



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		8/10/15		
Department:		Public Works		
Department Head		Gerald Cosgrove		
Agenda Coordinator (include phone #): <b>Lincoln Thompson ext. 7376</b>				
<b>CAPTION</b>				
To approve the purchase of two (2) Toro Workman HDX-D Utility Vehicles for Fleet Services to be utilized by the Parks and Recreation Department in the amount of \$57,397 from Professional Turf Products through an existing TASB/BuyBoard contract and authorizing the City Manager to execute all necessary documents. (TASB/BuyBoard Contract No. 447-14)				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: <b>2014-15</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget	0	57,397	0	<b>57,397</b>
Encumbered/Expended Amount	0	0	0	<b>0</b>
This Item	0	-57,397	0	<b>-57,397</b>
BALANCE	0	0	0	<b>0</b>
FUND(S):    EQUIPMENT REPLACEMENT FUND				
<b>COMMENTS:</b> Funds are available in the FY 2014-15 Adopted Budget to purchase two (2) Toro Workman HDX-D Utility Vehicles for the scheduled replacement of unit #07164 in Cost Center #673/Golf Course Maintenance and unit #06144 in Cost Center #637/Athletic Field Maintenance. <b>STRATEGIC PLAN GOAL:</b> Providing two (2) Toro Workman HDX-D Utility Vehicles for Fleet Services relates to the City's Goal of a Financially Strong City with Service Excellence.				
<b>SUMMARY OF ITEM</b>				
The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 271 Subchapter F of the Local Government Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (TASB/BuyBoard Contract No. 447-14)				
List of Supporting Documents: Recommendation Memo Cooperative Quote Recap		Other Departments, Boards, Commissions or Agencies NA		



# Memorandum

**Date:** July 22, 2015  
**To:** Bruce D. Glasscock, City Manager  
**From:** Reid Choate, Fleet Manager  
**Subject:** Utility Vehicle Purchase Recommendation

It is the recommendation of Fleet Services to purchase two (2) Toro Workman HDX-D Utility Vehicles from Professional Turf Products, through TASB/Buyboard Contract No. 447-14 in the amount of \$57,396.79.

One unit is for the replacement of 07164 in Cost Center 673/Golf Course Maintenance and one unit is for the replacement of 06144 in Cost Center 637/Athletic Field Maintenance.

Both of these units are in need of unforeseen major repairs and Fleet Services recommends replacement due to age and hours on each. If not replaced, we would see much higher cost in vehicle maintenance and increased downtime that could limit the Parks and Recreation Department in their capacity to maintain the City's Athletic Fields, Golf Course, and Parks. As purchases necessitated by unforeseen damage, both of these units are exempt from the competitive bid process. However, the Purchasing Department confirmed that buying these two pieces of equipment through BuyBoard Contract No. 447-14 is the best value that could be found for the City.

Feel free to contact me if you have any questions at extension 4182.

**CITY OF PLANO**  
**SOLICITATION NO. 2015-370-O**  
**Two (2) Toro Workman HDX-D Utility Vehicles**  
**COOPERATIVE QUOTE RECAP**

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**Number of Vendors Contacted:** 2

**Vendors Submitting "No Bids":** 0

**Quotes Deemed Nonresponsive:** 0

**Number of Responsive Quotes Submitted:** 2

Two (2) Toro Workman HDX-D Utility Vehicles  
Via Texas Association of School Boards / BuyBoard Contract 447-14      \$57,396.79

Two (2) Toro Workman HDX-D Utility Vehicles  
Manufacturer's Suggested Retail Price      \$69,450.12

**Recommended Cooperative Quote:**

Two (2) Toro Workman HDX-D Utility Vehicles  
Via Texas Association of School Boards / BuyBoard Contract 447-14      \$57,396.79

*Lincoln Thompson*

Lincoln Thompson  
Senior Buyer

*July 27, 2015*

Date