



**CITY OF LAREDO
FIRE DEPARTMENT**



MEMORANDUM

TO: Mr. Joseph Neeb, City Manager

FROM: Guillermo Heard, Fire Chief / EMC

DATE: July 22, 2026

SUBJECT: Ratification of PO#444290 – Scott Equipment, Inc.

The Laredo Fire Department respectfully requests City Council ratification of **PO# 444290** issued to **Scott Equipment, Inc.** for the purchase and installation of **seven (7) turnout gear extractors**, associated chemical dispensing systems, detergents, freight, and installation services under **BuyBoard Contract #784-25**. The original purchase order totaled **\$99,543.16**, which was below the \$100,000 threshold requiring City Council approval.

Following issuance of the purchase order, a site walkthrough was conducted with **Mr. Michael Moore of Scott Equipment, Inc.** During the walkthrough, it was determined that **three (3) additional 6-inch washer bases** are required to properly install and support two of the turnout gear extractors at their designated fire station locations. The additional bases were not included in the original purchase order and are necessary to complete the installation in accordance with the manufacturer's recommendations and site requirements..

Scott Equipment subsequently submitted a revised quotation for the three (3) additional washer bases in the amount of \$1,596.00. This increases the total project cost from \$99,543.16 to \$101,139.16, thereby exceeding the City's \$100,000 purchasing threshold, which requires City Council approval.

Fiscal Impact:

Original PO #444290: \$99,543.16
Additional Three (3) Washer Bases: \$1,596.00
Revised Total: \$101,139.16

Funding for this amendment is available within the same funding source previously approved for the turnout gear extractor replacement project.

Recommendation:

Staff recommends that the City Council ratify the amendment to PO# 444290 with Scott Equipment, Inc. in the additional amount of \$1,596.00 for the purchase of three (3) washer bases, resulting in a revised total purchase amount of \$101,139.16, under BuyBoard Contract #784-25.

____ Approved
Joseph Neeb
City Manager

____ Denied
Joseph Neeb
City Manager