

---

## MEMORANDUM

---

**To:** Mayor Westover and Assembly Members  
Jim Dinley, Administrator

**Through:** Michael Harmon, Public Works Director MH  
Gary E. Baugher Jr., Maint. & Operations Supt. *626*

**From:** Mike Webb, Public Works Maintenance Supervisor

**cc:** Dave Wolff, Finance Director

**Date:** December 27, 2010

**Subject:** Replace Vehicle #359, Recreation Department Mower

---

### Background

The Park and Recreation Department's vehicle #359, a Howard Price turf mower, was submitted in the FY 2011 budget for replacement with a Walker riding mower. This budget item was requested and approved to meet the Park and Recreation Departments equipment needs for maintaining Sitka's parks and recreational facilities.

### Analysis

Approval of the Walker mower will allow the Park and Recreation Department to shift the Howard Price mower (#359) to a backup status. The mower is in good condition and would serve as an excellent back up mower to our other mowing units over the next 5 years. A big benefit is this would allow us to surplus an older Walker mower, #316. This unit was replaced during the FY 2008 budget with the intention of being a backup mower. Due to its size and grass handling ability it has not seen a reduction in service and has remained a primary piece of equipment in our grounds maintenance program. Unit #316 has now reached the end of its serviceable life. Maintenance records over the last several years are showing an increase in down time and repairs that outweigh the benefits of keeping this unit in the fleet any longer.

Current research on alternative powered mowers did not produce a unit capable of meeting our needs of a commercial quality mower.

Fiscal Note:

The FY 2011 budget includes \$17,500.00 for the replacement of the Park and Recreation Departments mower #359. Bids were solicited from several Walker vendors in November 2010 with only one responsive bid submitted in the amount of \$17,845.00. The higher bid amount reflects the price of two additional options (47" broom & 48" dethatcher) that were not submitted in our earlier budget request. The sinking fund balance for replacement of unit #359 is approximately \$25,000.00.

Recommendation:

**Award the bid to Valley Rental Center, Inc. of Wasilla, Alaska in the amount of \$17,845.00 for a Walker MT 26 EFI GHS Mower. This will require moving \$345.00 from the General Fund to the Central Garage Fund FY 2011 budget.**

# CITY & BOROUGH OF SITKA

## MECHANICAL INSPECTION

Recreation Dept. Unit#359

### DEPARTMENT INFORMATION

1. Date of Inspection: Dec.28,2010 Date of last Inspection: Jan.26,2010
2. Department: Recreation
3. Address: 113 Jarvis St.
4. City/State/Zip Code Sitka, Ak. 99835
5. On-site Contact Shawn McLeod Phone 747-7630
6. Cell phone Number n/a Email Address \_\_\_\_\_ Fax \_\_\_\_\_

### VEHICLE INFORMATION

7.  Reviewed
8. Year/Make/Model 2005 / Howard Price / Turf Blazer 727
9. Average Hours Annually 120 hrs
10. Service Interval: 200 hrs 10a. Vehicle Intended Use: Mowing
11. Hour Reading: 553.0 11a. Service Life Agreement: Six (6) years, backup mower since 2007
12. VIN No. \_\_\_\_\_

### VEHICLE CONDITION

13. Exterior:  Excellent  Good  Average  Poor Comments: \_\_\_\_\_
14. Interior:  Excellent  Good  Average  Poor Comments: \_\_\_\_\_
15. Body Damage:  Yes  No If Yes, describe? Minor damage to the mower deck & hopper containment system failing.

**Are the following operational? Indicate Yes or No. Space for additional comments is provided on page 2, item # 28.**

16. Turn Signals/Hazard  Yes  No n/a
17. Headlights  Yes  No n/a
18. Hydraulics  Yes  No
19. Tires (condition) 90%
20. Brake Operation  Yes  No
21. Backup Lights/ Backup Sound  Yes  No n/a
22. Attachments  Yes  No
23. Under Carriage  Yes  No
24. Drivers Seat  Yes  No
25. Fire Extinguisher  Yes  No n/a
26. First Aid Kit  Yes  No n/a
27. Emergency Triangles  Yes  No n/a

# **CITY & BOROUGH OF SITKA**

## **MECHANICAL INSPECTION**

### **VEHICLE INSPECTION REPORT (con't)**

28. Overall Comments: Unit #359 is a 2005 Howard Price mower without a grass collection system. This mower has received very little use over the last few years due to the purchase of a new bagging mower in 2007. The repair records show no mechanical issues with this unit.

Ken Kubik

Central Garage Chief Mechanic

# CITY & BOROUGH OF SITKA

## MECHANICAL INSPECTION

Recreation Dept. Unit#316

### DEPARTMENT INFORMATION

1. Date of Inspection: Sept.24,2010 Date of last Inspection: March 8,2010
2. Department: Recreation
3. Address: 113 Jarvis St.
4. City/State/Zip Code Sitka, Ak. 99835
5. On-site Contact Shawn McLeod Phone 747-7630
6. Cell phone Number n/a Email Address \_\_\_\_\_ Fax \_\_\_\_\_

### VEHICLE INFORMATION

7.  Reviewed
8. Year/Make/Model 2000 / Walker / Mower
9. Average Hours Annually 105 hrs
10. Service Interval: 200 hrs 10a. Vehicle Intended Use: Mowing
11. Hour Reading: 1312.0 11a. Service Life Agreement: Five (5) years, backup mower since 2007
12. VIN No. 39351

### VEHICLE CONDITION

13. Exterior:  Excellent  Good  Average  Poor Comments: \_\_\_\_\_
14. Interior:  Excellent  Good  Average  Poor Comments: N/A.
15. Body Damage:  Yes  No If Yes, describe? Minor damage to the mower deck & hopper containment system failing.

**Are the following operational? Indicate Yes or No. Space for additional comments is provided on page 2, item # 28.**

16. Turn Signals/Hazard  Yes  No n/a
17. Headlights  Yes  No n/a
18. Hydraulics  Yes  No n/a
19. Tires (condition) 50%
20. Brake Operation  Yes  No
21. Backup Lights/ Backup Sound  Yes  No n/a
22. axles  Yes  No
23. Under Carriage  Yes  No
24. Main Doors  Yes  No n/a
25. Fire Extinguisher  Yes  No n/a
26. First Aid Kit  Yes  No n/a
27. Emergency Triangles  Yes  No n/a

# **CITY & BOROUGH OF SITKA**

## **MECHANICAL INSPECTION**

### **VEHICLE INSPECTION REPORT (con't)**

28. Unit #316 is a Walker riding mower used in the recreation department for mowing of the City green spaces and recreation fields. This mower has a projected life cycle of five (5) years. This mower has served nine and a half (9 ½ ) years as a front line mower due to its size and capabilities in maintaining the smaller green areas. The last three seasons have shown the mower to be unreliable and costly to maintain. (See the attached service records) We recommend taking this unit out of service and salvaging any useable parts.

Ken Kubik

Central Garage Chief Mechanic

Date	Odometer	Nature of Repairs	Total Cost
		V # 316 WALKER MOWER 4R 2000	
4-17-01	0 HR	New in service	
4-3-02	/	Serviced / Hour meter	
7-18-03	/	Serviced	
10-27-04	/	Serviced / Alt Belt	
8-3-06	/	Serviced / FF	
5-20-08	/	Serviced / AF	
8-11-08	/	Replaced Bat	
6-15-09	/	Serviced / FF	874
7-2-09	/	Replaced Drive Belt	914
7-9-09	/	Replaced Blower Belt -	916
7-13-09	/	Park cable Adj / Replaced Blower Belt	919
7-17-09	/	Starter cleaned / Replaced Bat	928
7-29-09	/	Replaced Blower Belt + Return Spring	937
8-19-09	1105	Replaced missing Blade / Trans Bolt / Gear oil	969
9-2-09	1130	Replaced Deck / Drive Line	984
9-9-09	1136	Repaired grass chute	997
9-14-09	1170	controler Removed / Replaced Belt Spring	<del>998</del> 998
10-12-09	1175	Replaced shear pin on Deck	1063
3-8-10	1180	Serviced / Replaced Belt spring / Pulley / Belt -	1311
6-3-10	1188	Belt tensioner Spring / Lever Repaired	1409
6-29-10	1220	Belt Replace on Blower	1442
7-1-10	1221	Blower Belt Replaced -	1443
7-7-10	1221	Replaced Both Drive Belts	1452
7-22-10	1226	Replaced Alt Belt / Jump start	1480
7-26-10	/	Replaced Bat	1486
8-16-10	1242	Trans Replaced / Clean up Deck / safety switch RR	1505
9-20-10	1267	Rebuilt Trans mision used old Part's	1542



## **INVITATION TO BID**

### **FURNISH WALKER MT 26HP EFI GHS MOWER**

The City and Borough of Sitka will receive bids no later than 12:00 p.m. local time, Friday, November 12, 2010 at the office of the Public Works Superintendent, 113 Jarvis Street, Sitka, Alaska 99835 where the bids will be publicly opened. Bids may be faxed (907-747-7668) or emailed (mwebb@cityofsitka.com).

This Invitation to Bid is to furnish the City and Borough of Sitka with one (1) new 2010 or 2011 Walker MT 26HP EFI GHS Mower and optional equipment, F.O.B. Sitka, Alaska.

Specifications and Instructions to Bidders are available free of charge at the office of the Public Works Superintendent, 113 Jarvis Street, Sitka, Alaska 99835.

The City and Borough of Sitka reserves the right to reject any and all bids and to waive informalities.

CITY AND BOROUGH OF SITKA

By: Michael Webb  
Public Works Superintendent  
907-747-4041

2010 Nov. 11, 2010

**BID PROPOSAL FORM**

**FURNISH WALKER MT 26HP EFI GHS MOWER**

TO: CITY AND BOROUGH OF SITKA  
ATTN: Michael Webb  
113 Jarvis Street  
Sitka, Alaska 99835

The undersigned hereby certifies that Valley Rental Center, Inc., after having read your invitation to Bid and examining the Specifications and Instructions to Bidders, hereby agrees to furnish the following vehicle as specified for the following price:

ITEM	QTY	DESCRIPTION	TOTAL PRICE
1.	1 ea	2010 OR 2011 WALKER MT 26 EFI GHS MOWER and Optional Equip. F.O.B. Sitka, Alaska  Year/Make/Model:	\$ 17,845. <sup>00</sup>
Seventeen thousand eight hundred forty-five dollars (Total Written)			

SUBMITTED BY: Company Name: Valley Rental Center, Inc.

Representative: Andrew Gumbey

Address: 4621 Palmer-Wasilla Hwy Wasilla, Ak 99654

Telephone Number: (907) 376-7333

  
(Signature of Authorized Representative)

I hereby acknowledge receipt of the following Addenda:

Addendum No.	<u>N/A</u>	<u>ASG</u>	Initials
Addendum No.	<u>  </u>	<u>  </u>	Initials
Addendum No.	<u>  </u>	<u>  </u>	Initials

## SPECIFICATIONS

### FURNISH WALKER MT 26HP EFI GHS MOWER

#### Description

The successful bidder shall furnish the City and Borough of Sitka with the following, F.O.B., Sitka, Alaska:

- X **One (1)** 2010-2011 Walker MT 26HP EFI Grass Handling System (GHS) Mower to be furnished with all standard equipment plus the following optional equipment:  
**All optional equipment and parts to be manufactured by Walker Mowers.**

#### 1.0 **MODEL: WALKER MT 26HP EFI GHS MOWER**

- 1.1 Tractor with Grass Handling System (10 Bu Catcher)
- 1.2 Single wide tail tire
- 1.3 Low Profile Drive Tires
- 1.4 Heavy Duty Gear Box

#### 2.0 **MOWER DECK:**

- 2.1 48" Rear Discharge GHS Deck with Tilt-Up.

#### 3.0 **IMPLEMENTS / PARTS** (*optional equipment*)

- 3.1 Implement Hitch
- ↗ 3.2 Dethatcher 48"
- 3.3 Instrument Cover
- 3.4 Rotary Broom 47"

- 4.0 Provide service, parts and operators manual for the mower and all attachments

#### Warranty

Successful bidder shall furnish standard manufacturer's warranty on unit and accessories.

#### Delivery Time

The successful bidder will deliver the equipment within 90 days of "Notice of Award" of bid.

#### Payment

Payment shall be made within fifteen (15) days of arrival of equipment in Sitka. Payment shall be made in the amount of the total bid price and shall be full compensation for the equipment, including freight to Sitka, Alaska.

SPECIFICATIONS

FURNISH WALKER MT 26HP EFI GHS MOWER

Page 3

## INSTRUCTIONS TO BIDDERS

### FURNISH WALKER MT 26HP EFI GHS MOWER

1. Bidders shall submit their bid on the Bid Proposal Form included in these specifications. All spaces shall be filled in.
2. The Owner may waive any informalities or minor defects or reject any or all bids. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified shall not be considered. No Bidder may withdraw a bid within 60 days after the actual date of opening thereof. Should there be reason why the Contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Owner and the Bidder.
3. Bidders must satisfy themselves of the conditions as stipulated in the Agreement. After the bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the Agreement.
4. The Contract Documents contain the provisions required for this contract. Information obtained from an officer, agent, or employee of the Owner or any other person shall not affect the risk or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions of the Contract.
5. The Owner may make such investigations as he deems necessary to determine the ability of the Bidder to furnish the product, and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to furnish the product contemplated herein.
6. A conditional or qualified bid will not be accepted.
7. Award will be made to the lowest responsible Bidder.
8. All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over this Agreement shall apply to the Contract throughout.

9. Each Bidder is responsible for reading and being thoroughly familiar with the Contract Documents. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any bidder from any obligation in respect to his bid.
10. The low Bidder shall supply the names and addresses of major material suppliers and subcontractors upon request of the Owner. The manufacturer shall be experienced with similar projects and product use. Examples of previous work shall be supplied upon request.
11. The Bidder must acknowledge receipt of all Addenda on the form and in the spaces provided in these documents.