

Justification Form

Instructions: Complete this form for all Purchases that will exceed \$3,000.00, where competition has not been obtained (or is not available) and submit the document to the Purchasing Office.

Request No.: 0000002671
(if available)

Amount: \$52,000.00

Date: 08/15/2013

Goods/Services being purchased: RTS Main Line Camera/Tractor Units (2)

Proposed Vendor: Baker Equipment Company

Vendor No.: 0000010477

Requested By: Malcolm Brown/ Richard Medrano

Dept.: I&I Dept. Wastewater Division

Phone: (512) 801-4481

Prepared By: Malcolm Brown

Dept.: I&I Dept. Wastewater Division

Phone: (512) 801-4481

I. The requested goods/services are proprietary due to (check one):

☒ COMPATIBILITY - Must match existing piece or brand of equipment for compatibility, fit and function

☐ REPLACEMENT/MAINTENANCE - Repair or maintenance for specific brand of existing equipment available from original equipment manufacturer or designated service dealer.

☐ SOLE SOURCE - Available from only one vendor or source

☐ SOLE BRAND - Unique good/service

☒ CITY STANDARD (Standards list on file in Purchasing Office)

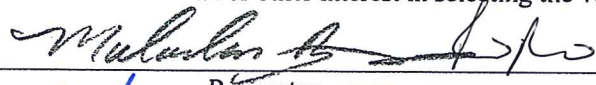
☐ OTHER - Explanation required

II. Provide full explanation, complete descriptions and/or list all relevant reasons to support proprietary determination.

The RST Cameras are the only cameras that work with our existing setup (mechanical/electrical connections & hardware). Any camera upgrades require

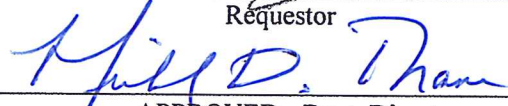
R.S. Technical Equipment Vendor only items. It would require extensive retrofitting to our Camera Van Units in order to make a competitor's camera compatible.

III. By submitting this request, I certify that the above justification is accurate and complete to the best of my knowledge and that I have no financial or other interest in selecting the vendor to provide the goods or services indicated.


Requestor

08/15/2013

Date


APPROVED - Dept. Director

8/15/13
Date

**** TO BE COMPLETED BY PURCHASING WHEN A PURCHASE ORDER IS REQUIRED ****

IV. Based on the above and (any) attached document(s), I ☐ concur/ ☐ do not concur with this justification.

Purchaser/Buyer

Effective Date

Budget Transfer Request

FY 2012-2013

Only original document is accepted. This document must be signed by the Department Director and completed in full for processing.
Email notification of completed document will be sent to requesting department. If you have any questions, contact the Budget Office.

Department:	63000-Wastewater Line Maintenance	Transfer Amount :	52,000.00
Requested By:	Malcolm Brown	Date:	5 Aug., 2013
Director Approval:		Date:	
Budget Office Approval:		Date:	
Finance Director Approval:		Date:	

(Items over \$5,000)

Please use a separate line for each to/from

Account # (account-fund-department)	Line Description	JE# (office use only)	Amount Dr. (to)	Amount Cr. (from)
5283-200-63000				23,000
5328-200-63000				3,000
5336-200-63000				3,000
5336-200-63146				5,500
5434-200-63146				4,000
5436-200-63146				3,500
5344-200-63146				10,000
6112-200-63146			52,000	
				0.00

Reason for Transfer:

Indicate if the item is Budgeted or Unbudgeted. In detail, explain why a transfer is needed.

Budgeted means that the item was included in the Budget but at an amount insufficient to meet expenses;

Unbudgeted means that the item was unforeseen and was not included in the Budget.

☐ Budgeted

☒ Unbudgeted

trafer to support purchase of replacement cameras

Please describe how this transfer will affect the departmental budget:

(Note: If you are covering the transfer through savings, please describe these savings)

department bottom line is OK.

Finance Department Only

Copies to:

☐ Purchasing

☐ Info Technology

☐ Originating Department

☐

Date Entered:

Entered by:

Baker Equipment Company

P.O. Box 627

Edmond, OK 73083

Invoice

Date	Invoice #
8/1/2013	813-120

Bill To

CITY OF ROUND ROCK
ATTN: RICHARD GUILLORY
221 E. MAIN ST.
ROUND ROCK, TX 78664

Ship To

CITY OF ROUND ROCK
ATTN: RICHARD GUILLORY
910 LUTHER PETERSON PL.
ROUND ROCK, TX 78664

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		8/1/2013			
Quantity	Item Code	Description	Price Each	Amount		
2	010-01655-20	R.S. TECHNICAL SERVICES CAMERA TRANSPORTER COMBINATION TO INCLUDE:		0.00		
2	032-02500-05	TRAKSTAR PAN & TILT ZOOM CAMERA, NTSC, SINGLE CONDUCTOR	0.00	0.00		
2	000-1	TRANSTAR TRANSPORTER (NON STEERABLE)	25,950.00	51,900.00		
1	950-18039	TOTAL SHIPPING & HANDLING	100.00	100.00		
FREIGHT INCLUDED			Total	\$52,000.00		

RX Date/Time

07/22/2013 14:07

07/22/2013

4053486900

13:04

4053486900

BAKER EQUIPMENT

P.002

PAGE 02

Baker Equipment Company

P.O. Box 627

Edmond, OK 73083

Date

7/22/2013

Name / Address

CITY OF ROUND ROCK
ATTN: RICHARD GUILLORY
221 E. MAIN ST.
ROUND ROCK, TX 78664

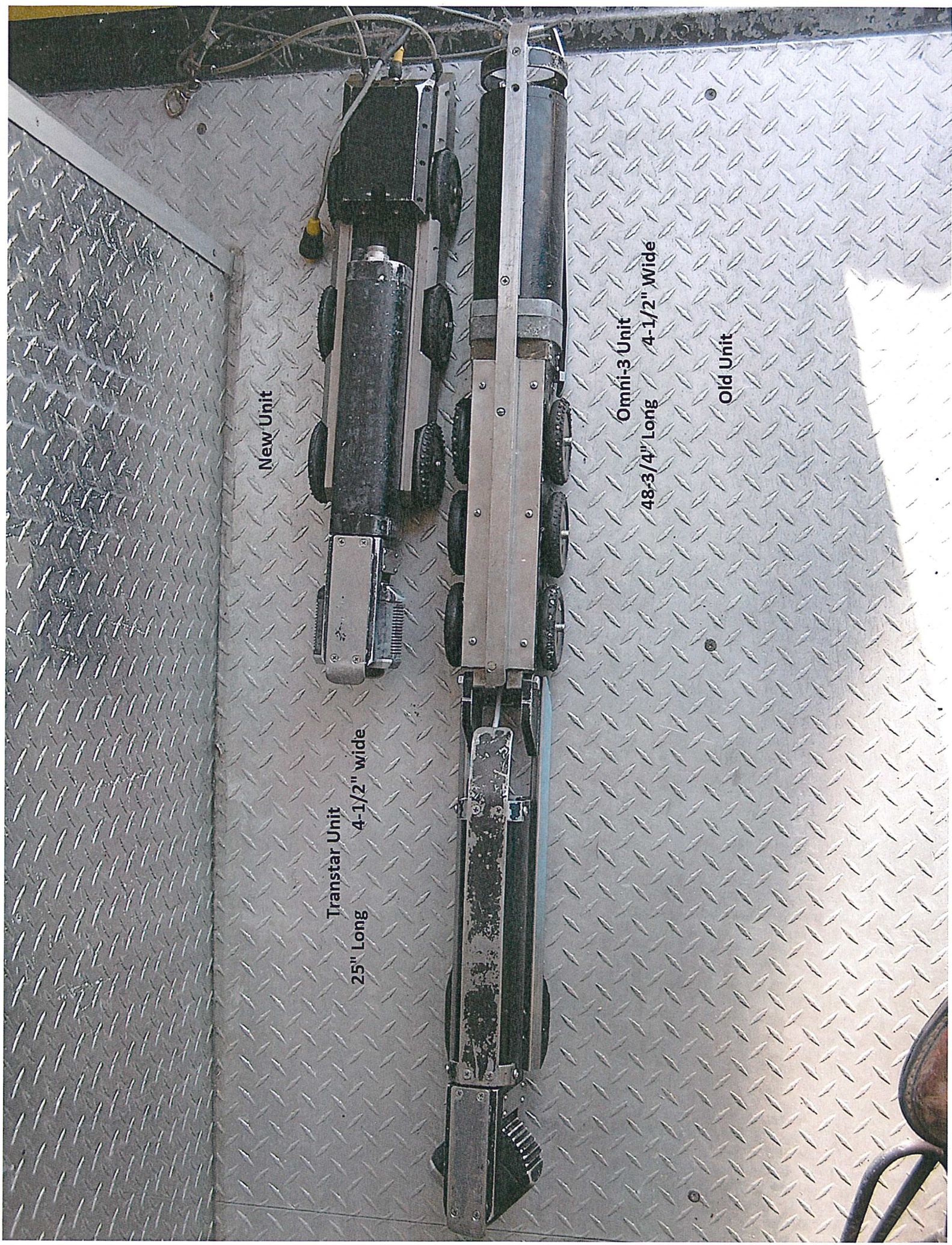
Item	Description	Qty	Rate
010-01655-20	R.S. TECHNICAL SERVICES CAMERA-TRANSPORTER COMBINATION TO INCLUDE:		
032-02500-05	TRAKSTAR PAN & TILT ZOOM CAMERA, NTSC, SINGLE CONDUCTOR	3	
000-1	TRANSTAR TRANSPORTER (NON STEERABLE)	3	
	TOTAL		78,000.00
FREIGHT INCLUDED		Total	
Phone # 405-348-4119 Fax # 405-348-6900 bakerequip@sbcglobal.net		\$78,000.00	

New Unit

Transtar Unit
25" Long
4-1/2" wide

Omni-3 Unit
48-3/4" Long
4-1/2" Wide

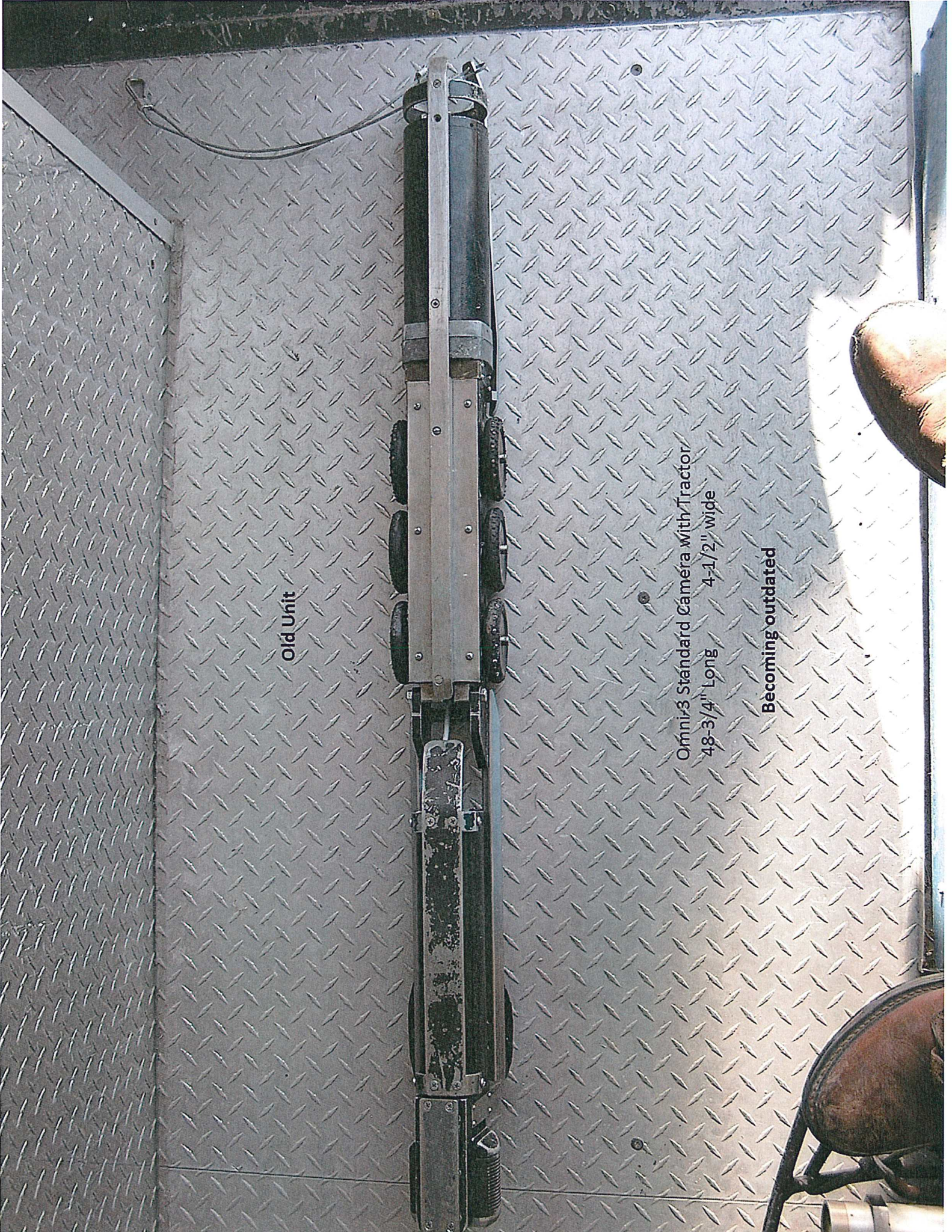
Old Unit





Old Unit

Omni-3 Standard Camera with Tractor
48-3/4" Long 4-1/2" wide

Becoming outdated



04 Object Project   Office

Search

My Filters

☐ Account

Type

0 item(s) selected

Status

0 item(s) selected

Multi Year

0 item(s) selected

☐ Account Segments

☐ Budget

☐ Trial Balance

Saved Filters

nditures

00 Org 20042304 Obj 5436 Proj
ative Multi year fund No

0
% used

Actual (Memo)
0.00

Revised Budget 500.00
Encumbered/Reqs 0.00

Available Budget 500.00

and Machinery

00 Org 20042304 Obj 6112 Proj
ative Multi year fund No

0
% used

Actual (Memo)
0.00

Revised Budget 52,000.00
Encumbered/Reqs 0.00

Available Budget 52,000.00

	2014	2013	2012	2011
	78,000.00	52,000.00	6,200.00	0.00
	0.00	0.00	0.00	0.00
qs	0.00	0.00	0.00	0.00
t	78,000.00	52,000.00	6,200.00	0.00
	0%	0%	0%	0%

FY14 Fund 200 - Act 6/12

By Year

	2014	2013	2012	2011
Revised	192,445.00	162,806.00	158,033.00	114,446.00
Actual	0.00	0.00	144,363.73	109,637.88
Enc/Reqs	0.00	0.00	0.00	0.00
Available	192,445.00	162,806.00	13,669.27	4,808.12
Percent Used	0%	0%	91%	96%

Actual 0.00
Revised 0.00
Encumbered/Reqs 0.00
Available 162,806.00

162,806.00