



CITY OF LA CROSSE UTILITIES

WATER - SEWER - STORM

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MEMORANDUM

To: Board of Public Works
From: Tina Erickson, Utilities Finance & Compliance Manager
Luke Schipper, Assistant Superintendent - Sewer
Date: September 30, 2024
Subject: Manhole camera purchase agreement and rental agreement

The Sanitary Sewer Utility has a manhole inspection camera scheduled for purchase in 2025, but due to operational demands and necessity to complete large numbers of condition assessments of sanitary and stormwater underground structures for upcoming capital projects, it would be advantageous to rent the equipment now to avoid delays in the capital design and planning process. The vendor is willing to rent the camera to the utility for free for the remainder of this year until the funding becomes available in January at which point we would purchase the camera in full at the source well quote pricing provided, contingent upon completing the attached Quote/Purchase Agreement and Rental Agreement.

The purchase price comes in well below the approved budget of \$30,000, and the Utility believes this temporary rental is the best course of action to meet the immediate need for more efficient structural inspections until we can proceed with the approved purchase. We request the Board's approval to sign these two agreements and rent the camera that has already been approved for purchase in the upcoming fiscal year.

Thank you for your time and consideration.