



Agenda Cover Memorandum

Meeting Date: December 12, 2016

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a Purchase Order for a Sickle Bar Mower from Skid Steer Solutions, Inc., of 2314 East Bakerview Road, Suite 102, Bellingham, Washington 98226 in the amount of \$8,195.00

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Wayne Zingsheim, Director of Public Works Ph:(847) 318-5247
Email: wzingshe@parkridge.us

Background:

Public Works has found a unique piece of equipment designed to attach to a bobcat to aid in the maintenance of ditches and alley areas. The proposed sickle bar could be used to keep the Dee Road area cleaned up and aesthetically pleasing, as well as work well in other areas. This piece of equipment has the ability to cut flat, at a 90° angle (both upwards and downwards), and to cut vegetation up to 17 feet in height thereby allowing crews to trim more alleys and other areas in a shorter period of time. Other similar pieces of equipment are in the \$6,000-\$7,000 range but do not have the 90° angle cutting ability.

Staff has attempted to find multiple quotes for this item, but none are available. Skid Steer Solutions has confirmed that this is a single sourced item and that they believe that they are the only manufacturer for this type of product. The sickle bars are produced in a contract facility and are not available for distribution thru other resellers or dealers. A copy of their correspondence is attached.

In July 2016, the City Council approved an ordinance amending the Procurement Code on Sole Source Procedures, 2-9-9 of the Municipal Code. The revision includes a presentation of the request to the Finance Committee that includes justification for the purchase. This must be made available to the Committee not less than five days before the meeting. As such, this memorandum was posted on the City website and emailed to all Aldermen on December 5, 2016 for their review prior to the Finance Committee meeting scheduled for December 12, 2016. The Committee may grant approval with a 2/3 majority. Attached for your review is a copy of the approved Ordinance, 2016-53.

This skid steer mower would come from the Motor Fuel Replacement Fund and would be a one-time long held purchase.

Vendor and Transaction History:

Vendor Status: Current New
Is Purchase Order Request supported by existing contract: Yes No If Yes, date:
Is this an Annual Recurring Purchase Order: Yes No
Bid Process Used: N/A Price Quotes Bid RFP
Have Goods been received or Statement of Work completed: N/A Yes No
If Overage, approved by Department: Yes No Details:

Recommendation:

Approve a Purchase Order for a Sickle Bar Mower from Skid Steer Solutions, Inc., of 2314 East Bakerview Road, Suite 102, Bellingham, Washington 98226 in the amount of \$8,195.00

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No
If Yes, Total Cost: \$8,195.00
If Yes, is this a Budgeted Item: Yes No Requires Budget Amendment
If Budgeted, Budget Code (Fund, Dept, Object) 551 6020 990400

Attachment:

- Ordinance 2016-53
- Correspondence and Quotation from Skid Steer Solutions
- Photo of equipment



SKID STEER
SOLUTIONS.COM

City of Park Ridge
Mike McGrath - 847-318-5243
400 Busse Hwy
Park Ridge, IL 60068

August 3, 2016

Re: Sole Source for SB-84 Sickle Mowers

Dear Sir:

This letter is to confirm that the quoted SB-84 Sickle Mower from Skid Steer Solutions is a single sourced item. We are the only manufacturer's that we are aware of that produces this type of product. We produce these in a contract facility and do not make them available to any other resellers or dealers. They are only available through Skid Steer Solutions.

Should you require any additional information, please contact me.

Sincerely,

Robert Leib

President – Skid Steer Solutions, Inc.

Skid Steer Solutions, Inc.
 2314 East Bakerview Road
 Suite 102
 Bellingham, WA 98226



Quotation

Date	Quote #
7/14/2016	E301025

Name / Address
City of Park Ridge Mike McGrath - 847-318-5243 505 Butler Place Park Ridge, IL 60068

Ship To	
City of Park Ridge Mike McGrath - 847-318-5243 400 Busse Hwy Park Ridge, IL 60068	
Customer Phone	847-318-5243

P.O. No.	Terms	Due Date	Rep	FOB	Project	Origin
	Purchase Order	7/14/2016	CI	Factory		
Item	Description	Qty	Price Each	Total		
ET-SB-84-100	Eterra - SB-84 Sickle Bar Mower - Finished - 7 Foot Sickle - HTC 8436.99.0020	1	8,195.00	8,195.00T		
Machine Notes	Make: Bobcat Model: 763H Year: 1997 Couplers: Need to Check Electrical: Need to Check		0.00	0.00T		
				Subtotal	\$8,195.00	
Federal ID# - (EIN)			04-3763360	Sales Tax (0.0%)	\$0.00	
Phone #				Total	\$8,195.00	
866-966-2538						



**ORDINANCE
2016-53**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARK RIDGE
AMENDING ARTICLE 2, CHAPTER 9 OF THE MUNICIPAL CODE OF PARK RIDGE
TO REVISE THE PROCUREMENT CODE**

(Sole Source Procedures)

WHEREAS, the City of Park Ridge is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970; and

WHEREAS, the Mayor and City Council have heretofore adopted Section 2-9-9 of the City Code, "Contract Awards and Approvals," establishing rules governing the procurement of goods and services by the City; and

WHEREAS, the Mayor and City Council have also heretofore adopted Council Policy Statement 18, "Procurement Rules and Requirements," which also sets forth rules and procedures for purchasing goods and services for the City; and

WHEREAS, the Mayor and City Council recognize that there are unique and isolated circumstances where the solicitation of multiple bids or quotes will not result in the City acquiring the most effective or efficient goods and services and not serve the best interest of the City; and

WHEREAS, the Mayor and City Council desire to update and revise Section 2-9-9 of the City Code and Council Policy Statement 18 to describe the procedure by which City staff can request approval for sole source procurement and establish the criteria for approving the same.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Park Ridge, Cook County, Illinois, pursuant to its home rule authority, as follows:

SECTION 1: The City Council finds the foregoing recitals represent the purpose and intent for adopting this ordinance and as such incorporate them as though fully restated herein.

SECTION 2: Procurement Rules. The City's procurement rules shall be amended in the manner described below:

A. Section 2-9-9. Article 2, Chapter 9, Section 9 of the City Code is hereby amended as set forth below:

C. Purchase Exceptions. As the sole exceptions to the requirement of B above, the following are authorized to approve expenditures in the amounts set forth below:

1. Department Head - \$2,500.00 or less.
2. Finance Director - \$5,000.00 or less.
3. City Manager - \$10,000.00 or less.
4. City Council - \$20,000.00 or less.

5. Finance Committee – Sole Source Procurement. Not less than five business days before the Finance Committee considers a request for sole source procurement of a specified good or service, the City shall publish notice of intent to use sole source procurement for a specified good or service. The Finance Committee may grant approval for sole source procurement, by 2/3 majority approval of all Alderman, if any of the following criteria apply:

- a. only one known source exists for supplies or services as determined by documented research;
- b. no other reasonable alternative source exists that meets the agency requirements;
- c. only one source meets the business needs of the agency/state (e.g., compatibility, unique feature to meet state's business need, etc.); and
- d. procurement of public utility services.

Prior to presenting the request to the Finance Committee, the Department requesting the sole source procurement shall prepare a fact-based, written justification for the Finance Committee to review that addresses each applicable criteria set forth above.

Purchasing as set forth in paragraphs 1 – 4 above, may be accomplished only in accordance with the following:

- a. The annual budget provides for such purchase; and
- b. It is done pursuant to one of the selection methods set forth in subsection D; and
- c. Procurement is not artificially divided in order to qualify for such purchasing.

B. Council Policy Statement 18. The Procurement Rules and Requirements are hereby amended by revising the section of Council Policy Statement entitled, "Prohibited Sourcing and Contract Practices," as follows:

PROHIBITED SOURCING AND CONTRACT PRACTICES

Sole source procurement is not a permitted practice for non-emergency purchases of goods and services made by the City of Park Ridge in excess of \$2,500.00 except in compliance with the following procedure:

Not less than five business days before the Finance Committee considers a request for sole source procurement for a specified good or service, the City shall publish notice of intent to use sole source procurement for a specified good or service. The Finance Committee may grant approval for sole source procurement, by 2/3 majority approval of all Alderman, if any of the following criteria apply:

- a. only one known source exists for supplies or services as determined by documented research;
- b. no other reasonable alternative source exists that meets the agency requirements;
- c. only one source meets the business needs of the agency/state (e.g., compatibility, unique feature to meet state's business need, etc.); and
- d. procurement of public utility services.

Prior to presenting the request to the Finance Committee, the Department requesting the sole source procurement shall prepare a fact-based, written justification for the Finance Committee to review that addresses each applicable criteria set forth above.

For any competitive source selection process, the quantity of goods or services beyond the amount indicated in the invitation for bids may not be increased significantly when recommending a contract award to the City Council.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

SECTION 4: The City Clerk is hereby authorized and directed to publish said Ordinance in pamphlet form according to law.

Adopted by the City Council of the City of Park Ridge, Illinois this 18th day of July, A.D., 2016.

VOTE:

AYES: Ald. Milissis, Shubert, Knight, Mazzuca, and Maloney
NAYS: None
ABSENT: Ald. Moran and Van Roeyen

Approved by me this 18th day of July, A.D., 2016

Acting Mayor Marty Maloney

Attest:

Betty Henneman, City Clerk

Published in pamphlet form this _____ day of _____, 2016 by _____