

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 0 / 16

Date of meeting 11 / 16 / 16

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Kim - Parks and Rec

Address: City Hall

Phone number and email address: 263-3674 / kwoodruff@sandpointidaho.gov

Authorized by: Kim

*name of City official*

*City official's signature*

*(Department Heads, City Council members, and the Mayor are City officials.)*

Subject: Sole Source Expenditure -Idaho Code Title 67, Chapter 28, #2-a-V, and #2-b/mower purchase

Summary of what is being requested: Declare Jacobsen HR700 mower sole source 14' deck mower.

After declaration and proper advertising authorize purchase for \$59,700. Jacobsen HR700 is the only

14 ft wide rotary deck produced. The 14' deck will work 25% more than the 11 ' offered by competitors.

**The following information MUST be completed before submitting your request to the City Clerk:**

1. Would there be any financial impact to the city?  Yes  No

If yes, in what way? Cost of purchase

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?  
Yes or No

Finance

Yes

3. Is there a need for a general public information or public involvement plan? Yes or No

If yes, please specify and suggest a method to accomplish the plan:  Yes  No

4. Is an enforcement plan needed? Yes or No  Yes  No Additional funds needed? Yes or No  Yes  No

5. Have all the affected departments been informed about this agenda item? Yes or No  Yes  No

**This form must be submitted no later than 5 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**

**CITY OF SANDPOINT  
AGENDA REPORT**

**DATE: 11-07-2016**

**TO: MAYOR AND CITY COUNCIL**

**FROM: Kim, Parks and Rec**

**SUBJECT: Determine Jacobson HR700 14' deck mower as Sole Source per Idaho Code Title 67, Chapter 28, item #2 – a – V, and b. In a nutshell the code permits sole source if there is no equivalent for property. The code also requires proper legal advertisement at least fourteen (14) days prior to award of contract. After proper declaration and advertising resulting in no challenge please authorize purchase of a demo model Jacobson HR700 with approximately 100 hrs of use for \$59,700.00**

**DESCRIPTION/BACKGROUND: The Jacobson HR700, in its first year of production, is the only 14' rotary deck machine on the market offering 25% more area than competitors 11' decks (up to 2.5 more acres per hour). During the budget process this summer I worked with the area company rep for the mower (RMT out of Lewiston) to put "end of the season dibs" on one of the very few demo units. This is that machine. It has under 100 hours of use and at this price is an exceptional value. As proposed the mower will be purchased through the Parks Improvement Fund (from fees - no tax dollars).**

**STAFF RECOMMENDATION: Declare the HR700 as Sole Source for a 14' wide deck mower and authorize purchase for \$59,700 after all applicable conditions of Idaho Code Title 67, Chapter 28 have been satisfied without challenge.**

**ACTION: Please see staff recommendations**

**WILL THERE BE ANY FINANCIAL IMPACT? Yes**

**HAS THIS ITEM BEEN BUDGETED? Yes (Parks Improvement Fund) 08, project numbers 8321 (\$55,000 for commercial mower from 11' to 14') and 8323 (dog park fence at City Beach - \$5,000). Please note the dog park and all other projects are on hold until after the City Beach Master Plan.**

**ATTACHMENTS:**

**1) Documentation to communicate that the HR700 is the only 14' rotary deck on the market (3 pages).**

**2) Price quote for HR700 used "demo" unit for \$59,700.00. You will note that pricing for municipal discount is nearly \$67,000 and MSRP is over \$90,000.**

**3) Applicable Idaho Code with appropriate sections in yellow.**

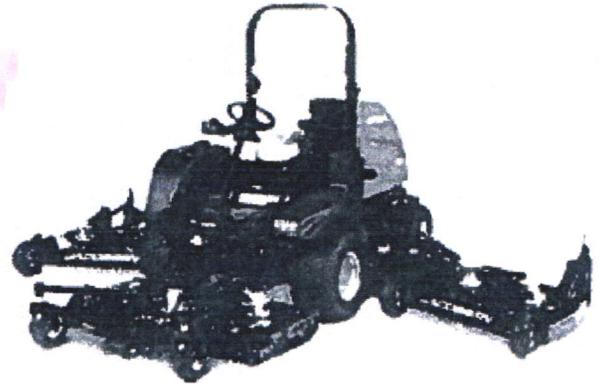
Release Date: 01/19/16 Product Bulletin No. BB-0116

## New HR700 Product & Pricing Release

Jacobsen is pleased to introduce the all new HR700 14-foot width of cut wide-area rotary mower that combines superior cutting performance with a reliable, simplified design to maintain golf roughs, sports fields, parks and roadside areas. The HR700 is an additional model to our wide area product line and is the first model to be released of the new HR series of mowers.

The new HR700 features:

- Industry's only 14-foot wide mower for increased productivity cutting up to 25% more than (12.7 acres/hr) an 11-foot mower
- Maneuverability at its finest with the narrowest transport width in its class and zero uncut circle
- Powered by a reliable Tier 4 Final compliant Kubota™ V2403-M-T turbocharged 65.2 hp (48.6 kW) diesel engine.
- Individual hydraulic deck motors deliver reliable cutting power to each blade and require no tensioning, greasing, or maintenance of belts and pulleys
- Superior traction provided by SureTrac™ 4WD parallel-cross series system



## HR700™



TORO  
509.342.1415 Ray & Wren Equipment  
called TORO 11/07 - NO 14' deck 11' = 60,587  
1-866-292-8665 11, 12.5 = 16' C 11' 12' = 71,936  
16' = 89,259  
called John Deere 11/07 -  
1-800-537-8233 - NO 14' (12')  
509-879-5117 - left m:

- The HR700™ is the world's first and only wide area rotary mower with 14 foot cutting width, increasing productivity by up to 25% (up to 2.5 acres/hr. more) over traditional 11 foot mowers.
- Unparalleled nimble platform delivers zero uncut circle for effortless 180 degree turning, leaving no uncut grass and easier mowing around obstacles.
- New AdaptiCut™ system automatically adjusts mow speed to ensure consistent cut performance even through the thickest grass.
- Individual hydraulic deck motors with self-lubricating integral bearings deliver reliable cutting power to each blade and require no tensioning or greasing maintenance of belts and pulleys.
- InCommand™ control system provides on-board diagnostics for quick and easy troubleshooting and displays maintenance reminders on-screen to aid in proper service and increased up time.
- Ergonomic cockpit with optimal seating position, wing decks set forward of operator, and armrest located individual lift/lower deck joysticks for superior unobstructed views.
- Tilt Sensor Technology (TST)™ ensures operator safety by automatically monitoring slope angles and alerting operators when nearing unsafe working conditions.

P.2 - sole source  
documentation

## **new Jacobsen HR700**

Posted at 19:37h in [Uncategorized](#) by [Katie Corbin](#) [0 Comments](#)

This month was met with the exciting opportunity for TSP's sales team to hit the road with Jacobsen's new HR700 rotary mower. The all new Jacobsen HR Series of wide area rotary mowers delivers the next generation of productivity on all fronts. The ultra-durable new SureStrength decks and superior maneuverability make it the ideal mower for sports fields, parks and green spaces, schools, airports, golf courses, and commercial grounds. By utilizing high strength, high performance steel and a compact chassis design, the HR series sets a new industry standard for the most efficient use of power. The HR700 is the world's first and only wide area rotary mower with 14 foot cutting width, increasing productivity by up to 25% (up to 2.5 acres/hr more) over traditional 11 foot mowers. All in all, this is a fantastic new piece of machinery and the sales team here at TSP was thrilled to showcase the mower all across South and North Carolina!



<http://tspturf.com/wp-content/uploads/2016/06/HR700.jpg>

<http://tspturf.com/wp-content/uploads/2016/06/HR700.jpg>

The City of Sandpoint and USDA are equal opportunity providers and employers.



**City of Sandpoint**  
HR-700 Wide Area Mower Proposal

Kim Woodruff  
City of Sandpoint  
208-263-3674

November 7, 2016

Kim,

It was a pleasure talking with you again today. Below are the quotes we discussed.

<u>Equipment Options</u>	<u>MSRP</u>	<u>Municipal Discount</u>
Jacobsen HR-700 Wide Area Mower <i>Includes: 14' cutting width, 65hp Kubota Diesel Engine,</i>	\$91,699.00	\$66,940.00
Jacobsen HR-700 (Demo Unit) <i>Includes: 14' cutting width, 65hp Kubota Diesel Engine,</i>	\$91,699.00	\$59,700.00



**Summary**

- Price includes all freight, set-up, and delivery
- Sign/Date and return to place equipment on order

By signing below, the City of Sandpoint authorizes RMT Equipment to place the above equipment "on order", and accepts responsibility for any and all costs associated with cancellation of the above order.

Signature: \_\_\_\_\_ PO#: \_\_\_\_\_ Date: \_\_\_\_\_

## Kim Woodruff

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**From:** Scot Campbell  
**Sent:** Monday, November 07, 2016 9:00 AM  
**To:** Kim Woodruff  
**Subject:** RE: mower

Kim,

There are a couple of things you need to do in order to sole source a product or service

1. City Council must make a finding that it is the only source/vendor for the needed product so you need to get on the agenda.
2. You need to publish a notice in the newspaper two weeks before entering into the contract.

TITLE 67  
STATE GOVERNMENT AND STATE AFFAIRS  
CHAPTER 28  
PURCHASING BY POLITICAL SUBDIVISIONS

67-2808. EMERGENCY EXPENDITURES -- **SOLE SOURCE EXPENDITURES**. (1)

Emergency expenditures.

(a) The governing board of a political subdivision may declare that an emergency exists and that the public interest and necessity demand the immediate expenditure of public money if:

- (i) There is a great public calamity, such as an extraordinary fire, flood, storm, epidemic or other disaster;
- (ii) It is necessary to do emergency work to prepare for the national or local defense; or
- (iii) It is necessary to do emergency work to safeguard life, health or property.

(b) Upon making the declaration of emergency, any sum required in the emergency may be expended without compliance with formal bidding procedures.

**(2) Sole source expenditures.**

(a) The governing board of a political subdivision may declare that there is only one (1) vendor if there is only one (1) vendor for the public works construction, services or personal property to be acquired. For purposes of this subsection, only one (1) vendor shall refer to situations where there is only one (1) source reasonably available and shall include, but not be limited to, the following situations:

- (i) Where public works construction, services or personal property is required to respond to a life-threatening situation or a situation which is immediately detrimental to the public welfare or property;
- (ii) Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration;
- (iii) Where a sole supplier's item is needed for trial use or testing;
- (iv) The purchase of mass-produced movies, videos, books or other copyrighted materials;

- (v) The purchase of public works construction, services or personal property for which it is determined there is no functional equivalent;
- (vi) The purchase of public utility services;
- (vii) The purchase of products, merchandise or trademarked goods for resale at a political subdivision facility; or
- (viii) Where competitive solicitation is impractical, disadvantageous or unreasonable under the circumstances.

(b) Upon making the declaration that there is only one (1) vendor for public works construction, services or personal property, unless the public works construction, services or personal property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property, notice of a sole source procurement shall be published in the official newspaper of the political subdivision at least fourteen (14) calendar days prior to the award of the contract.

**EXAMPLE**

LEGAL NOTICE

PUBLICATION DATES: November 3-7, 2016

The Division of Purchasing of the Idaho State Department of Administration hereby publishes notice of intent to award a sole source procurement. This notice is being given pursuant to Idaho Code Section 67-9221.

The sole source procurement is between Laerdal Medical Corporation and Lewis-Clark State College. Lewis-Clark State College proposes to purchase products or contract services of the following:

SimBaby & SimJunior high-fidelity manikins

Laerdal Medical Corporation is the sole manufacturer and supplier of SimBaby & SimJunior manikins.

The Administrator of the Division of Purchasing has determined that there is only one vendor qualified to provide this commodity or service.

Any interested vendor may file a challenge to this sole source procurement, in accordance with Idaho Code Section 67-9232(4), by giving timely notice to:

Sarah Hilderbrand  
Administrator  
Division of Purchasing  
P.O. Box 83720  
Boise, ID 83720-0075  
Email: [purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov)

Scot R. Campbell  
Sandpoint City Attorney

No: 16-  
Date: November 16, 2016

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: DECLARE SOLE SOURCE EXPENDITURE FOR PURCHASE OF JACOBSEN HR-700 WIDE AREA MOWER WITH 14-FOOT DECK**

WHEREAS: The Parks and Recreation Department has determined that it needs a new lawn mower, and the Parks and Recreation Director has negotiated a price of \$59,700 with RMT of Lewiston, Idaho, for a Jacobsen HR-700 wide area rotary mower with a 14-foot cutting deck;

WHEREAS: This particular mower, offering a 14-foot cutting deck, is the only one of its kind in the industry, with competitors offering a deck only up to 11 feet wide;

WHEREAS: The wider mower deck will allow for increased productivity, cutting up to 25% more than 11-foot deck mowers;

WHEREAS: For personal property purchases of \$50,000 or more, the City is normally required to follow the public bidding process and solicit full competitive bids, but when the equipment is available from only one source, with no competitors offering the same product, then the purchase can be made without the need to solicit bids by following the procedures provided under Idaho Code § 67-2808, which requires that the City officially declare that there is only one vendor from whom this equipment can be acquired; and

WHEREAS: The Parks Improvement Fund will provide \$55,000 to cover this expense, with the remaining \$4,700 of budget authority coming from the dog park fencing project at City Beach, which has been delayed to a future year, pending a City Beach Master Plan.

NOW, THEREFORE, BE IT RESOLVED THAT: Pursuant to Idaho Code § 67-2808, the City Council of the City of Sandpoint hereby declares that the City's purchase of a Jacobsen HR-700 wide area rotary mower with a 14-foot cutting deck is a sole source expenditure, as Jacobsen is the sole manufacturer of this type of mower.

BE IT FURTHER RESOLVED THAT: At least 14 days after notice of this sole procurement has been published in the Bonner County Daily Bee, the City's newspaper of record, so long as no challenge to the purchase has been lodged, staff may proceed with this purchase.

\_\_\_\_\_  
Shelby Rognstad, Mayor

ATTEST:

\_\_\_\_\_  
Maree Peck, City Clerk

City Council Members:

YES                      NO                      ABSTAIN                      ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden