



To: Mayor Dodgen and Council Members
Steve Parker, City Manager

From: Dale Skinner, Fire Chief

Date: August 20, 2025

Re: Increase Purchase Order 25672

Historical Background

The fire department provides uniforms for all sworn personnel. Each year the department secures an open purchase order Impact Promotional Services, a uniform store to ease the purchasing process in the amount of \$45,000.

Action Requested

Authorize an increase in Purchase Order #25672 in the amount of \$20,000. This would increase the Purchase Order amount to \$65,000.

Procurement Methodology & Funding Source

Purchase is being made utilizing the Buyboard cooperative purchasing agreement, Purchases utilizing the Buyboard contract are in compliance with state bidding requirements and allow local governments the benefit of volume discount pricing and an expedited procurement process.

Funding for this project has been secured through the Fire Department general fund budget.

Staff Recommendation

Staff recommends increase in Purchase Order #25672 in the amount of \$20,000.

Attachments

Original Purchase Order and resolution.

Respectfully,

A handwritten signature in black ink, appearing to read "D. Skinner", written over a white background.

Dale Skinner
Fire Chief