



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 10/13/2020**

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**File #: 20-469, Version: 1**

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**SUBJECT: CONSENT AGENDA**

A Resolution of the Board of Trustees of the Town of Erie Authorizing the Purchase of Supplies from Scan Air Filter and Western Paper Disposal with CARES Act Funding

**DEPARTMENT:** Public Works

**PRESENTER:** Todd Fessenden, Public Works Director

**FISCAL INFORMATION:**

Cost as Recommended:	\$ 10,746.20; \$32,419.40
Balance Available:	\$ 0
Budget Line Item Number:	100.70.440.530000.191919
New Appropriation Required:	Yes

**STAFF RECOMMENDATION:**

Approve the Resolution to purchase said supplies, authorize the appropriate Town officer to execute said purchase, and authorize staff to expend said funds.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The Town has spent additional funds on safety and maintenance supplies to respond to the pandemic. The Town received funding through both Weld and Boulder Counties for CARES Act funds related to the pandemic. These funds allow purchase of additional protective items needed and are to be purchased by December 31, 2020. The materials can be used through December 31, 2021.

Two major expenditures with facilities are the HVAC filters and personal protective items. The Town purchases HVAC filters from Scan Air Filter. The Town requested a bid to purchase the MERV-13 high efficiency filters for all town buildings. The attached quote is for one service; we will complete this service five times for a total of \$10,746.20.

Separately, the Town contracts with Western Paper Disposal on all janitorial supplies including some personal protective items like gloves, sanitizer and disinfectants. The Town requested a quote to purchase a large supply of these "disposable" items that will be used over time.

Both of these purchases qualify for reimbursement from the CARES Act funding the Town received.

**Fiscal Impact:**

Initial purchase of \$43,165.60 of items that would be purchased over time and are eligible for reimbursement through CARES Act funding.

**Board Priority(s) Addressed:**

- ✓ Well-Maintained Transportation Infrastructure

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- ✓ Safe and Healthy Community
- ✓ Fiscally Responsible

**ATTACHMENTS:**

- a. Resolution
- b. Quotes