



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Captain John Klug

DATE: July 30, 2019

**SUBJECT: BID ACCEPTANCE AND APPROVAL TO PURCHASE FITNESS TESTING
EQUIPMENT – 2017 JAG GRANT (PD0144)**

I. RECOMMENDED ACTION

1. Recommend acceptance of bid from PTM Equipment Inc. for the fitness testing equipment for new police applicants; and
2. Authorize the order and purchase of equipment from PTM Equipment Inc.; and
3. Pass a budget adjustment on first reading.

II. DEPARTMENT CONTACT PERSONS

Jason Olson, Chief of Police	857-4715
John Klug, Captain	857-9800

III. DESCRIPTION

A. Background

The Minot Police Department and Ward County Sheriff's Department will make a joint purchase of equipment to conduct physical agility testing of new peace officer applicants for their agency. This testing conforms to job specific physical agility testing and was implemented statewide by the North Dakota Peace Officer Standards and Training Board starting in March of 2017.

B. Proposed Project

This equipment will ensure the applicants being hired will meet the new state standard at the time they are hired, minimizing the number of new peace officer recruits sent to the Law Enforcement Training Academy who will not be able to perform the test successfully to meet state standards for graduation. A trailer will also be purchased so the equipment can be stored and hauled to the various testing sites used by each agency.

IV. IMPACT:

A. Strategic Impact:

It will also ensure our officers have the physical fitness necessary to adequately perform the duties of a peace officer for the Minot Police Department.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Project Costs

Equipment \$20,860

Project Funding

FY 2017 JAG Grant \$20,227

Minot PD / Ward County SO \$633

\$20,860

The equipment purchased through the 2017 JAG Grant is a shared project with the Ward County Sheriff's Department. The additional \$633 will be split with their department. The original project also included a trailer. The trailer will also be purchased outside of grant funding and the cost equally shared with Ward County.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Grant expires September 30, 2019.

VII. LIST OF ATTACHMENTS

- A. Bid (estimate) from PTM Equipment Inc.
- B. Sole source letter from PTM Equipment Inc.
- C. W-8 US Tax Withholding Form from PTM Equipment Inc.
- D. Federal Grant Procurement Checklist
- E. Budget adjustment