

City of Fayetteville Item Review Form

2014-0083

Legistar File Number

March 4, 2014

City Council Meeting Date - Agenda Item Only

N/A for Non-Agenda Item

Jesse Beeks / Barbara Olsen

Submitted By

Transportation Services

Department

Action Required:

A resolution to purchase two Toro Groundsmaster 4000D Multi-deck mowers off the National IPA Contract #120535 in the amount of \$56,044.33 each for a total of \$112,088.66 from Professional Turf Products of Lenexa, Kansas, and approval of a budget adjustment to move funds to the Fleet expense account.

Does this item have a cost?  Yes

\$112,088.66

Cost of this request

\$207,000.00

Category or Project Budget

Tractors / Mowers

Program or Project Name

9700.1920.5802.00

Account Number

Funds Used to Date

Vehicles and Equipment

Program or Project Category

Various

\$94,911.34

Remaining Balance

Shop Fund

Fund Name

Budgeted Item?  Yes

Budget Adjustment Attached?  Yes

V20130812

Previous Ordinance or Resolution # \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Comments:

ENTERED  
dm 2/14/14

ENTERED  
2/18/14  
JH

Paul A. Beek  
Lionel Johnson

## CITY COUNCIL AGENDA MEMO

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**To:** Mayor/City Council

**Thru:** Terry Gulley, Director of Transportation *TG*

**From:** Jesse Beeks, Fleet Operations Superintendent

**Date:** February 12, 2014

**Subject:** Purchase of two Groundsmaster Mowers for Parks Division

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**PROPOSAL:** That City Council approve the purchase of two Toro Groundsmaster 4000D Multi-deck mowers off the National IPA contract #120535 in the amount of \$56,044.33 each for a total of \$112,088.66 from Professional Turf Products of Lenexa, Kansas, and approval of a budget adjustment to move funds to the Fleet expense account.

**RECOMMENDATION:** Unit 5010 is a 2008 Groundsmaster 4000D multi-deck riding mower that was due for replacement in 2012 and was pushed back to this year. It is worn out and needs to be replaced. It will be replaced with the same type mower.

Unit #2052 is a 2002 Ford F250 4x4 pickup truck that is worn out and needs to be replaced. Parks wants to replace it with a second Groundsmaster 4000D multi-deck riding mower as that will better fit the Division's needs for mowing equipment.

Fleet recommends the purchase of two Groundsmaster 4000D multi-deck mowers off the National IPA contract from Professional Turf Products of Lenexa, Kansas in the amount of \$112,088.66.

**BUDGET IMPACT:** These have been budgeted for on the operating side. A budget adjustment is needed on the capital side to move funds from the light truck project 02078 to the tractor/mower project 02083, and to move funds from Fleet fund balance as the replacement price was underestimated in the capital budget.

As sufficient replacement funds have not been collected on 5010 and 2052, Parks is requesting to turn in #998 (a 1998 Aerator) which will not be replaced. Replacement funds collected on this unit will cover the shortfall in replacement funds on the two mowers.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION TO AUTHORIZE THE PURCHASE OF TWO (2) TORO  
GROUNDMASTER 400D MULTI-DECK MOWERS FROM  
PROFESSIONAL TURF PRODUCTS OF LENEXA, KANSAS FOR THE  
PARKS DIVISION IN THE AMOUNT OF \$112,088.66 PLUS ANY TAX  
PURSUANT TO THE NATIONAL IPA CONTRACT #120535, AND TO  
APPROVE A BUDGET ADJUSTMENT TO MOVE FUNDS TO THE FLEET  
EXPENSE ACCOUNT

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby authorizes the purchase of two (2) Toro Groundsmaster 400D Multi-Deck Mowers from Professional Turf Products of Lenexa, Kansas for the Parks Division in the amount of \$112,088.66 plus any applicable tax pursuant to the National IPA Contract #120535.

Section 2: That the City Council of the City of Fayetteville, Arkansas hereby approves a budget adjustment, a copy of which is attached as Exhibit "A", to move \$24,000.00 to the fleet expense account.

**PASSED and APPROVED** this 4<sup>th</sup> day of March, 2014.

APPROVED:

ATTEST:

By: \_\_\_\_\_  
**LIONELD JORDAN, Mayor**

By: \_\_\_\_\_  
**SONDRA E. SMITH, City Clerk/Treasurer**


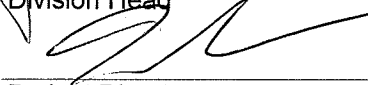
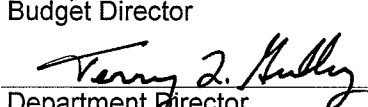
**City of Fayetteville, Arkansas  
Budget Adjustment Form**

<b>Budget Year</b>  BY 2014	Division: Fleet Operations Department: Transportation Services	<b>Request Date</b>  3/4/2014	<b>Adjustment Number</b>
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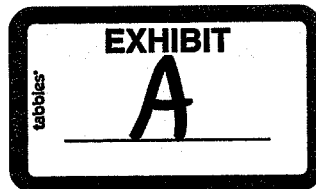
**BUDGET ADJUSTMENT DESCRIPTION / JUSTIFICATION**

Unit #2052 (a pickup truck) is budgeted for replacement in project 02078.2014. Parks needs it to be replaced with a Groundsmaster mower which will be purchased out of project 02083.2014. This BA will move budgeted funds from project to project.

Fleet underestimated funds needed to purchase two new Groundsmaster multi-deck mowers, so \$24,000 is requested from fund balance to cover the shortfall in the amount budgeted. \$10,500 will go to 02083.2013 and \$13,500 will go to 02083.2014. Sufficient funds remain to meet City objectives.

 Division Head	2/12/14 Date	Prepared By: Barbara Olsen <i>Fell, Barbara</i>
 Budget Director	2 Date	Reference: _____
 Department Director	2-13-14 Date	Budget & Research Use Only
Finance Director	Date	Type:    A    B    C    D    E    P
Chief of Staff	Date	General Ledger Date _____
Mayor	Date	Posted to General Ledger _____ Initial                      Date
		Checked / Verified _____ Initial                      Date

TOTAL BUDGET ADJUSTMENT		24,000	24,000	
		Increase / (Decrease)		
Account Name	Account Number	Expense	Revenue	Project.Sub Number
Vehicles and equipment	9700.1920.5802.00	10,500	-	02083 . 2013
Vehicles and equipment	9700.1920.5802.00	56,500		02083 . 2014
Vehicles and equipment	9700.1920.5802.00	(43,000)		02078 . 2014
Use of fund balance	9700.0970.4999.99		24,000	<del>02083 . 2014</del>





Groundskeeping, Golf and Sports Field Maintenance Equipment  
Executive Summary

**Lead Agency:** City of Tucson, AZ  
**RFP Issued:** May 4, 2012  
**Date Open:** June 12, 2012

**Solicitation:** RFP #120535  
**Pre-Proposal Date:** May 22, 2012  
**Proposals Received:** 3



**Count on it.**

**Awarded to:**

The City of Tucson, AZ Department of Procurement issued RFP #120535 on May 4, 2012 to establish a national cooperative contract for groundskeeping, golf and sports field maintenance equipment.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- City of Tucson, AZ website
- Hawaii Tribune-Herald, HI
- Daily Journal of Commerce, OR
- The State, SC
- The Olympian, WA
- National IPA website

On June 12, 2012 proposals were received from the following offerors:

- Jacobsen Textron Company
- R&R Products
- The Toro Company

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into interview and equipment demonstrations with the top two ranked firms, Jacobsen Textron Company and The Toro Company.

At the conclusion of the interviews and demonstrations, the evaluation committee individually scored and ranked the short-listed firms. As a result, the committee recommended entering into exclusive negotiations with the intent to award to the top ranked firm, The Toro Company.

The City of Tucson, AZ, National IPA and The Toro Company successfully negotiated a contract and the City of Tucson executed the agreement with a contract effective date of November 27, 2012.



**Count on it.**

Contract includes: Groundskeeping, golf and sports field maintenance equipment

**Term:**

Initial one year agreement from November 27, 2012 through November 26, 2013, with option to renew for four (4) additional one-year periods through November 26, 2017.

**Pricing/Discount:**

Discount off Toro MSRP for Commercial, Landscape Contract Equipment and Compact Utility Equipment.

Serviced and supported by local Toro distributors/dealers.

**Value Added Services:**

- Used equipment
- Financing options
- Smart Value Program volume incentive program

5046  
5047



Professional Turf Products, L.P.  
10935 Eicher Dr.  
Lenexa, Kansas 66219  
Paul Downard  
(888) 776-8873 ext. 5472  
downardp@proturf.com



Ship To	City of Fayetteville		Date	1/31/2014
Bill To	NAT'L IPA		Tax Rate	
Contact	Jesse Beeks		Destination	2.50%
Address	Fayetteville		Trade-In	
City	AR		Finance	
State		Comments:	Account Type	Corp
Postal Code				
Phone				
Fax				

**Proposal**

Qty	Model#	Description	Unit	Extended
1	30448N	Groundsmaster 4000-D	\$55,410.35	\$55,410.35
1	30349	Universal Mount Sunshade	\$512.99	\$512.99
1	30056	400 Hour Filter Maintenance Kit	\$120.99	\$120.99
		GM4000_GM4010		\$56,044.33

SubTotal	\$	56,044.33
Destination		Included
Tax (Estimated)	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>56,044.33</b>

**Comments:**

**For all New Equipment, Demo units may be available for up to 20% savings.  
For all New Equipment, Refurbished units may be available for up to 40% savings.**

**Terms & Conditions:**

1. Pricing, including finance options, valid for 30 days from time of quotation.
2. After 30 days all prices are subject to change without notice.
3. Used and Demo equipment is in high demand and availability is subject to change.
  - A. Upon firm customer commitment to purchase, said equipment availability will be determined and "locked".
  - B. In the event equipment is unavailable at time of order, PTP will employ every resource to secure an acceptable substitute.
  - C. PTP strongly advises the customer to issue a firm PO as quickly as possible after acceptance of quotation.
4. "Trade In Allowances" will be treated as a credit for future parts purchases on PTP account unless other arrangements have been made.

**Returns Policy:**

1. All returns are subject to restocking, refurbishing, usage, and shipping fees.
2. All returns must be able to be sold as new.
3. Items missing parts are non returnable.
4. Professional Turf Products will have sole discretion as to the resalable condition of the product.
5. This policy does not apply to items that are defective, or shipped incorrectly by PTP or one of its vendors.

**Payment:**

1. Terms are net 10 unless prior arrangements have been made.
2. Quoted prices are subject to credit approval.
  - A. PTP will work with third party financial institutions to secure leases when requested to do so.
  - B. When using third party financiers, documentation fees & advance payments may be required.
  - C. For convenience, monthly payments are estimated based on third party rate factors in effect at time of the quotation.
  - D. PTP assumes no liability in the event credit becomes unavailable or rates change during the approval process.
  - E. New equipment delivery time is estimated at six weeks from the time credit is approved & documents are executed.
3. There will be a service charge equal to 1.5% per month (18% per annum) on all past due invoices.
4. By Law we are required to file a "Notice to Owner" of our intent to file lien in the event of payment default.  
This notice must be sent within 60 days of the date the original invoice and will happen automatically regardless of any special payment arrangements that may have been made.



## City Of Fayetteville - Purchase Order (PO) Request

(Not a Purchase Order)

*All purchases under \$2500 shall be used on a P-Card unless medical or 1099 service related. (Call x256 with questions)  
All PO Request shall be scanned to the Purchasing e-mail: Purchasing@ci.fayetteville.ar.us*

Requisition No.:	Date: <span style="float: right;">A. 7</span>
P.O Number:	2/12/2014 Professional Turf Products Page 9 of 10
Expected Delivery Date:	

Vendor #: <b>20157</b>	Vendor Name: <b>PROFESSIONAL TURF PRODUCTS</b>	Mail Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	
Address:		Fob Point:	Taxable Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
City:	State:	Zip Code:	Ship to code: <b>50</b>
Requester: <b>BARBARA OLSEN</b>		Requester's Employee #: <b>1940</b>	Division Head Approval: <i>Jesse B. Jones</i>
		Extension: <b>3485</b>	Quotes Attached Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Numbers	Project/Subproject #	Inventory #	Fixed Asset #
1	GROUNDMASTER 4000-D MULTI-DECK		EA		\$0.00				
2	MOWER PER QUOTE AND NATIONAL IPA				\$0.00				
3	CONTRACT, WITH SUNSHADE AND 400 HR				\$0.00				
4	FILTER MNTC KIT, TO BE UNIT 5046, FA705046	1		56,044.33	\$56,044.33	9700.1920.5802.00	02083.2013		705046
5	AND UNIT 5047, FIXED ASSET 705047	1		56,044.33	\$56,044.33	9700.1920.5802.00	02083.2014		705047
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Subtotal:	<b>\$112,088.66</b>
Total:	<b><u>\$112,088.66</u></b>

Special Instructions:

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Approvals:

Mayor: \_\_\_\_\_ Department Director: \_\_\_\_\_ Purchasing Manager: \_\_\_\_\_

Finance & Internal Services Director: \_\_\_\_\_ Budget Manager: \_\_\_\_\_ IT Manager: \_\_\_\_\_

Dispatch Manager: \_\_\_\_\_ Utilities Manager: \_\_\_\_\_ Other: \_\_\_\_\_

