

# Requisition

Form No. 2

Request for authorization to execute a purchase, the total value of which is equal to or more than \$2,500 but less than \$10,000

**Request Date:** February 10, 2012  
**Requisitioning Department:** Parks  
**Item Description:** 2012 Toro GM5900 groom-master mower

**Basis for pricing:**

- minimum of three (3) competitive quotes, and any prepared summary and/or comparison and/or analysis, attached; or
- pricing established by previous City of Franklin competitive process (details, including date and description, attached); or
- pricing established by previous process of another governmental agency (details, including date and description, attached); or
- pricing established by another process (details, including date and description, attached).

**Recommended Vendor:** Smith Turf & Irrigation

**Date of Pricing:** February 10, 2012

**Total Value of Purchase:** \$12,700.00

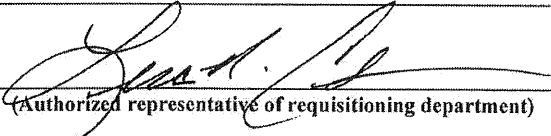
**Budget Amount:** see Attachment for specific Areas - total amt \$77,060.85<sup>(line items)</sup>


**Budget Justification:** Sole source. See attachment

**General Ledger Account No.:** 110-89530-4470

**Intended method of payment:**

- invoice to be paid by conventional check to be issued by Accounts Payable; or
- invoice to be paid by purchasing card<sup>1</sup> issued by City to:

**Recommended for Approval:**   
(Authorized representative of requisitioning department)

**Approved:**   
(City Purchasing Manager, Assistant City Administrator, or City Administrator)

<sup>1</sup> Please ask the Purchasing Office to adjust the single-transaction limit and, if necessary, the monthly credit limit on the identified card.

# SMITH TURF & IRRIGATION

DISTRIBUTORS

For: City of Franklin Purchasing Office  
109 3rd Avn. South Suite 107  
Franklin Tn. 37064



From:  
Nashville Office Located at:  
525 Fairground Court  
Nashville, TN 37211  
615-726-8811

2/16/2012 - "ORDERED"

Attn: Anna Shuford

Territory Manager: Nick Nicholson

Qty	Model	Description	Unit Price	Extended
1	31598	Toro Groundsmaster 5900		\$77,060.85
1	30359	Sunshade 2012 Model Unit Toro Support		\$29,360.85
1	31598	Less Trade of: Toro Groundsmaster 5900 Serial number 290000139		\$35,000.00
		Amount Due		\$12,700.00

**The height of cut needs to be set at 4".**

The New Toro GM 5900 has been ordered.  
We anticipate delivery in 30 to 45 days, and  
the trade in GM 5900 will be picked up  
upon delivery of the new unit.  
It is our understanding that the balance due  
will be paid on a City of Franklin Credit  
Card.

Warranty: Two years or 1500 hours  
See attached copy of warranty

Nick Nicholson  
Territory Manager,  
Smith Turf & Irrigation Company  
Nashville, Tn.  
704-512-9121



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #9  
WRKS 03/13/2012

## MEMORANDUM

March 1, 2012

TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator *Eric*  
Vernon Gerth, ACA Community & Economic Development  
Russ Truell, ACA Finance & Administration/CFO  
Mike Lowe, Comptroller  
Lisa R. Clayton, Parks Director  
Brian Wilcox, Purchasing Manager  
Anna Shuford, Parks & Recreation Superintendent

SUBJECT: Budget Amendment for the purchase of 5900 Toro Groundmaster Mower

### **Purpose**

The purpose of this memorandum is to provide the Board of Mayor and Aldermen (BOMA) with information consider a budget amendment from the General Fund in the amount of \$4,200.00 in order to purchase an unused 2012 - 5900 Toro Groundmaster Mower replacement with a trade-in of a 2009 - 5900 Toro Groundmaster Mower. This would be a sole-source purchase due to the nature of the existing mower history and working with the same vendor to resolve the City's dissatisfaction with the previously purchased mower.

### **Background**

In 2009, the Parks Department purchased a new 5900 Groundmaster Mower from Smith, Turf and Irrigation (STI), Nashville for the total amount of \$64,000. Throughout the history of this piece of equipment, the mower has been plagued with malfunctions and has caught fire three times which has elevated the risks to the employees utilizing the mower on a daily bases. Even though the mowers warranty had ceased, STI has always honored the repairs due to the overwhelming amount of issues the mower encountered. Over the past three months, City personnel from Purchasing, Risk, Parks, Fleet and STI representatives have been discussing the best possible resolution. Through careful evaluation and consideration, STI is offering the City Parks Department the opportunity to purchase a new 2012 - 5900 Groundmaster Mower along with trading the existing 2009 mower below discount rate.

### **Financial Impact**

STI is offering to sell a 2012 - 5900 Groundmaster Mower (\$77,060.85) to the city for the total delivery price of \$12,700 with a trade-in of the existing 2009 Groundmaster Mower along with a new warranty. Because the purchase was an unexpected expense within this fiscal year budget, the Park Department is only able to pay for a portion of the total amount due of the \$12,700. By combining several line items (Repair & Maintenance Services - \$1,000; Repair & Maintenance Supplies - \$7,000; and Operating Services - \$500) the total amount from the Parks General Fund budget will be \$8,500. Therefore, the budget amendment request for the new purchase will be \$4,200.

### **Recommendation**

Purchase of the new mower for the price of \$12,700 and trade-in the existing mower is recommended at this time in order to begin operations with the new mower for the spring mowing season.