

TOWN OF WEST SENECA



BRIAN J. ADAMS
SUPERINTENDENT OF
HIGHWAY DEPARTMENT

TO: The Honorable Town Board
FROM: Brian Adams
DATE: August 12, 2020
RE: **Budget Transfer Request /Mini Bid via NYS OGS**

Dear Honorable Town Board:

Please approve the attached transfer request and allow the Highway Superintendent to complete a mini-bid via NYS Office of General Services contact award #23166. The mini bid will be for the purchase of a new rubbish truck in the highway department. The new vehicle will replace an old truck from early 2000's with approximately 200,000 miles as its way past its prime for daily use and repair cost are becoming counterproductive. After transfer is complete funds will be available in line 02995000.50975.1

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Adams", written over a horizontal line.

Brian Adams

Superintendent of Highways



**Town of West Seneca
Budgetary Transfer Request
2020**

From:

Account Number	Description	Amount
02995000.50975.2	TRANS TO CAPITAL PROJ - ROADS	90,000.00

Account Number	Description	Amount
02995000.50975.1	TRANS TO CAPITAL PROJ FUND	90,000.00

Justification: RUBBISH TRUCK


 Brian Adams 8/12/20
 DEPARTMENT HEAD APPROVAL

Availability to Appropriation Checked
Finance Department

MW

8/12

INITIAL

DATE



Vehicle Request Form

Welcome to the New York State Vehicle Marketplace

This form is to be used by New York State contract users (Authorized Users/Buyers) to request a Mini-Bid (Solicitation) for new vehicles for purchase or lease via Office of General Services Award 23166.

Upon submission, a system-generated Reference number will be assigned. The Vehicle Marketplace Team will then review your request for completeness and post the request to the Vehicle Marketplace eProcurement Platform. Then, a system-generated Mini-Bid number will be assigned. You will be able to view the Mini-Bid and answer any questions from the participating Contracted vendors. After the Mini-Bid offer phase has ended, you will be able to view the vendor responses, review the vehicles offered to confirm that they meet your specifications, and award the Mini-Bid.

A red asterisk (*) next to a question indicates that it is a required field. Once all required fields in a question group have been populated correctly, a blue "Next" button will appear at the bottom right of the form. To return to a previous screen use the 'Previous' button at the bottom right of the form and not the back arrow or refresh button in your browser.

Click on the blue question mark next to a question for additional information.

Before you start, and during completion, save work on the form by selecting the green "Save" button at the top of the "Need assistance" box on the right. Saving the form will create a record and send you an email with a link to the form, so that you may return to the form prior to submission. Once the form has been submitted to OGS, it cannot be edited unless requested by OGS.

Sincerely,

The Vehicle Marketplace Team
 nysvehiclemarketplace@ogs.ny.gov

Have all internal and external approvals that your organization requires for this vehicle procurement been received? *

YES



Identify what your request is ? *



A New Request



Will the vehicles requested in the Mini-Bid be purchased or leased? ? *

Purchased

Leased

Please select your vehicle configuration ? *

Chassis with Body Upfit, Chassis-Only,