

IMMEDIATE NEED REQUEST

2014 - 2015

Cabinet
Approved 1/14/14
Bryl
MR. SACI
San Antonio College

Requested by:		Technical Services		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	PAC Operations			Date to Cabinet:	
Division:	Technical Services			Outcome:	
Vice President:	Administrative Services				
Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **		Funding	
1. Replace stake bed truck used by PAC Operations and the Theater Department	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. The PAC 1997 Ford Stakebed Truck has been used for the past 17 years to support production activity for all areas using the Clarke Theater. Although it is primarily used by Technical Services, the Theater Department also uses it in support of student productions, and it is additionally used to support major events campus wide. Unlike many vehicles on campus, this vehicle spends a good deal of time "on the road" picking up and returning equipment as well as picking up consumables such as lumber, steel and miscellaneous hardware. As a result, the current vehicle is not only old, it has relatively high mileage. On July 28, the stakebed was being driven by one of our employees, Jay Truman, when it was involved in a moderately serious freeway accident. Our vehicle was cut off by another vehicle that left the scene. In attempting to avoid the lead vehicle, Jay swerved and braked, but ended up hitting the K-Rail on the side of the freeway, then he was immediately hit by another vehicle. Although the cab of our truck was badly damaged and the other car was totaled, we were very fortunate and there were no injuries. The truck was returned to the College, and our insurance carrier has determined that the vehicle is not repairable, per the attached documents. ASCIP has forwarded a check for the value of the vehicle, less our deductible, in the amount of \$5,512.60. In consultation with the College mechanics, and with the assistance of the purchasing department, we solicited quotes from a number of car dealers on the recommended vehicle/engine combination, which was a Dodge one ton chassis with a "clean" diesel engine to insure long life of the vehicle. The lowest conforming quote (attached) for this vehicle was \$64,908.95, however the dealer was unable to provide some of the required items on the stakebed body, these included painted side rails to eliminate splinters. In order to take advantage of model year end closeouts by the auto manufacturers and to save time by acquiring a chassis that has already been built, we would like to proceed with the purchase of the vehicle as quoted and set aside an additional \$2,000 to complete the vehicle to our specifications. The requested funding reflects the \$5,512.60 payment by ASCIP. Failure to replace this vehicle will severely impact both the PAC Operations area and the instructional program in theater arts, both areas depend on this truck on a daily basis.	Amount	One-time	Ongoing	Approved
		\$61,396	X		
Account Number(s):	11000-623000-641400-651000	\$61,396			

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.