keypad**	1	1519.24	1519.24	10-421-225
4	**Pine Cove Consulting**		**Verkada 5 year Intercom License**	1	949.24	949.24	10-421-225
5	**Pine Cove Consulting**		**Installation and Configuration**	1	2843.75	2843.75	10-421-225
	Shipping, handling and other costs			1	382.50	382.50	10-421-225
				Total	7137.27		

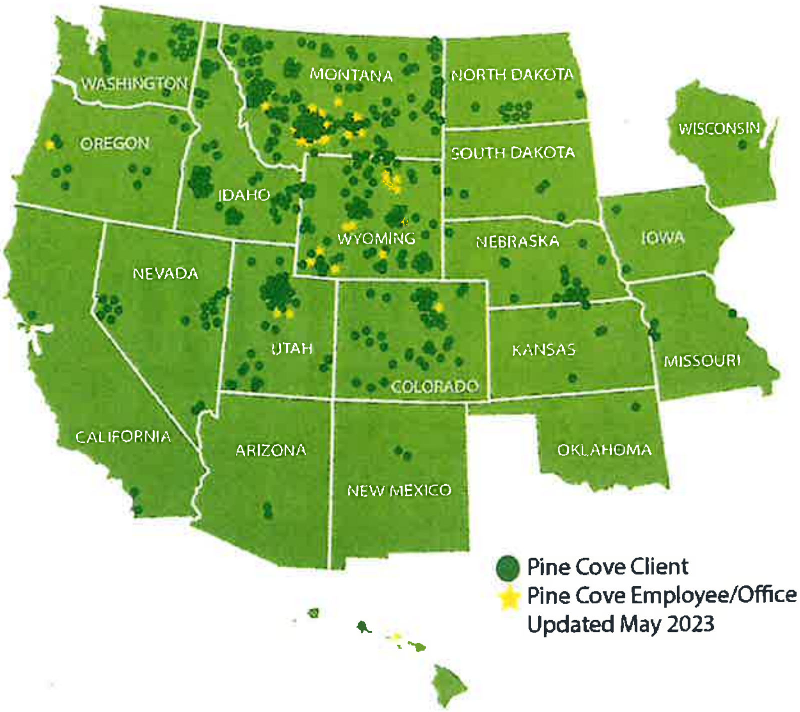
Purchase Authorized By

Title	Signature	Date	Title	Signature	Date
Mayor Chuck Davis	Chuck Davis	4/8/25	Council Member Jerry Fluty		4/8/25
Council Member Mike Cooley	Mike Cooley	4/8/25	Council Member Bub Barkhurst		4/8/25
Council Member Cory Oxford		4/8/25	Department Head		4/8/25

Instructions:

- P-Req can be used to document approval-to-purchase for 5 separate purchases.
- Fill out form in black or blue ink.
- Purchase Requisition Number is only required for remote/email authorization, otherwise it is not required. The number is assigned by Department Head using: date-dept-P-Req #. (Example: 09122022-REC-1).
- For remote authorization, attach entire email thread from Council Member's email address stating approval of the purchase, P-Req#, amount, and vendor name if known. Insert "Email" on signature line.
- Submit signed Purchase Requisition form (with vendor quote(s) and invoices if available) to Treasurer and Clerk at least 4 business days prior to Town Council meeting (must be included on the meeting agenda).
- Form will be signed by Council Members after the council meeting and routed to Accounts Payable.

+1 800-432-0346 | www.pinecc.com | sales@pinecc.com



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We have prepared a quote for you:

Verkada - Police Dept

Quote # 010943
Version 1

Prepared for:

Town of Saratoga

John Moore
jmoore@saratogawyo.org

Bill of Materials

Description		Price	Qty	Ext. Price
Verkada CD43 Indoor Dome Camera, 256GB, 30 Days Max		$759.24	1	$759.24
Verkada 5-Year Camera License, Capacity Increase	VERKADA	$683.24	1	$683.24
Verkada TD63 Video Intercom Keypad		$1,519.24	1	$1,519.24
Verkada 5-Year Intercom License, Capacity Increase	VERKADA	$949.24	1	$949.24
Shipping, Handling and Insurance - Overnight Shipping		$382.50	1	$382.50
Installation and Configuration	pine cove	$2,843.75	1	$2,843.75
			Subtotal:	**$7,137.21**

Terms

Payment Terms

Product Invoicing

- Products will be invoiced upon shipment (Down payment may apply to new customers)
- Payment for products is due upon receipt of the invoice.

Professional Services Payment

- A deposit equal to 50% of the total service cost is required 30 days prior to the project start date, which is established upon signing the project agreement.
- The remaining balance is invoiced upon project completion, with payment due upon receipt.

General Terms

- **Late Payments**: Late payments may incur additional charges.
- **Dispute Resolution**: If you have any disputes regarding an invoice, please notify us within 10 days of receipt. The undisputed portion of the invoice is due.

By agreeing to these terms upon signing the project agreement, you affirm your commitment to adhere to the outlined payment schedule.

Flexible Negotiation: If the standard payment schedule does not meet your needs, we are open to discussing and negotiating alternative arrangements that benefit both parties.

pine cove CONSULTING

Verkada - Police Dept

Prepared by:

Pine Cove Consulting

sales@pinecc.com
800-432-0346

Prepared for:

Town of Saratoga

110 E. Spring Ave
P.O. BOX 486
Saratoga, WY 82331
John Moore
(307) 326-8335
jmoore@saratogawyo.org

Quote Information:

Quote #: 010943

Version: 1
Delivery Date: 04/08/2025
Expiration Date: 05/06/2025

Quote Summary

Description	Amount
Bill of Materials	$7,137.21
Total:	**$7,137.21**

This proposal shall not be used for the creation of RFP/RFQ documents, by the customer.

TERMS: Due on receipt of invoice.

Access to the customer portal for online payment is @ https://pinecc.connectboosterportal.com

Applicable fees and taxes not included.

pine cove
CONSULTING

Verkada - Police Dept

Quote Number: 010943 v1

Prepared For
Town of Saratoga
John Moore
110 E. Spring Ave P.O. BOX 486
Saratoga, WY 82331

✔ **This quote has been approved.**

Prepared By
Brandan Bassett
bbassett@pinecc.com

Your available options

	Quote Summary	Recurring	One-Time
	Bill of Materials Subtotal		$7,137.21
	Subtotal		$7,137.21
	Shipping		
	Total Amount		**$7,137.21**

Click Here to download a PDF that contains all the details for your options. You can sign and fax us this document if you are not comfortable submitting your confirmation over the internet.

Order Confirmation

This proposal shall not be used for the creation of RFP/RFQ documents, by the customer.

TERMS: Due on receipt of invoice.

Access to the customer portal for online payment is @ https://pinecc.connectboosterportal.com

Applicable fees and taxes not included.

10-421-225