



Received 8/21/13

EXPENDITURE AUTHORIZATION FORM

As outlined in the City's Purchasing Policy, the City Manager must approve all purchases between \$10,000 and \$100,000. **Please complete this form, attach applicable backup documentation and submit it to Finance for review.** Finance will forward it to the City Manager for signature. **Submit only one form per vendor per fiscal year.**

Date: August 19, 2013

Department: Planning and Building - Code

Submitted by: Kathy Noel

The requested funding is available in the approved budget.

Department Director Signature: 

Vendor Name: Can-Do Maintenance

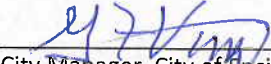
Type of Documentation Attached: Quotes: ☒ Sole Source Form: ☐ Other: ☐

Describe "Other":

DESCRIPTION OF PURCHASE (Please be specific):

This blanket p.o. will allow periodic payment to Can-Do Maintenance for the Private Property Clean-Up Program (PPCAP) and Nuisance Abatement Clean-Up as needed. City and HOA owned property clean up charged to work project WC11A which has an annual budget of \$62,600. Clean up of privately owned open space throughout the City charged to Code's operating budget account 101-50-440-432.2 for \$9,000.

AMOUNT OF PURCHASE SHALL NOT EXCEED \$100,000.

Signature: 
City Manager, City of Encinitas

Date: 8/22/13

For Finance Department Use Only

Reviewed by Finance? Yes ☒ No ☐

Finance Signature: 

Date: 8/22/13



City of Encinitas
Quote Summary Sheet

Use this form when soliciting verbal/written quotes from vendors.

Name: Joan Kling Department: Planning and Building Phone: 760-633-2687

Item/Service Requested: Private Property Clean Up Program (PPCAP) and Nuisance Abatement Cleanup

Written Quotes must be attached to this form.

	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount Quoted
1	7-26-13	Can Do Maintenance	Tracy Hawk	760-420-7082	\$40-\$80/ hr for 1-3 person crew
2	7-26-13	All Cities Hauling and Bobcat	Kevin Dunn	760-815-2464	\$100/hr
3	7-26-13	KLR Bobcat and Hauling	Brant Rains	760-815-3954	\$75/hr 1 person

Quote Type:

Written: ☐

Verbal: ☒

Telephone: ☒

Recommended Vendor: Can Do Maintenance

If you cannot obtain 3 quotes or are recommending other than low quote, you are required to provide written justification as to why the low quote was not selected.

Can Do Maintenance has worked with Code Enforcement for more than 10 years. The company is trusted and reputable. They know the city and the areas that need cleaning. On August 25, 2010, the City signed a contract with Can Do for graffiti removal. That contract is for 3 years with 3 one-year extensions. When that contract is expired, the City will do another RFP for graffiti and PPCAP and nuisance abatement.

Department Supervisor Signature: [Signature]

Date: August 6, 2013

Bid information should be sent to Purchasing as an attachment to the Purchase Order in the MUNIS financial system. Purchasing will review the bid documentation and post/print the Purchase Order upon completion of the review.

Account Inquiry - Munis [City of Encinitas]

Account Inquiry - Munis [City of Encinitas]

[Detail](#)
[Months](#)
[Totals](#)
[Project Strings](#)

Account

Fund	101	GEFUND	Acct	101-50-440-432.2 -PB -000-000-00000
Org	10150440	PBCODE	Acct name	MAINTENANCE CONTRACTS
Object	432.2	MAINTCONTR	Type	Expense
Project			Status	Active
			Budget Rollup Group	
			MultiYr Fund	
			Account Notes	

4 Year Comparison

Yr/Per 2013/13

	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2011	Fiscal Year 2010
Original Budget	10,000.00	10,000.00	5,000.00	10,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	10,000.00	10,000.00	5,000.00	10,000.00
Actual (Memo)	898.85	3,510.00	1,868.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	9,101.15	6,490.00	3,132.00	10,000.00
Percent used	8.99	35.10	37.36	.00

119000.