

City of Fayetteville Item Review Form

2014-0127

Legistar File Number

April 1, 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 one Hustler Trimstar Mower and 4 Hustler Super Z HD 60" Mowers from Williams Tractor of Fayetteville, AR off the state contract #4600031554 in the amount of \$58,627.21, and approval of a Budget Adjustment to move funds to the Fleet expense account

Does this item have a cost?  Yes

\$58,628.00

Cost of this request

\$161,000.00

Category or Project Budget

Tractors / Mowers

Program or Project Name

9700.1920.5802.00

Account Number

\$38,979.00

Funds Used to Date

Vehicles and Equipment

Program or Project Category

02083.2014

Project Number

\$63,393.00

Remaining Balance

Shop Fund

Fund Name

Budgeted Item?  Yes

Budget Adjustment Attached?  Yes

V20130812

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

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

Comments:

ENTERED  
3/14/14  
P/H

ENTERED  
3/14/14  
JW

*[Signature]* 3/14/14

Paul A. Beeks 3-14-2014

Don Alan 3-17-14

*[Signature]*

## CITY COUNCIL AGENDA MEMO

### MEETING OF APRIL 1, 2014

**TO:** Mayor and City Council

**THRU:** Terry Gulley, Director of Transportation

**FROM:** Jesse Beeks, Fleet Operations Superintendent *JB*

**DATE:** March 12, 2014

**SUBJECT:** Purchase of five Mowers for Transportation and Water & Sewer

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#### RECOMMENDATION:

That City Council approve the purchase of one Hustler Trimstar Mower and 4 Hustler Super Z HD 60" Mowers from Williams Tractor of Fayetteville off State Contract in the amount of \$58,628 for use by Transportation and Water & Sewer, and approve a budget adjustment to move funds to the Fleet expense account.

#### BACKGROUND:

Unit 597 is a 2006 Hustler ATZ mower used by Transportation that was due for replacement in 2013 but was pushed back to 2015. A Hustler Trimstar mower is available off the State contract from Williams Tractor of Fayetteville for \$5,882.

Transportation Division staff have identified the need for three expansion Hustler Super Z 60" mowers due to an increase in areas the division is now responsible for mowing beside new sidewalks and increased areas on the boulevard islands.

Unit 584 is a 2004 Hustler mower used by W&S that was due for replacement in 2011, but was pushed back. It will be replaced with a Hustler Super Z 60" mower. These mowers are available off state contract from Williams Tractor for \$13,186 each.

#### DISCUSSION:

Fleet recommends the purchase of one Hustler Trimstar mower for \$5,882, and four Hustler Super Z mowers for Transportation and Water & Sewer for \$13,186.36 each off state contract #4600031554 from Williams Tractor for a total of \$58,627.21. Williams Tractor quote sheets are attached. ***These quoted prices include conversion to propane.***

#### BUDGET/STAFF IMPACT:

As these mowers are expansions, a Budget Adjustment is needed to move capital funds into Fleet's expense project. Fleet has prepared one BA for these mowers and the mower mentioned in the above paragraph.

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

A RESOLUTION TO APPROVE THE PURCHASE OF ONE (1) HUSTLER TRIMSTAR MOWER AND FOUR (4) HUSTLER SUPER Z MOWERS FROM WILLIAMS TRACTOR OF FAYETTEVILLE IN THE TOTAL AMOUNT OF \$58,627.21 PURSUANT TO A STATE PROCUREMENT CONTRACT, AND TO APPROVE A BUDGET ADJUSTMENT

**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 approves the purchase of one (1) Hustler Trimstar mower and four (4) Hustler Super Z mowers from Williams Tractor of Fayetteville in the total amount of \$58,627.21, pursuant to a state procurement contract.

Section 2. That the City Council of the City of Fayetteville, Arkansas hereby approves a budget adjustment, a copy of which is attached to this Resolution as Exhibit "A".

**PASSED and APPROVED** this 1<sup>st</sup> day of April, 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><br><br>2014 | Division: Fleet Operations<br>Department: Transportation Services | <b>Request Date</b><br><br>4/1/2014 | <b>Adjustment Number</b> |
|--------------------------------|---|-------------------------------------|--------------------------|

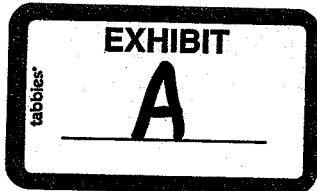
**BUDGET ADJUSTMENT DESCRIPTION / JUSTIFICATION**

Funds are requested to be moved from fund balance into Fleet's tractor/mower project to purchase three expansion mowers for Transportation and to replace one mower which was scheduled for replacement in 2015. Sufficient funds remain to meet City objectives.

|  |                 |  |
|--|-----------------|--|
| <i>Jesse Beebe</i><br>Division Head          | 3/3/14<br>Date  | Prepared By: <u>Barbara Olsen</u> <i>BOlsen</i><br><span style="float:right">Olsen, Barbara</span> |
| <i>[Signature]</i><br>Budget Director        | 3<br>Date       | Reference: _____   |
| <i>Terry S. Gully</i><br>Department Director | 3/4/14<br>Date  | Type:    A        B        C        D        E        P  |
| <i>Marsla Husted</i><br>Finance Director     | 3/19/14<br>Date | General Ledger Date _____  |
| <i>[Signature]</i><br>Chief of Staff         | 3/15/14<br>Date | Posted to General Ledger _____   |
| <i>[Signature]</i><br>Mayor                  | 3/20/14<br>Date | Checked / Verified _____   |
|  |                 | Initial                      Date  |
|  |                 | Initial                      Date  |

TOTAL BUDGET ADJUSTMENT                      46,500                      46,500

| Account Name           | Account Number    | Increase / (Decrease) |         | Project.Sub Number |
|------------------------|-------------------|-----------------------|---------|--------------------|
|                        |                   | Expense               | Revenue |                    |
| Vehicles and equipment | 9700.1920.5802.00 | 46,500                | -       | 02083 . 2014       |
| Use of fund balance    | 9700.0970.4999.99 | -                     | 46,500  | .                  |
|                        |                   |                       |         | .                  |
|                        |                   |                       |         | .                  |



## 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: <b>3/11/2014</b> <span style="float: right;">A: 5</span>         |
| P.O Number:      | Expected Delivery Date: <span style="float: right;">Page 5 of 8</span> |

|                        |                                      |  |   |
|------------------------|--------------------------------------|--|---|
| Vendor #: <b>11133</b> | Vendor Name: <b>WILLIAMS TRACTOR</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> |
| Extension: <b>3485</b>          |                                     |

| Item | Description                                 | Quantity | Unit of Issue | Unit Cost | Extended Cost | Account Numbers   | Project/Subproject # | Inventory # | Fixed Asset # |
|------|---|----------|---------------|-----------|---------------|-------------------|----------------------|-------------|---------------|
| 1    | 2014 HUSTLER TRIMSTAR MODEL #930388         | 1        | EA            | 5,881.77  | \$5,881.77    | 9700.1920.5802.00 | 02083.2014           |             | 705051        |
| 2    | PER QUOTE, TO BE UNIT 5051, FA 705051       |          |               |           | \$0.00        |                   |                      |             |               |
| 3    | 2014 HUSTLER SUPR Z HD MODEL #932178        |          |               |           | \$0.00        |                   |                      |             |               |
| 4    | MOWER PER QUOTE, TO BE UNITS:               | 4        | EA            | 13,186.36 | \$52,745.44   | 9700.1920.5802.00 | 02083.2014           |             | 705052        |
| 5    | 5052. FA 705052, UNIT 5053 - FA 705053,     |          |               |           | \$0.00        |                   |                      |             | 705053        |
| 6    | UNIT 5054 - FA 705054, UNIT 5055, FA 705055 |          |               |           | \$0.00        |                   |                      |             | 705054        |
| 7    | ALL UNITS TO BE CONVERTED TO PROPANE        |          |               |           | \$0.00        |                   |                      |             | 705055        |
| 8    |   |          |               |           | \$0.00        |                   |                      |             |               |
| 9    |   |          |               |           | \$0.00        |                   |                      |             |               |
| 10   |   |          |               |           | \$0.00        |                   |                      |             |               |
| *    | Shipping/Handling                           |          | Lot           |           | \$0.00        |                   |                      |             |               |

|           |                    |
|-----------|--------------------|
| Subtotal: | <b>\$58,627.21</b> |
|           |                    |
| Total:    | <b>\$58,627.21</b> |

Special Instructions:

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Approvals:

Mayor: \_\_\_\_\_

Finance & Internal Services Director: \_\_\_\_\_

Dispatch Manager: \_\_\_\_\_

Department Director: \_\_\_\_\_

Budget Manager: \_\_\_\_\_

Utilities Manager: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

IT Manager: \_\_\_\_\_

Other: \_\_\_\_\_



STATE OF ARKANSAS

Term Contract

Vendor No. 100206373  
Contact JOSH SCHMIDT @ 620 327 1248  
Your reference SP-14-0053R

HUSTLER TURF EQUIPMENT LLC  
PO Box 641989  
HESSTON KS 67062

Contract No. 4600031554  
Date 02/24/2014

Contact Anna Hawthorne  
Telephone 501-371-6054  
Fax 501-324-9311

Our ref. ST  
Incoterms FOB  
DESTINATION

**Send Invoice To:**

Ordering entity as specified in purchase order

**Ship To:**

STATEWIDE DELIVERY  
LITTLE ROCK AR 72201

Valid from: 03/01/2014

Valid to: 02/28/2015

VENDOR: Hustler Turf Equipment  
AWARD NO: SP-14-0053R  
COMMODITY: COMMERCIAL LAWN CARE EQUIPMENT

Vendor Contact: Josh Schmidt  
Phone: 620-327-1248  
E-mail: jschmidt@excelii.com

THIS IS A TERM CONTRACT ISSUED BY THE OFFICE OF STATE PROCUREMENT. THIS DOES NOT REPRESENT YOUR AUTHORITY TO SHIP. THE ORDERING AGENCY WILL ISSUE A PURCHASE ORDER TO AUTHORIZE SHIPMENT. THIS CONTRACT CONSTITUTES ACCEPTANCE OF YOUR BID ALONG WITH ALL TERMS AND CONDITIONS THERIN AND SIGNIFIES THE OFFERER'S KNOWLEDGE AND ACCEPTANCE OF ALL TERMS AND CONDITIONS SET FORTH WITHIN THE INVITATION FOR BID.

**CONTRACT PERIOD**

The contract will be a one (1) year term contract from the date of award. Upon mutual agreement by the contractor and OSP, the contract may be renewed on a year-to-year basis, for up to six (6) additional one (1) year terms or a portion thereof. In no event shall the total contract term be more than seven (7) years.

**SCOPE**

This is a non-mandatory term contract with Product Manufacturers to purchase Commercial Lawn Care Equipment, replacement parts, and attachments for all State entities and cooperative purchasing program participants within Arkansas.

**GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:**

All purchasing rules and regulations defined by the State of Arkansas apply to this document.

\_\_\_\_\_  
Purchasing Official/Fiscal Officer

\_\_\_\_\_  
Date



2501 N. Shiloh Drive/P.O. Box 1346  
Fayetteville, Ar 72702  
479-442-8284  
dspears@williamstractor.com  
2/28/2014

City of Fayetteville  
Purchasing  
Attn: Jessie Beeks  
[jbeeks@ci.fayetteville.ar.us](mailto:jbeeks@ci.fayetteville.ar.us)  
Arkansas State Bid Contract #4600031554

Please accept this bid on the following mowing equipment

1 Hustler Trimstar Model # 930388 14.5HP Pull Start Kawasaki 36" Side Discharge  
Deck Hydrostatic Drive with Ride On Bullrider Sulky Converted to Propane Less Tank  
\$5,881.77 Sub Total

3 Hustler Super Z HD Model # 932178 FX1000 Kawasaki 60" Rear Discharge  
w/Propane Conversion Less Tanks

\$13,186.36 Each  
3x \$39,559.08 Sub Total  
\$45,440.85 Total  
Plus Tax If Applicable

Please call me if you have any questions and thank you considering Williams Tractor for  
your equipment needs.

Thank You  
Danny Spears  
479-442-8284  
479-442-6013 Fax  
479-841-7054 cell



2501 N. Shiloh Drive/P.O. Box 1346

Fayetteville, Ar 72702

479-442-8284

[dspears@williamstractor.com](mailto:dspears@williamstractor.com)

2/28/2014

City of Fayetteville

Purchasing

Attn: Jessie Beeks

[jbeeks@ci.fayetteville.ar.us](mailto:jbeeks@ci.fayetteville.ar.us)

Arkansas State Bid Contract #4600031554

Please accept this bid on the following mowing equipment

1 Hustler Super Z HD Model # 932178 FX1000 Kawasaki 60" Rear Discharge  
w/Propane Conversion Less Tanks

\$13,186.36

Plus Tax If Applicable

Please call me if you have any questions and thank you considering Williams Tractor for your equipment needs.

Thank You

Danny Spears

479-442-8284

479-442-6013 Fax

479-841-7054 cell