



HISTORIC  
FRANKLIN  
TENNESSEE

# Procurement Requisition

Form No. 4

Request for authorization to execute by City purchase order a City of Franklin purchase (other than for design or construction of new infrastructure and facilities), the unit pricing for which is less than \$10,000\*

**Notes:**

- Use Procurement Requisition Form No. 4 only if neither Form Nos. 2 or 3 are required but a purchase order is necessary.
- The Purchasing Office does not prepare City purchase orders except (1) if the purchase is of a capital asset (a product the unit price of which is \$25,000 or more), (2) upon the request of the requisitioning department or (3) as a substitute for a vendor-supplied contract.

Requisition no. / Requisition date / Requisitioning department:	<del>1820</del> <span style="border: 1px solid red; padding: 2px;">1880</span> / 11/25/2019 / SES <small>(requisition number) (requisition date) (requisitioning department)</small>
Item description (summary) of product and/or service to be purchased:	Rental of (3) three 53' Dry Van with lift gate for storage and deliver of Blue Bin Recycling carts.
Item quantity (if applicable) / Unit of measure (if applicable) / Project no. (if applicable):	3 / / N/A <small>(item quantity) (unit of measure) (project number, if applicable)</small>
If this purchase would include a service, would it be a one-time service or for a term of service? If for a term of service, for what term of service?	<input type="checkbox"/> No service. <input type="checkbox"/> One-time service. <input checked="" type="checkbox"/> Term of service: <u>(4) months</u>
What is the preferred location for delivery of the product &/or service (if applicable)?	<input type="checkbox"/> Not applicable. <input checked="" type="checkbox"/> As follows: <u>417 Century Court SES Main Office</u>
Does this purchase involve a City contract?	<input checked="" type="checkbox"/> Yes, City contract number <u>2019-0363</u> <input checked="" type="checkbox"/> Yes, a City purchase order is to be issued for this purchase upon approval of this requisition. <input type="checkbox"/> No, no City contract pertains to this requisition.
Does a Certificate of Insurance pertain to this requisition?	<input checked="" type="checkbox"/> Yes, a Certificate of Insurance, provided to Purchasing and approved by Risk Management, either already has been obtained or is to be obtained before delivery commences. <input type="checkbox"/> No, no certificate of insurance pertains to this requisition.
Do both the requisitioning department and the recommended vendor anticipate that this purchase, or, if applicable, some separately invoiced portion of the purchase, would be received by the City by June 30 of the current City fiscal year?	<input checked="" type="checkbox"/> Yes, this purchase or some separately invoiced portion thereof would be received by the City by June 30 of the current City fiscal year. <input type="checkbox"/> No, none of this purchase would be received by the City until on or about _____.
Does the City's approved budget currently provide sufficient funding for this purchase or, if applicable, for the portion of the term of service to be allocated to the current City fiscal year?	<input checked="" type="checkbox"/> Yes, the City's approved budget currently provides sufficient funding for this purchase or portion thereof. <input type="checkbox"/> No, none of this purchase would be allocated to the current City fiscal year. The requisitioning department would therefore include sufficient funding for this purchase in its budget request for fiscal year(s) _____.
Recommended vendor:	<u>XTRA Lease</u>
Does City Accounts Payable already have on file current information <sup>1</sup> for the recommended vendor?	<input type="checkbox"/> Yes (City of Franklin vendor ID: _____). <input checked="" type="checkbox"/> No.

<sup>1</sup> If the vendor has not done business with the City within the last two (2) years, please ask the vendor to complete the City's Vendor Information Form and IRS Form W-9 (both forms available at Inside the City > Finance > Shared Documents > Finance (Payroll and AP) > Accounts Payable) and to return them to the Purchasing Office.



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Requisition no. / Requisition date / Requisitioning department:	1820 1880 / 11/25/2019 / SES
Item description (summary) of product and/or service to be purchased:	Rental of (3) three 53' Dry Van with lift gate for storage and deliver of Blue Bin Recycling carts.
Total value of purchase / Date of pricing:	\$ 9,300.00 + .10/mile / 11/25/2019
Budget amount / General ledger account no.:	\$ 60,486.00 / 124 - 82599 - 46110
If purchase is also budgeted in a second account, then budget amount / General ledger account no.:	\$ / / - -
Allocation amount / General ledger account no.:	\$ 9,300.00 + .10/mile / 124 - <del>82599</del> - 46110
If purchase is to be allocated to a second account, then allocation amt / General ledger account no.:	\$ / / - 85240 -
Would this procurement be funded, in whole or in part, by a federal award?	<input type="checkbox"/> Yes, this procurement would be funded, in whole or in part, by a federal award. <input checked="" type="checkbox"/> No, none of this procurement would be funded by a federal award.
Purpose of recommended purchase: (Why is this purchase being recommended? What City program or service would benefit from the purchase? If this requisition is for purchase of a product, would this purchase enlarge the City's fleet or inventory of such items, or would it be replacing one or more that are scheduled to be taken out of service? If replacing, which one is / ones are to be replaced? How would the new item be used? If this requisition is for purchase of a service, what would be accomplished?)	SES is looking to rent (3) three 53' lift gate trailers to assist with the delivery of 8,640 containers for the new Blue Bin Recycling Program starting in January 2020. With this we will be able to have sub-station out in the field to cut down on travel time.
Intended method of payment <sup>2</sup> :	<input type="checkbox"/> Invoice to be paid by City purchasing card <sup>3</sup> issued to _____ <input checked="" type="checkbox"/> Invoice to be paid by Accounts Payable <sup>5</sup> .
Requested:	<i>[Signature]</i> / 12-12-2019 (Authorized representative of requisitioning department) (Date)
Approved:	<i>[Signature]</i> / 12-12-2019 (City Purchasing Manager, Assistant City Administrator or City Administrator) (Date)

BWW  
1/7/2020

<sup>2</sup> The City's preferred method of payment is by City purchasing card (Pinnacle / MasterCard credit card) or, if the vendor declines to accept payment by MasterCard credit card without surcharge, then by direct deposit - such as "ACH" or "Electronic Funds Transfer."  
<sup>3</sup> Please ask the Purchasing Office to adjust the single-transaction limit and, if necessary, the monthly credit limit on the identified City purchasing card  
<sup>4</sup> Please ask the vendor to address invoices to be paid by purchasing card to the requisitioning department at P.O. Box 305, Franklin, TN 37065-0305.  
<sup>5</sup> Please ask the vendor to address invoices other than those to be paid by purchasing card to: City of Franklin Accounts Payable, P.O. Box 295, Franklin, TN 37065-0295.



**City of Franklin Purchasing Office**  
 P.O. Box 305  
 Franklin TN 37065-0305  
 Telephone: (615)550-6692  
 Fax: (615)550-0079

# Purchase Order

<b>Purchase Order No.</b>	PO2716
<b>Date</b>	1/7/2020

Requesting Department: SES

<b>Vendor:</b> XTRA Companies, Inc. DBA XTRA Lease 7911 Forsyth Blvd. Suite 600 St. Louis MO 63105	<b>Ship To:</b> 7911 Forsyth Blvd. Suite 600 St. Louis MO 63105	<b>Bill To:</b> City of Franklin Accounts Payable P.O. Box 295 Franklin, TN 37065-0295 Telephone: (615) 550-6692 Fax: (615)550-0079
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^ Changed Since the Previous Revision

L/N	Item Number	Description	U/M	Ordered	Unit Price	Ext. Price
1	TRAILER RENTAL, PER MO	per 12/18/2019 proposal	Each	3	\$880.00	\$2,640.00
	<b>Manufacturer:</b>	<b>Manufacturer's Item Number:</b>	<b>Description:</b>			
	WABASH	TRAILER # W83183	VIN: 1JJV532D0LL207135			
	WABASH	TRAILER # W83207	VIN: 1JJV532D3LL207159			
	WABASH	TRAILER # W83975	VIN: 1JJV532D3LL220168			
	WABASH	VAN, ROAD, 53-0, S-RIDE, OHD	L/G, ADB			
	WABASH	PRICING	\$840/van/mo plus \$0.10/mile			
	Quoted pricing represents an estimate. Actual pricing may vary.					
2	PAYMENT TERMS		Each	1	\$0.00	\$0.00
	Payment terms: net thirty (30) calendar days from City's receipt of such products and/or services as ordered, or date of invoice, whichever is later.					
3	SALES TAX EXEMPT		Each	1	\$0.00	\$0.00
	The City of Franklin is exempt from Tennessee sales or use tax pursuant to Tennessee Sales or Use Tax Government Certificate of Exemption, attached.					
4	TERMS & CONDITIONS		Each	1	\$0.00	\$0.00
	Acceptance of this PO indicates vendor's acceptance of City's Procurement Terms and Conditions as attached.					

Brian Wilcox, Purchasing Manager

<b>Freight</b>	\$0.00
<b>Order Total</b>	\$2,640.00



**EQUIPMENT RENTAL AGREEMENT #064080792**  
 1505 CORPORATE PL, LA VERGNE, TN 37086-3593 Phone #:(615)641-2370

**Return Location**  
 NASHVILLE(64)  
 1505 CORPORATE PL  
 LA VERGNE, TN 37086-3593  
 Phone #: (615)641-2370

Lessee Name & Address	Garage/Stored At
CITY OF FRANKLIN, TN 109 3RD AVE S FRANKLIN, TN 37064-2519	417 CENTURY CT FRANKLIN, TN 37064-3917

Lessee's rental, lease, acceptance, possession, or use of this Equipment or any other XTRA LEASE Equipment and all of Lessee's transactions and dealings with XTRA LEASE are governed by the XTRA LEASE Standard Terms & Conditions.

Phone #: (615)794-1516	Fax #: (615)791-3289	Equipment Utilized For
<b>Customer #:</b> 444NG		Over the Road

**Unit #:** OTRT W83183  
**VIN #:** 1JJV532D0LL 207135  
**License Plate #:** 432455Z  
**Plate State:** ME  
**Unit Description:** VAN, ROAD, 53-0, S-RIDE,  
 OHD, L/G, ADB  
 2020 WABASH

Insurance Information	
<b>Agent:</b> Public Risk Insurors	<b>Expires:</b> 7/1/2020

**Reefer Serial #:**  
**CARB IDN:**  
**CARB Compliance Thru Date:**  
**Unit Last DOT Inspection:** 08/2019

Lessee shall pay for leased unit at a rate of	Miscellaneous Rates
Rental 50.0000 / Day	
Rental 250.0000 / Week	
Rental 775.0000 / 4 Week	
Mileage 0.1000 / Mileage	
Estimated Miles 1700.00 / Billing Period	

<b>Minimum Term of</b> 1 Day	<b>P.O. #</b> 2019-0363
	<b>Auth By:</b> Nate Ridley
	<b>Store:</b>

**CDW/FTW Options**  
 Lessee's election to accept or decline the Collision Damage and Fire/Theft waiver("CDW") offered by XTRA LEASE is as indicated herein.

**Collision Damage:** Not Applicable      **Fire/Theft:** Not Applicable  
 Lessee shall be liable for the first \$1,500 for each occurrence of damage to or loss of any unit (or the first \$5,000 in the case of refrigerated or specialty Equipment). Notwithstanding Lessee's election to accept or decline CDW, upon ten(10) days prior written notice, XTRA LEASE, in its sole discretion, may discontinue providing CDW to Lessee.

**Outbound Inspection Inspector:** Houghton, Connor

**Date Out:** 01/03/2020 09:34

**Registration:** PRESENT

**Tires**

<b>LOF</b> BRGS 11/32	<b>LOR</b> BRGS 11/32
<b>LIF</b> BRGS 11/32	<b>LIR</b> BRGS 11/32
<b>ROF</b> BRGS 10/32	<b>ROR</b> BRGS 10/32
<b>RIF</b> BRGS 10/32	<b>RIR</b> BRGS 10/32
<b>Size</b> 295/75R 22.5	

**Hubodometer Out:** 7669

**Trailer Tracking MSN:** GXL7ESPD183517662

**Reefer Information**

**Fuel Level:** N/A  
**Engine Hours:** N/A  
**Elect. S. Hours Protected:** N/A

**California B.I.T. Inspection**

**Brake Adjustment:** N/A      **Brake System:** N/A  
**Suspension:** N/A      **Tires & Wheels:** N/A  
**Vehicle Connection Device:** N/A

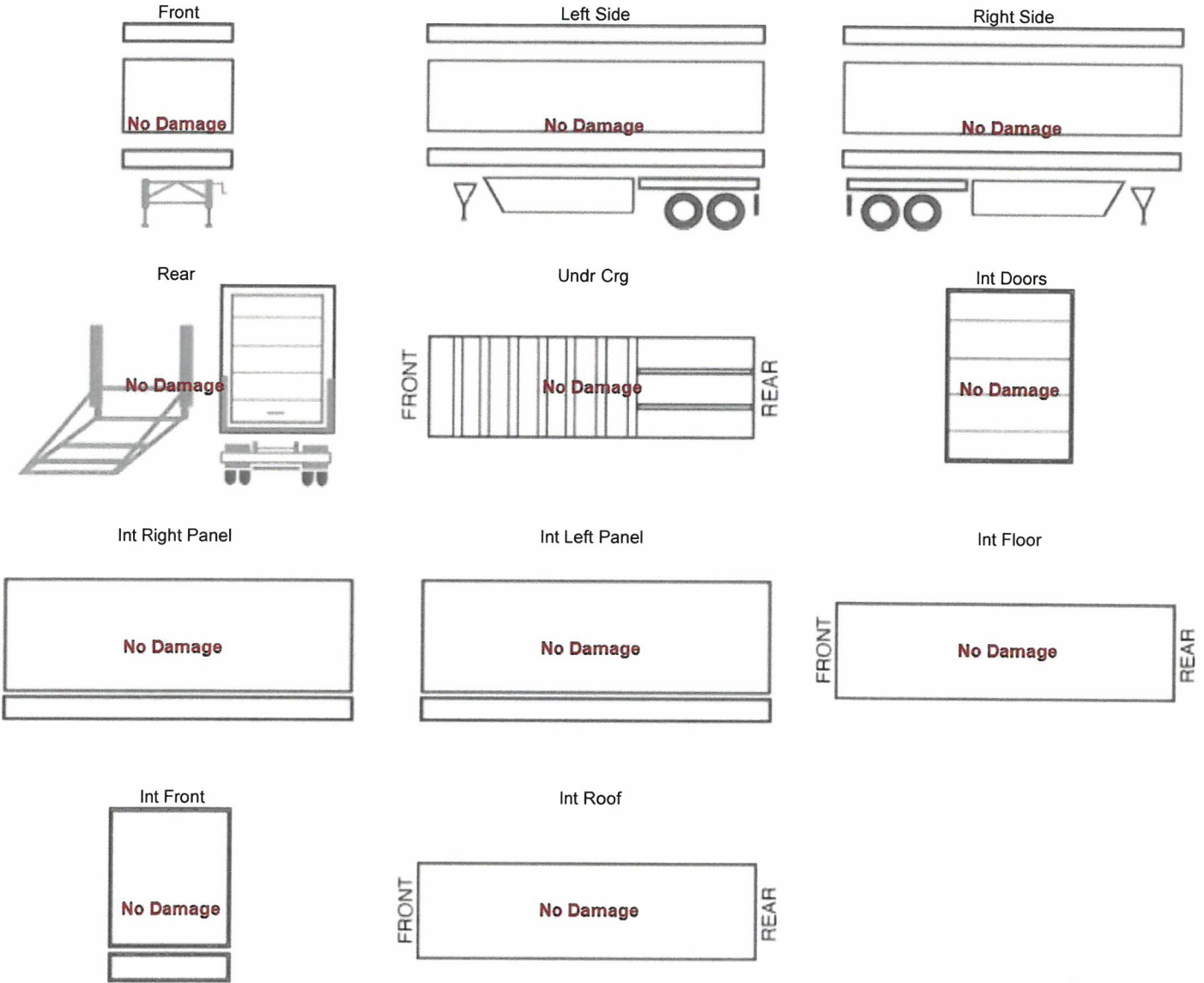
**Driver Signature**

**Name:** A DAVIS  
**License #:** XXXXXXXX



**Outbound Inspection (cont.)**

B=Bent BR=Broken C=Cut CA=Check/Adjust H=Hole M=Missing O=Other P=Patch S=Scrape SEC=Section



View	Zone	Condition	View	Zone	Condition	View	Zone	Condition
Front		No Damage	Undr Crg		No Damage	Int Floor		No Damage
Left Side		No Damage	Int Doors		No Damage	Int Front		No Damage
Right Side		No Damage	Int Right		No Damage	Int Roof		No Damage
Rear		No Damage	Int Left		No Damage			

Note(s)/Comment(s)

**Miscellaneous**





**EQUIPMENT RENTAL AGREEMENT #064080793**  
 1505 CORPORATE PL, LA VERGNE, TN 37086-3593 Phone #:(615)641-2370

**Return Location**  
 NASHVILLE(64)  
 1505 CORPORATE PL  
 LA VERGNE, TN 37086-3593  
 Phone #: (615)641-2370

Lessee Name & Address	Garage/Stored At
CITY OF FRANKLIN, TN 109 3RD AVE S FRANKLIN, TN 37064-2519	417 CENTURY CT FRANKLIN, TN 37064-3917

Lessee's rental, lease, acceptance, possession, or use of this Equipment or any other XTRA LEASE Equipment and all of Lessee's transactions and dealings with XTRA LEASE are governed by the XTRA LEASE Standard Terms & Conditions.

Phone #: (615)794-1516	Fax #: (615)791-3289	Equipment Utilized For
Customer #: 444NG		Over the Road

**Unit #:** OTRT W83975  
**VIN #:** 1JJV532D3LL 220168  
**License Plate #:** 435248Z  
**Plate State:** ME  
**Unit Description:** VAN, ROAD, 53-0, S-RIDE,  
 OHD, L/G, ADB  
 2020 WABASH

Insurance Information	
<b>Agent:</b> Public Risk Insurors	<b>Expires:</b> 7/1/2020

**Reefer Serial #:**  
**CARB IDN:**  
**CARB Compliance Thru Date:**  
**Unit Last DOT Inspection:** 08/2019

Lessee shall pay for leased unit at a rate of	Miscellaneous Rates
Rental 50.0000 / Day	
Rental 250.0000 / Week	
Rental 775.0000 / 4 Week	
Mileage 0.1000 / Mileage	
Estimated Miles 1700.00 / Billing Period	

<b>Minimum Term of</b> 1 Day	<b>P.O. #</b> 2019-0363
	<b>Auth By:</b> Nate Ridley
	<b>Store:</b>

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**Outbound Inspection Inspector:** Joseph, Martin

**Date Out:** 01/03/2020 11:35

**Registration:** PRESENT

**Tires**

<b>LOF</b> GDYR 11/32	<b>LOR</b> GDYR 11/32
<b>LIF</b> GDYR 11/32	<b>LIR</b> GDYR 11/32
<b>ROF</b> GDYR 11/32	<b>ROR</b> GDYR 11/32
<b>RIF</b> GDYR 11/32	<b>RIR</b> GDYR 11/32
<b>Size</b> 295/75R 22.5	

**Hubodometer Out:** 24158

**Trailer Tracking MSN:** GXL7ESPD183625953

**Reefer Information**

Fuel Level:	N/A
Engine Hours:	N/A
Elect. S. Hours Protected:	N/A

**California B.I.T. Inspection**

Brake Adjustment:	N/A	Brake System:	N/A
Suspension:	N/A	Tires & Wheels:	N/A
Vehicle Connection Device:	N/A		

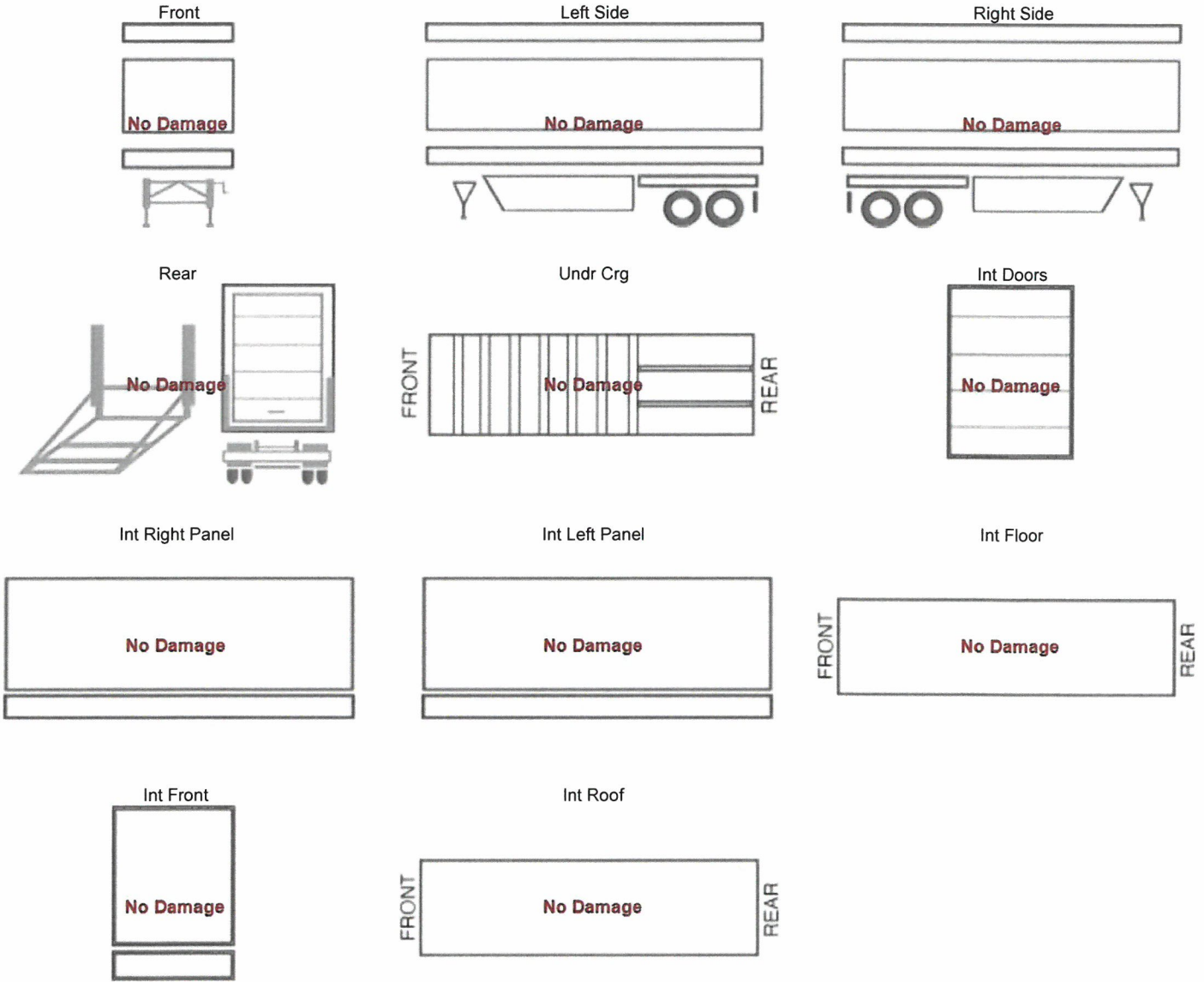
**Driver Signature**

Name: A DAVIS  
 License #: XXXXXXXXX




**Outbound Inspection (cont.)**

B=Bent BR=Broken C=Cut CA=Check/Adjust H=Hole M=Missing O=Other P=Patch S=Scrape SEC=Section



View	Zone	Condition	View	Zone	Condition	View	Zone	Condition
Front		No Damage	Undr Crg		No Damage	Int Floor		No Damage
Left Side		No Damage	Int Doors		No Damage	Int Front		No Damage
Right Side		No Damage	Int Right		No Damage	Int Roof		No Damage
Rear		No Damage	Int Left		No Damage			

Note(s)/Comment(s)

Miscellaneous





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 1505 CORPORATE PL, LA VERGNE, TN 37086-3593 Phone #:(615)641-2370

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Phone #: (615)794-1516	Fax #: (615)791-3289	Equipment Utilized For
<b>Customer #:</b> 444NG		Over the Road

**Unit #:** OTRT W83207  
**VIN #:** 1JJV532D3LL 207159  
**License Plate #:** 432479Z  
**Plate State:** ME  
**Unit Description:** VAN, ROAD, 53-0, S-RIDE, OHD, L/G, ADB 2020 WABASH

Insurance Information	
<b>Agent:</b> Public Risk Insurors	<b>Expires:</b> 7/1/2020

**Reefer Serial #:**  
**CARB IDN:**  
**CARB Compliance Thru Date:**  
**Unit Last DOT Inspection:** 08/2019

Lessee shall pay for leased unit at a rate of	Miscellaneous Rates
Rental 50.0000 / Day	
Rental 250.0000 / Week	
Rental 775.0000 / 4 Week	
Mileage 0.1000 / Mileage	
Estimated Miles 1700.00 / Billing Period	

<b>Minimum Term of</b> 1 Day	<b>P.O. #</b> 2019-0363
	<b>Auth By:</b> Nate Ridley
	<b>Store:</b>

**CDW/FTW Options**

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**Collision Damage:** Not Applicable      **Fire/Theft:** Not Applicable  
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**Outbound Inspection Inspector:** Joseph, Martin

**Date Out:** 01/03/2020 14:22

**Registration:** PRESENT

**Tires**

<b>LOF</b> BRGS 10/32	<b>LOR</b> BRGS 11/32
<b>LIF</b> BRGS 11/32	<b>LIR</b> BRGS 11/32
<b>ROF</b> BRGS 11/32	<b>ROR</b> BRGS 11/32
<b>RIF</b> BRGS 11/32	<b>RIR</b> BRGS 11/32
<b>Size</b> 295/75R 22.5	

**Hubodometer Out:** 6117

**Trailer Tracking MSN:** GXL7ESPD183519985

**Reefer Information**

**Fuel Level:** N/A  
**Engine Hours:** N/A  
**Elect. S. Hours Protected:** N/A

**California B.I.T. Inspection**

**Brake Adjustment:** N/A      **Brake System:** N/A  
**Suspension:** N/A      **Tires & Wheels:** N/A  
**Vehicle Connection Device:** N/A

**Driver Signature**

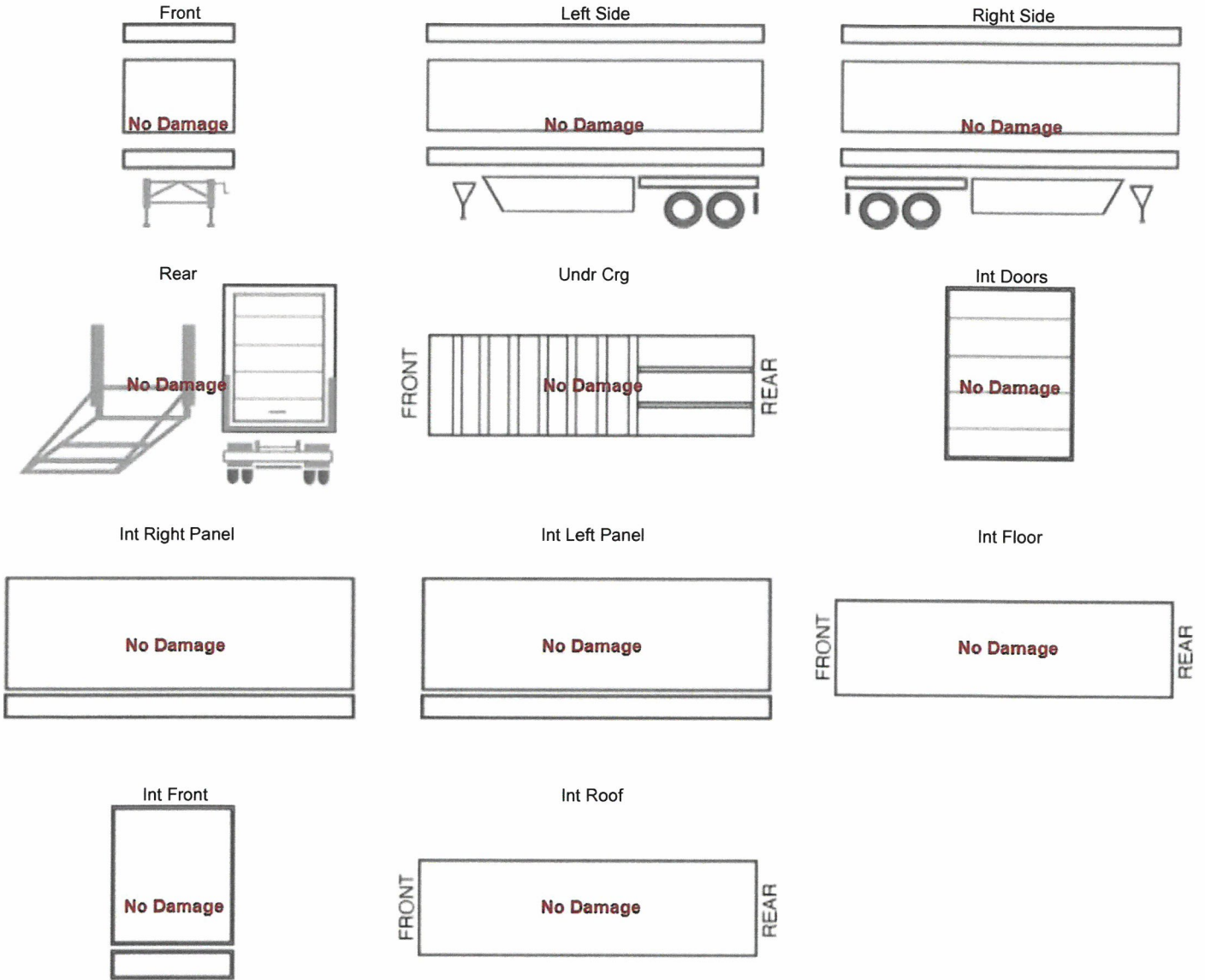
**Name:** A DAVIS  
**License #:** XXXXXXXX





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Note(s)/Comment(s)

**Miscellaneous**

