

CONTRACT SUMMARY DOCUMENT

Contract # 161534

Contract Title: Heavy Equipment, Parts, Accessories, Supplies and Related Services-(National IPA)

Shared Services - Procurement has awarded a contract for the purchase of *Caterpillar Inc. Heavy Equipment, Parts, Accessories, Supplies and Related Services (Equipment Leases)*.

CATERPILLAR, INC.
100 NE ADAMS ST.
PEORIA, IL 61629

Good/Service	Contractor	PO#	Contact person	Contractor Address
Heavy Equipment Parts Accessories Supplies	CATERPILLER, INC.	40493	Patty Redpath Redpath_patty@cat.com	100 NE Adams St. Peoria, IL 61629
Heavy Equipment Vehicle Leases	CATERPILLER, INC.	40918	Patty Redpath Redpath_patty@cat.com	100 NE Adams St. Peoria, IL 61629
Heavy Equipment Vehicle Lease	AGCO FINANCE LLC	42099	Daniel Buchanan Daniel.buchanan@agcofinance.com	4205 River Green Parkway Duluth, GA 30096

CONTRACT USE: This contract is specific to EGSD/FLEET SERVICES DIVISION for the purchase of Heavy Equipment, Parts, Accessories and Supplies using Purchase Order 40493. Per City Administrative Directive, 6.01-2 Fleet Services has sole authorization to make vehicle purchases on behalf on City Departments.

For Heavy Equipment Vehicle Leases: A City Department paying for Heavy Equipment Vehicle Leases, (for example Tucson Water Annual Lease for three Backhoes), are to use Purchase Order 40918.

Summary Description	This contract is available cooperatively through National IPA.
Products	Heavy equipment will include, but not be limited, the following equipment categories: Landfill, Construction and Material Handling equipment for purchase and/or rental.
Services	Heavy Equipment lease/rental agreements, Service Technician Training, Equipment Service and Maintenance.
Contract Term	Initial (one) year agreement from (May 1, 2016) through (April 30, 2017) with option to renew for (four (4) additional (one) year periods.
Payment Terms and Methods	Prompt Payment Discount: N/A Accepts commercial credit card payment: No

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For questions on this contract, please contact Cynthia Thompson, CPPB Senior Contract Officer at 520.837.4134 or Cynthia.Thompson@tucsonaz.gov

Direct Release Policy

Effective June 13, 2017, the financial encumbrance threshold was increased to \$50,000. A DR must be created when the DR is \$50,000+. At the discretion of the Department, a DR *may* be created for orders less than \$50,000.

When the DR has been paid in full, the DR will show a “closed” status in OPIS.

A DR is not required for items that are acquired online or point-of-sale using pCard.

If you have created a DR and have processed the payment by pCard, you must notify AccountsPayable-Finance@tucsonaz.gov to close out the DR.

If you did not create a DR and the amount is \$50,000+, your partial will be returned to you so that a DR can be created. Accounts Payable cannot process your payment without a DR.