

Donation

Version 2.6 released on 7/1/25

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY		Tracking #: _____		CITY CLERK USE ONLY	
Date Received: _____	Committee Date: _____	Committee: _____	Hearing Date: _____	<input type="checkbox"/> Scanned	Date: <u>07.23.2025</u>
1 st Agenda Date: _____	2 nd Agenda Date: _____	_____	_____	<input type="checkbox"/> Posted	Item #: <u>2507.01787</u>

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval		Other Board Name		City Council Approval	
_____		_____		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Department	Contact Name	Email	Phone		
Fire	Masako Mercado	mmercado@cityoftulsa.org	918-596-1889		
Bid/Project Number	Project Title	Donator	Type of Donation		
_____	_____	Pierce Manufacturing	Travel		
<i>Enter a Bid or Project Number (not a Title or Description)</i>		Event Date	Donation Amount/Value		
_____		8/10/25	\$1,000.00		
Travel Event Title	Traveler's Name			<i>City Council requires a dollar value</i>	
Pre-build spec review	_____				

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: _____ *[Signature]*

Legal: _____

Board: _____

Mayor: _____ *[Signature]*

Other: _____

Date: 7/21/25

Date: _____

Date: _____

Date: JUL 23 2025

Date: _____

Policy Statement

Background Information

Pierce Manufacturing is inviting 2 TFD members for pre-construction meeting of fire apparatus. All expenses are paid by Pierce Manufacturing except for luggage fees

Members: Josh Lamb, Garrett Reed

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval to accept donation

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document


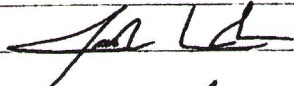

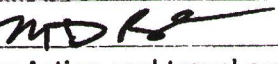
Processing Information for City Clerk's Office

Post Execution Processing

- Mail vendor copy (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

Additional Routing and Processing Details

Tulsa Fire Department – Special Training/Travel Request

Section 1: To be completed by applicant	Name	Garrett Reed		
	Today's Date	7-14-25		
	Rank	FD-04		
	Assignment	Physical Resources Office		
	Course Description	Pre-build @ Pierce. 2-F-550's		
	Course Location	Bradenton, FL		
	Course Dates:	August 10 th -12 th , 2025		
	Goals & Objectives to be achieved by attendance			
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	1		
Applicant's Signature				
Section II: To be completed by immediate supervisor	Course relation to applicant's current position			
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD	Spec review for F550		
	Staffing Level Impact	0		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>Time Off Funded</small> <small>Type or write Yes or No on the appropriate line.</small>		
	Funding Source: Indicate which section or branch budget will be charged for this training	Apparatus funding		
	Grant Funded: Indicate which grant	Conrad		
Section IV: Routing and approval process:		Signature	Approve	Date
	District Chief		✓	7/14/25
	Assistant/Branch Chief			
	Deputy Chief		✓	7/16/25
	Finance Chief			
	Fire Chief		✓	7/16/25
	TFD Finance for Request for Action and travel arrangements.			
Comments:				
PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.				
Revised 4-15-2010				

Tulsa Fire Department – Special Training/Travel Request

Section 1: To be completed by applicant	<p>Name: Josh Lamb</p> <p>Today's Date: 7/14/2025</p> <p>Rank: FD05</p> <p>Assignment: Physical Resources</p> <p>Course Description: Pre-build @ Pierce. 2 F-550 Air Trucks</p> <p>Course Location: Bradenton, FL</p> <p>Course Dates: August 10th-12th, 2025</p> <p>Goals & Objectives to be achieved by attendance: Final designs of the Air and Light trucks</p> <p>Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals: \$0</p> <p>Applicant's Signature: _____</p>																								
Section II: To be completed by immediate supervisor	<p>Course relation to applicant's current position: <i>Spec review for F550</i></p>																								
Section III: To be completed by Assistant Chief/Branch Chief	<p>Measurable benefit to TFD: _____</p> <p>Staffing Level Impact: <i>0</i></p> <p>Check development type: <input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>___ Time Off ___ Funded</small> <small>Type or write Yes or No on the appropriate line.</small></p> <p>Funding Source: Indicate which section or branch budget will be charged for this training: Apparatus, Already Funded</p> <p>Grant Funded: Indicate which grant: <i>Conrad</i></p>																								
Section IV: Routing and approval process:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Signature</th> <th style="width: 10%; text-align: center;">Approve</th> <th style="width: 10%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>District Chief</td> <td style="text-align: center;"><i>Josh Lamb</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">7/14/25</td> </tr> <tr> <td>Assistant/Branch Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deputy Chief</td> <td style="text-align: center;"><i>Jubie Lynn</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">7/14/25</td> </tr> <tr> <td>Finance Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire Chief</td> <td style="text-align: center;"><i>MDH</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">7/16/25</td> </tr> </tbody> </table> <p>TFD Finance for Request for Action and travel arrangements. Comments: _____</p>		Signature	Approve	Date	District Chief	<i>Josh Lamb</i>	✓	7/14/25	Assistant/Branch Chief				Deputy Chief	<i>Jubie Lynn</i>	✓	7/14/25	Finance Chief				Fire Chief	<i>MDH</i>	✓	7/16/25
	Signature	Approve	Date																						
District Chief	<i>Josh Lamb</i>	✓	7/14/25																						
Assistant/Branch Chief																									
Deputy Chief	<i>Jubie Lynn</i>	✓	7/14/25																						
Finance Chief																									
Fire Chief	<i>MDH</i>	✓	7/16/25																						

PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.

Revised 4-15-2010

Executive Summary

Preconstruction Meetings

Pierce MFG Bradenton, FL

Built into the purchase price on all apparatus is travel and accommodations to attend Preconstruction meetings and Final Inspection meetings. Preconstruction meetings provide us the opportunity to meet with engineers from the manufacturer outlining the specifications and plans developed when the apparatus were initially ordered. In these meetings, engineers will provide solutions and alternatives to items that have been discontinued and gives us the opportunity to make any last minute changes that might improve the operational efficiency of the apparatus. Final Inspection meetings allow us to inspect the apparatus for any flaws or mechanical issues that need to be addressed at the factory before delivery and acceptance. The purpose of travel for the August 10-12 for Josh Lamb and Garrett Reed is to attend Preconstruction meetings for two Air and Light units that are expected to be complete in December. At these meetings we will be finalizing the plans for utilized space, lighting, emergency response lighting and sirens, artwork, and any other necessary changes prior to the start date of manufacture. Pierce will provide Airfare, lodging, and meals for the trip, so no additional funding will be needed.