# Capital Budget Committee Meeting Minutes
## January 25, 2019

<table>
<thead>
<tr>
<th>Capital Budget Members</th>
<th>Present: Tim Sullivan, Michael Marcucci, Sharon Tatro, Amy Colleran, Michael LaFrancesca, Kristine Trierweiler</th>
</tr>
</thead>
</table>
| Guests                | Kevin Ryder, Parks and Rec Director  
                          Pam Gardner, Library Director                                      |
| Meeting Location      | Town House, Chenery Hall                                                 |
| Meeting Times         | Meeting convened: 8:00AM  
                          Meeting adjourned: 9:30AM                                               |
| Approval of Previous Meeting Minutes | N/A                                                                          |
| Capital Budgets       | - Kevin Ryder presented his requests both for FY2020 and five year capital plan  
                          - All requests funded from P & R Revolving Funds except for the Playground structure, which is proposed split 50/50 between tax levy and Revolving Funds.  
                          - Pam Gardner presented her library requests, those items are included in the Facilities Capital Plan but were not recommended for funding this year. Pam wanted to make the case for it to be included.  
                          - Request for FY20 is the lower level carpeting; carpet replacement has been ongoing for several years. Facilities has recommended other Library projects this year vs carpeting including the slate roof repairs and repointing of the brick to address leaking  
                          - Committee suggested if carpeting cannot wait that gift accounts/trust accounts be used for the project.  
                          - Focus for Facilities is the outside/building envelopes before interior projects can be funded.  
                          - Amy Colleran and Michael LaFrancesca presented the Facilities Capital Plan.  
                          - First year of the five year plan calls for engineering studies, exterior studies of the buildings  
                          - Studies are required to achieve better cost estimates of the work that needs to be completed.  
                          - Facilities projects will utilize the Capital Stabilization Fund  
                          - Non Study/Engineering requests include phone system replacement as it is no longer supported by the Vendor. 911 Issues are making this a priority project.  
                          - Non Capital Stabilization requests include two vehicle requests and a bobcat for snow removal. Talking with Moe about utilizing their old sidewalk plow if the capital request for the Holder is approved.  
                          - Kristine presented the need for an HRIS system; utilizing ADP so would need to buy the modules and yearly software support.  
                          - Town is having an issue with dept. head retention, looking at small classification study to address marketability and pay equity act. |
<table>
<thead>
<tr>
<th>Other funding sources discussed</th>
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<tbody>
<tr>
<td>List of all documents and exhibits used</td>
<td>Park and Rec Capital Requests</td>
</tr>
<tr>
<td></td>
<td>Library Capital Requests</td>
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<tr>
<td></td>
<td>Facilities Capital Requests</td>
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<tr>
<td></td>
<td>CBC Capital Budget Spreadsheet (FY20/FY20-24)</td>
</tr>
<tr>
<td>Other Business/Discussion</td>
<td>Committee discussed capital policy and how it should move forward next year in terms of timing</td>
</tr>
<tr>
<td>Follow-ups</td>
<td>Kristine will request list of unexpended funds</td>
</tr>
<tr>
<td></td>
<td>Kristine will send out excel version of the worksheet and prepare recommendations</td>
</tr>
<tr>
<td>Next Meeting</td>
<td>2/5/2019 at 8AM Chenary Hall</td>
</tr>
<tr>
<td>Names of people participating remotely and why</td>
<td>N/A</td>
</tr>
<tr>
<td>Other</td>
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TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: __________________________ Park & Recreation

Capital Request: __________________________ Shade structures at Hinkley Swim Pond

Describe the request and why it needs to be done:
The need has come to add a pair of shade structures to the swim pond.
With the increase in camp participation and usage of the pond during the summer, we have seen the need to add shade structures as a refuge from the sun/heat while our camp is there. The plan is to build them on either side of the pond for easy access for our camps. There would be picnic tables under them and the public can use when camp is not there.

When should the request be budgeted? Prioritize please.

<table>
<thead>
<tr>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
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Estimated cost of the request $39,200.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

________________________________________________________________________

How do you expect to fund this request?

Ideally, it would be a share between the Park & Rec revolving account the tax levy. (50/50 split would be $19,600 from each)

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
Re: NERG - Shade structures Info

Mark Gallagher <Mark@nercgroup.com>  Fri, Oct 19, 2018 at 2:12 PM
To: Kevin Ryder <kryder@medfield.net>

Kevin

Per your request, please find enclosed the following Shade Structure options from New England Recreation Group for your Project in Medfield.

A. 14' x 22' Hip Shade Structure w/ 10' entry:
   - 4 posts w/ 1 fabric top
   $ 3,650.00 Delivered

B. 12' x 30' Extended Hip Shade Structure w/ 10' entry:
   - 6 posts w/ 1 fabric top
   $ 5,650.00 Delivered

* 90 mph wind load and 5 lbs psf snow load. Fabric tops to be removed each season prior to snowfall and during high winds.

Prices are good for 30 days and do not include any applicable tax, assembly, installation, footing materials, lift gate delivery for offload by customer or Stamped Engineered Drawings (ADD $850).

Should you have any questions or need any additional Product or Pricing options please do not hesitate to contact me.

I look forward to the opportunity to assist you and thank you for your consideration.

Best regards,

Mark Gallagher
NERG

From: Kevin Ryder <kryder@medfield.net>
To: Mark Gallagher <Mark@nercgroup.com>
Sent: 10/18/2018 3:31 PM
Subject: Re: Shade structure

Hey Mark,

So I was finally able to get over to the property to do some measuring and planning of where I would want to put the structures.

I am looking at two structures:

14'x22', four post system
12'x30', probably a 4-6 post system?

Let me know your thoughts.

Kevin

2 attachments

COLORS - Shadesure Fabric.compressed.pdf
460K

COLORS - Steel Powder Coat.pdf
379K
SHADESURE™ FABRIC

- **ELECTRIC PURPLE**: Shade Factor 83% UV Factor 91%
- **NAVY BLUE**: Shade Factor 90% UV Factor 94%
- **ROYAL BLUE**: Shade Factor 86% UV Factor 94%
- **LAGUNA BLUE**: Shade Factor 91% UV Factor 96%
- **TURQUOISE**: Shade Factor 83% UV Factor 92%
- **RAIN FOREST**: Shade Factor 89% UV Factor 96%
- **OLIVE**: Shade Factor 89% UV Factor 95%
- **ZESTY LIME**: Shade Factor 84% UV Factor 92%
- **CHOCOLATE**: Shade Factor 92% UV Factor 93%
- **CINNAMON**: Shade Factor 92% UV Factor 94%
- **YELLOW**: Shade Factor 70% UV Factor 94%
- **ARIZONA**: Shade Factor 84% UV Factor 92%
- **DESERT SAND**: Shade Factor 80% UV Factor 92%
- **TERRACOTTA**: Shade Factor 84% UV Factor 90%
- **BLACK**: Shade Factor 95% UV Factor 96%
- **SILVER**: Shade Factor 88% UV Factor 93%
- **WHITE**: Shade Factor 57% UV Factor 86%

Shadesure™ fabrics carry a 10 year limited manufacturers warranty from the date of installation against failure from significant fading, deterioration, breakdown, mildew, outdoor heat, cold or discoloration, with the exception of Red and Coolbrella fabrics which carry a 3 year limited warranty.

Fabric colors may vary slightly based on the media of which flyer is printed out on or distributed as pdf.

SS-03-2015  www.usa-shade.com
STANDARD POWDER COAT COLORS CHART

BLACK
115618BLK

COBALT
115618CBB

BLUE
115618BLU

FOREST GREEN
115618FRG

RED
115618RED

YELLOW
115618YLW

DARK BROWN
115618DBW

LIGHT IVORY
115893

WHITE
115618WHT

TELE-GRAY
115892

Powder coat colors may vary slightly based on the media of which flyer is printed out on or distributed as pdf.

www.usa-shade.com

US-03-2015
US0003SS
Re: NERG- Shade structures Install estimate

Mark Gallagher <Mark@nercgroup.com>  
To: Kevin Ryder <kryder@medfield.net>  
Wed, Dec 12, 2018 at 5:10 PM

Kevin

My APOLOGIES as I thought this had been sent back in early November!

I have two install cost estimates for you.
* NOTE: The size of the footings for each post, equipment rental for this type of install, crew travel & expenses and MA Prevailing Wage drive up the costs significantly.

A. Option 1- 14' x 22'- 4 Post Fabric Shade Unit- $12,950.00 installed
B. Option 2- 12' x 30 -6 Post Fabric Shade Unit- $16,950.00 installed

* NOTE #2- To be honest with you, it may be in your best interest to purchase either Shade unit under State Contract (NERG has both MHEC-preferred and FAC 104) and put the installation out to RFQ or for approved installers under State Contract. You may find a local company that can do this for less without the travel and equipment rental logistics my crew has to include.

Please feel free to contact me direct at 508-887-5759 to review and discuss or with any questions.

Again, I apologize for this delayed receipt and email snafu.

I sincerely appreciate your consideration and the opportunity to assist you with this Project.

Thank you and best wishes for a Happy Holiday!

Mark Gallagher
NERG

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From: Kevin Ryder <kryder@medfield.net>  
To: Mark Gallagher <Mark@nercgroup.com>  
Sent: 12/12/2018 8:20 AM  
Subject: Re: NERG- Shade structures Info

Hey Mark!

I just wanted to check in and see if you had a ballpark estimate on the installation cost? I am submitting my request for the project and wanted to make sure I was able to account for this part of it. Let me know!

Happy Holidays!

Kevin

On Fri, Oct 19, 2018 at 3:12 PM Kevin Ryder <kryder@medfield.net> wrote:
You the man!

On Fri, Oct 19, 2018 at 3:05 PM Mark Gallagher <Mark@nercgroup.com> wrote:
That may take me a little while to get. The footings on these are large and it is a two part install process (footings and posts first- let set- then return to install fabric roof).
I will get a hold of my installers to get a ballpark estimate.
Thanks!
↑ Location of one shade structure
(near concrete path where current picnic tables are located)

↑ Location of one shade shelter
(near beach volleyball court)
Just out of view, shade structure on other side of beach volleyball court.

[Another view]
Shade structure where picnic tables are
Department: Park & Recreation

Capital Request: **Edge-R-Rite II Bed Edger**

Describe the request and why it needs to be done:

This edger will give us the ability to significantly cut infield renovation time. We currently use three pieces of equipment/tools to do the job this edger will accomplish on its own. This will also eliminate the need for us to rent a sod cutter for larger renovation projects. We also will have the ability to use this on all our properties, where currently we only can use our equipment on one. Current one is in poor condition.

When should the request be budgeted? Prioritize please.

- FY20 [X]
- FY21
- FY22
- FY23
- FY24

Estimated cost of the request: $1,782.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?

Through Park & Rec revolving account

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Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
"I have been a landscaper for over 20 years. I have used many different types of edgers and this is the best one I have ever used. The Edge-R-Rite II is light enough for 1 person to load on a truck. It is easy to maneuver around shrub beds and trees, even small trees. This is by far the best edger I have ever used."

**Daniel Houck**
Suburban Lawn Care
Hollidaysburg, PA

---

**Edge-R-Rite II Bed Edger**

- **$1,990.00 (10% OFF)**
- **$1,782.00**

**QTY:** 1  **ADD TO CART**

**I'D LIKE MORE INFO**
Request a catalog, speak to a product expert, view a demonstration.

Take advantage of our year-end pricing now! And free shipping!

The Edge-R-Rite II is an edger that gives landscape contractors the increased versatility to tackle a wider range of on-site edging and cutting jobs with one machine. It can also eliminate hours of manual labor when cutting out flower beds, tree rings, edging walkways, or trenching for underground wiring.

Oscillating blade action makes the Edge-R-Rite II unique when compared to traditional rotary edgers. The Edge-R-Rite cuts without throwing debris, so clean-up is easier and operation of the machine is safer in high-traffic areas. Plus, Edge-R-Rite blades are highly durable, easy to replace and offer a wide variety of options. Commercial-duty durability is built into every Edge-R-Rite II, with features including a solid steel frame, Honda® 4-horsepower engine, heavy duty cutting arm and large sealed bearings.

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**Edge R Rite**

- Increase tire life with drive casting and interchangeable tires.
- Greaseless bearing, heavy duty arm and rugged design provides years of productivity.
- Eliminate shovel work for flowerbeds or edging installation.

https://www.turfcoDIRECT.com/store/Edgers-Sodcutters/Edge-R-Rite-II-Bed-Edger-P7C5.aspx
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Park & Recreation

Capital Request: Wright Stander 72" Mower

Describe the request and why it needs to be done:
With the addition of this mower, it will allow us to cut fields at a desired height to stay within regulations of each sport. It will also help us with the longevity of our larger Toto 4500D mower, relieving the constant use of the aging mower on smaller athletic fields. Also will allow us to change the height of a cut in seconds (for field hockey to lacrosse, for example) where it takes 45 minutes with current machine because of tools required.

When should the request be budgeted? Prioritize please.

FY20 [X] FY21 [ ] FY22 [ ] FY23 [ ] FY24 [ ]

Estimated cost of the request $ 10,784.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?

Through Park & Rec revolving account

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
5 Cushing Drive
Wrentham, MA 02093
Tel: (508) 384-0011
Fax: (508) 384-8667

846 Bronco Highway
Burrillville, RI 02830
Tel: (401) 710-9911
Fax: (401) 710-9466

45 North Main Street
Carver, MA 02330
Tel: (774) 213-9190
Fax (508) 465-0931

***Please remit payment to Wrentham address***

Ship To: SAME AS BELOW

Invoice To: MEDFIELD PARK & REC DEPT
124 NORTH ST
MEDFIELD MA 02052

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EQUIPMENT ESTIMATE - NOT AN INVOICE

** Quote **

<table>
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<th>Description</th>
<th>EXPIRY DATE: 12/24/2018</th>
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<td>72&quot; Floating deck 37.0 Briggs Vanguard 61E8 EFI</td>
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Sale # 01 Subtotal: 10784.00
TOTAL: 10784.00
Subtotal: 10784.00
Quote Total: 10784.00

Authorization: 

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***All new equipment quotes valid for 45 days unless stated otherwise.***

Thank You For Your Business!
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Park & Recreation

Capital Request: Integrity Stock-Aide Trailer

Describe the request and why it needs to be done:
We will need this trailer to be able to bring the Wright Stander mower from property to property. Will also allow our staff to load the trailer the night before and keep everything locked inside, making us more efficient.

Model: TL 7x12 Enclosed (black) 2018 Integrity

When should the request be budgeted? Prioritize please.

<table>
<thead>
<tr>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
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</table>

Estimated cost of the request $4,495.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?

Through Park & Rec revolving account

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
### Yered Trailers

**Make**: 2018  **Serial No.**: MIA  
**Model**: T-YD  **New/Used**: USED  
**Salesman**: CHEY

**Specifications**

- **Length**:  
- **Inside Height**:  
- **Outside Height**:  
- **Tire Size**:  
- **Tire Mfg.**:  
- **Wheels**:  
- **Axles**:  
- **Brakes**:  
- **Tire Carrier**:  
- **Tandem**:  
- **Landing Gear**:  
- **Roof**:  
- **Rear Door**:  
- **Side Door**:  
- **Floor**:  
- **Vents**:  
- **Scuff Band**:  
- **Lining-Sides and Ends**:  
- **Insulation**:  
- **Paint**: BLACK

**SPECIALS**

- **Flow-Cool**:  
- **Side Door**:  
- **Radial Tires**:  
- **Gosnell Axles**:  
- **7' Wide**:  
- **12' Long**:  
- **6'6" Height**:

**Note:** Used trailers sold as-is unless otherwise specified.

**Net Selling Price**: $4,295

**Total Price**: $4,495

**Deposit**: $  
**Trade-In**: $  
**Balance Due at Delivery**: $4,295

**Trade In**

- **Make**:  
- **Year**:  
- **Type**: MIA  
- **VIN**:

**Sold To:** Medfield Park & Rec

**Address:**

**City & State:** Medfield, MA  
**Telephone:**

**Company:**

**Signed:**
Product Showcase

STOCK-AIDE LINE by Integrity Trailers, Inc.

The Stock-Aide line is an entry-level trailer perfect for the customer who will use their trailer a few times a year or for transporting cargo. With a flat roof and a V-nose, the Stock-Aide offers more than enough space to fit your needs.
## Specifications

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Optional = ●  Standard = Δ

## Available Options
- Side Door
- Roof Vent
- Radial Tire Upgrade
- Sidewall Liners- 3/8 Plywood
- Ramp Door with Spring Assist
- LED Clearance Upgrade
- Aluminum Wheel Up-Grade
- 1 Additional 6' Height Increase
- Swing Down Jacks
- Spare Tire and Carrier
- Sidewall Vents

## Popular Options
- Tandem Axle Units
- Ramp Door w/ Spring Assist
- Radial Tire Upgrade
- Sidewall Liner- 3/8 Plywood
- Side Door with Paddle Lock
- Electric Brakes w/ Breakaway Battery
- Swing Down Jacks
- Aluminum Wheel Upgrade
- 1 Additional 6’ Height Increase
- Side Vents
- Spare Tire and Carrier
- LED Clearance Light Upgrade
- Roof Vents
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: ___________________________ Parks & Recreation

Capital Request: ______________ABI Force Zero-Turn Machine____________________

Describe the request and why it needs to be done:
This would replace 3-4 pieces of equipment (fertilizer spreader, aerator, infield groomer & homemade nail drag). It would give us the ability to groom and prep infields properly and in a timely manner without wasting time going back and forth to shop for different equipment. Would also be used to groom beach at Hinkley Pond, level off mulch at playgrounds, level off dirt paths & roads as well as loosen infield material so water can penetrate through. Will cut renovation time in half on our fields.

When should the request be budgeted? Prioritize please.

FY20 ___ FY21 X FY22 ___ FY23 ___ FY24 ___

Estimated cost of the request $ 17,773.16

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? ____________________________

Through the Park & Rec REVOLVING ACCOUNT

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Items</th>
<th>Weight</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10-00229 ABI Force - Zero-Turn Machine (Sports Turf)</td>
<td>1,400</td>
<td>$15,899.00</td>
<td>$15,899.00</td>
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<tr>
<td>1</td>
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<td>$529.00</td>
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<td>1</td>
<td>10-00165 VibraFlex 5' Infill Drag (Model 3809)</td>
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<td>1</td>
<td>10-00167 6' Rigid Drag Mat w/Elevating Bar</td>
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**Subtotal** $17,356.00

**Shipping Cost** $617.16

**Freight Discount** (-$200.00)

**Shipping Tax** $417.16

**Tax Total (%)** 0.00

**Total** $17,773.16

**Shipping Method:**

- Freight Carrier: NIA - please select freight company
- Confirmation #: BSQPg91QCC2E (Nat A - Residential with No Lift - Liftgate - Tracking #)

**Freight Accessorials Ordered:**

- Critical Delivery Responsibilities:
  - If your order is not a parcel being shipped via UPS or FedEx, please consider the following to avoid additional charges. Critical Inspection Process: Upon delivery, you will need to thoroughly inspect your purchases for any damages or shortages. All on the carrier will be responsible for damages or shortages if they are not indicated on the delivery document the driver asks you to sign. Unloading The Truck: Most ABI equipment requires the assistance of a forklift, forklift loader, or a lift gate to unload. We have discussed an offloading plan with you and ordered the freight accessorials listed above as your direction. If this offloading plan is not clear to you, please contact us immediately. Terminal Or Customer Pick Up: If selected, the carrier or ABI will contact you with additional instructions when the unit is available for pickup.

**Return Policy:** All products sold with limited warranty, standard return policy, and (when applicable) conditional money back guarantee. Review Details: abilattachments.com/policy/return/

**Customer Support:** Phone Support 877-780-7253, Mon-Fri, 8am-5pm EST or ABIsupport.com for product manuals, parts, and self-help.
ABI SportsTurf is a division of Absolute Innovations, Inc. located in Mishawaka Indiana. ABI is a direct sell company who has designed the configuration and ground engaging components for the product described as the ABI Force.

Absolute Innovations, Inc. purchases the basic chassis from L.T. Rich out of Lebanon Indiana but has an exclusive configuration and world wide licensing agreement in the sports turf market.

Because Absolute Innovations, Inc. has no dealers, or distributors, and L.T. Rich cannot sell the ABI configuration of their zero turn chassis, ABI Sports Turf is the only place in which an ABI Force can be purchased.

Beyond the exclusiveness of the zero turn chassis, ABI has designed all of the ground engaging components for the ABI Force such as the VibraFlex nail board, Profile Blades and all of the rear mount attachments. These ground-engaging attachments are made and distributed from Absolute Innovations, Inc. in Mishawaka Indiana and are not available through any other means worldwide.

ABI owns two U.S. Patents on the ABI Force, which are exclusive to our product:

1. U.S. Patent 9,332,687 – This patent is for the downward force applied to the mid-mount attachments by the coil springs, which are hydraulically controlled.

2. U.S. Patent 8,944,176 – This patent is for the “Profile Blades” that de-compact the subsurface without displacing the material.

I hope that this Sole Source Letter serves your needs and satisfies your requirements for the purchase of the ABI Force.

Sincerely,

Scott Holmes
President/Owner
Absolute Innovations, Inc.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: ________________________ Parks & Recreation

Capital Request: ________Replacement of Toro mower________

Describe the request and why it needs to be done:
We first purchased the Toro mower for maintenance of our fields when Brian Schools was initially hired 8+ years ago. With the routine maintenance of the mower, it has served us well and we have been able to extend the life expectancy of the device. But we want to stay ahead and the mower is very close to its max usage before major issues could start happening. Replacing now makes sense. (Mower is at 2100 hours.)

When should the request be budgeted? Prioritize please.

<table>
<thead>
<tr>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
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</thead>
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Estimated cost of the request $64,115.61

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

We would use our current mower for a trade-in (2010 GM4500)

Estimated trade in value (8/2018): $4000

How do you expect to fund this request? ____________________________

Combination of tax levy and revolving account

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
## COMMERCIAL SALES ORDER AGREEMENT

Turf Products Corp  
157 Moody Road P.O. Box 1200  
Enfield CT 06083

Prepared for:  
Medfield Parks  
Medfield, MA

Attn: Brian Schools

Prepared by:  
Nathaniel Binns  
nbinns@turfproducts.corp.com

<table>
<thead>
<tr>
<th>Qty</th>
<th>Model Number</th>
<th>Description</th>
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MA State Contract FAC88

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<td>Trade Ins ($4,000.00)</td>
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<td>Total</td>
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<td>$80,115.61</td>
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BY SIGNING BELOW, BUYER ACKNOWLEDGES HAVING RECEIVED AND READ A COPY OF THE TERMS AND CONDITIONS OF THIS AGREEMENT AND HEREBY AGREES TO BE BOUND BY THOSE TERMS AND CONDITIONS.

BUYER’S SIGNATURE (duly authorized)

BUYER’S NAME: ________________________________

DATE ACCEPTED: ______________________________

CUSTOMER PO: ______________________________

REQUESTED DELIVERY DATE: _______________

BILLING/LEASE INFORMATION: ________________________________

SET UP INSTRUCTIONS: ________________________________

THIS AGREEMENT SHALL NOT BE BINDING WITHOUT SALESPERSON’S AND APPROVAL SIGNATURES

SALESPERSON’S SIGNATURE: ________________________________

SALES PERSON’S NAME: ________________________________

DATE: ________________________________

WE ARE PLEASED TO QUOTE THIS EQUIPMENT AS REQUESTED, TAX IS NOT INCLUDED IN THIS PRICING. THANK YOU FOR YOUR BUSINESS.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: ___________________________ Parks & Recreation

Capital Request: Replace/update lighting at Metacomet tennis

Describe the request and why it needs to be done:
The only shelter at Hinkley Pond is the small and cramped Guard House. Surprise rain and lightning storms often force our camps and patrons to seek immediate shelter. This would help with those safety issues. It would also help generate revenue from people renting the space for outings and events. We had one of our busiest summers to date, and the need for this was seen through that.

When should the request be budgeted? Prioritize please.

FY20 [ ] FY21 [ ] FY22 [ ] FY23 [X] FY24 [ ]

Estimated cost of the request $100-120,000

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?

Combination of tax levy and revolving account

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: ___________________________ Parks & Recreation

Capital Request: ___________________________ New passenger van / bus

Describe the request and why it needs to be done:
With an increase in programming, we have seen a need to transport
patrons to some events, including field trips and to/from the Pond in
the summer. The current van we have is adequate for now, but has
limited the number of people we can take on a given trip. A new van
would allow us to open up those trips to more individuals.

** Would be replacing our current black passenger van because of age.

When should the request be budgeted? Prioritize please.

FY20 [ ] FY21 [ ] FY22 [ ] FY23 [ ] FY24 [X]

Estimated cost of the request ___________________________ $ 42,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include
model and year.

________________________________________________________________________

How do you expect to fund this request?

Through Park & Rec revolving fund

________________________________________________________________________

Please remember to provide copies of all quotes and contracts, including applicable bidding and
awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have
custody of all contracts of the Town.
DEPARTMENT: Facilities

CAPITAL REQUEST: Library – Lower Level Carpeting

DESCRIPTION:

The carpeting of the lower level of the library is in poor condition and needs to be replaced. The carpeting is well-worn, threadbare, and rippling in many areas to cause a tripping hazard to patrons. The intention is to replace the carpeting with carpet squares that would allow for repairs to individual sections in the future.

When should this be budgeted:

FY20 X FY21 FY22 FY23 FY24

Estimated cost of the request: $31,000 Carryover request from FY18

How do you expect to fund request?

Capital Budget appropriation
# Proposal

**Attn: Accounting Dept**
**5905 Lake Road South**
**Brockport, NY 14420-9723**
**585-637-2828 / 585-637-4434 (Fax)**
**david.hage@statecarpet.com**

**Name / Address**
**Medfield Public Library**
**468 Main Street**
**Medfield, MA 02052**

---

**Date**
8/30/15  
**Proposal #**
615-0830-1

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<th>Terms</th>
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</thead>
<tbody>
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**Description**

- **PRICE INCLUDES:** Furnish & install 500 sq. yds. of Milliken Remix Taupe/ Ruby 381 36x36 carpet tile, adhesive, rip out & disposal of existing carpet and base, minor floor prep, furnish & install 600 lin. ft. vinyl cove base (color and size TBD) & (4) transitions as needed.

- **OPTIONAL BOOKSHELVES MOVING FEE** (if we do not have to move the freestanding bookshelves (24 in total), you can eliminate this amount from the total of our quoted price).

**Job Name:** Medfield Public Library - Entire Basement

**Contact:** Kristen Chin  
**ph:** 508-359-4544  
**email:** kchin@minlib.net

**Notes:**
- *Prevailing wage in effect. Current rate is $66.12.*
- *The moving fee for the bookshelves is an optional add-on, included in this total, but it can be taken off if the customer moves the freestanding bookshelves (24 in total).*
- *Customer is to please remove all books before we move the bookshelves.*

---

**Total**

| 26,031.25 |

---

**Accepted**

**Signature**

John Camargo
<table>
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<tr>
<th>Department</th>
<th>Description</th>
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<tbody>
<tr>
<td>Town of Medford</td>
<td>FY2020-2024 Capital Improvement Plan</td>
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<th>64116</th>
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<tr>
<td>Town of Medford</td>
<td>FY2020-2024 Capital Improvement Plan</td>
<td>New Passengers Tendered</td>
<td>Total Parks and Recreation</td>
<td>12000</td>
<td>64116</td>
<td>11773</td>
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<thead>
<tr>
<th>Department</th>
<th>Description</th>
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<tbody>
<tr>
<td>Town of Medford</td>
<td>FY2020-2024 Capital Improvement Plan</td>
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<tr>
<td>Equipment</td>
<td>Department</td>
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<td>Engine 2 Rescue Pumper</td>
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<td>Large and Small Diameter Hose</td>
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**Total Fire Department:**

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<tr>
<td>Police Department</td>
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<tr>
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<td>2020 Ford Police 4 Wheel Drive</td>
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<td>Police Department</td>
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<td>Police Department</td>
<td>2019 Chevrolet Tahoe LS 4 Wheel Drive SUV</td>
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<tr>
<td>Police Department</td>
<td>2020 Chevrolet Tahoe 4 Wheel Drive SUV</td>
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Town of Medfield

FY2020-2024 Capital Improvement Plan
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<th>Fiscal Year</th>
<th>Description</th>
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<tbody>
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<td>Park &amp; Rec</td>
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<tr>
<td>2023</td>
<td>Park &amp; Rec</td>
</tr>
<tr>
<td>2024</td>
<td>Park &amp; Rec</td>
</tr>
</tbody>
</table>

**Project Summary**

- Construction of new baseball field
- Replacement of existing playground equipment
- Upgrades to existing tennis courts

**Timeline**

- Fall 2022: Site preparation
- Winter 2023: Construction work
- Spring 2024: Field opening
<table>
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<tr>
<th>Item Description</th>
<th>FY2020 Request</th>
<th>FY2021 Request</th>
<th>FY2022 Request</th>
<th>FY2023 Request</th>
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<th>Total Costs FY 2020-2024</th>
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<td>MHS - Building Mgmt Software Upgrade/Commissioner</td>
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<td>Blake MS - HVAC System Repairs</td>
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**Separate Funding**

- Schools (System Wide) - Ford F350 $ 42,000.00
- Schools (System Wide) - Bobcat Tractor $ 36,000.00
- District Wide - Ford Explorer XLT $ 33,000.00
- $ 110,000.00
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Town Hall - Boiler - Engineering/Repair

Describe the request and why it needs to be done:
Due to several issues with the Boiler this winter, we are requesting funding for an HVAC Tech to review the system at the Town Hall to troubleshoot the issues to repair.

When should the request be budgeted? Prioritize please.

<table>
<thead>
<tr>
<th></th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
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Estimated cost of the request $15,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? Capital Budget Appropriation

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Library Elevator Equipment Upgrade

Describe the request and why it needs to be done:
The Library received an "urgent" message from the current service
maintenance contractor that the Dover Elevator in the Library requires
an upgrade of the hdwr components & software due to obsolesce &
possible component failure which could lead to long down time. The
issue the relay boards and head end boards for this unit are nearing
life cycle end.

When should the request be budgeted? Prioritize please.

| FY20 | X | FY21 | FY22 | FY23 | FY24 |

Estimated cost of the request $10,000 FY19 request

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? Capital Budget Appropriation
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department:  Facilities

Capital Request:  COA - Site Design and Review Fees

Describe the request and why it needs to be done:
The COA is requesting design/review to repair (2) Non ADA compliant
thresholds at the side doors and (2) trip hazards located at the front
and rear entrance doors.

When should the request be budgeted?  Prioritize please.

<table>
<thead>
<tr>
<th>FY20</th>
<th>X</th>
<th>FY21</th>
<th>☐</th>
<th>FY22</th>
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Estimated cost of the request  $ 4,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much?  Include
model and year.

How do you expect to fund this request?  Capital Budget Appropriation

Please remember to provide copies of all quotes and contracts, including applicable bidding and
awarding documents to the Town Accountant per MGL ch41S57, Town Accountant shall have
custody of all contracts of the Town.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Medfield HS Building Mgmt. Software Upgrade and Retro Commissioning

Describe the request and why it needs to be done:

The current HVAC BMS controlling the HS [a TRANE Energy Management system] was installed on or around FY2005. Industry standards recommend upgrades every 7-10 yrs. Currently, troubleshooting, adjusting of schedules and temps requires Facilities to drive to the HS head ends to review and adjust.

A new web based controls system allows this office to review and monitor from remote locations. The retro commissioning of the building "points" or equipment has not been done.

Two Parts to budget request: (1) Replace existing BMS $62,850; (2) Retro Commissioning $92,275

When should the request be budgeted? Prioritize please.

   FY20 [X]   FY21   FY22   FY23   FY24

Estimated cost of the request $155,125.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?  Capital Budget Appropriation

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
Department: Facilities

Capital Request: Medfield HS - HVAC System Repairs

Describe the request and why it needs to be done:

HVAC System repairs required:

- Replacement of CO sensors in all classrooms - estimating 120 sensors needed to be replaced. The school CO levels have been observed to be elevated which is not necessarily the case (due to the age of the sensors). Once the sensors call for fresh air because of elevated CO levels, the dampers are opening and staying open...causing cold air to pour into the classrooms.

When should the request be budgeted? Prioritize please.

FY20 [X] FY21 [ ] FY22 [ ] FY23 [ ] FY24 [ ]

Estimated cost of the request $56,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? Capital Budget Appropriation
**Invoice**

- **Invoice Number**: 3742251
- **Invoice Date**: 18-JAN-2018
- **Customer No.**: 100723
- **Reference No.**: 6755197
- **Job ID**: 
- **Payment Terms**: .5%10 NET30
- **Payment Due Date**: 17-Feb-2018
- **Discount Date**: 28-Jan-2018
- **Internal Account**: 2763699

**Remit Payment To**
Trane U.S. Inc.  
P. O. Box 406469  
ATLANTA, GA 30384-6469

**Bill To**
MEDFIELD TOWN OF  
MEDFIELD TOWN HALL  
459 MAIN STREET  
MEDFIELD, MA 02052  
UNITED STATES

Please submit all tax exemption forms online at http://taxexempt.tranco.com

**Sold To**
MEDFIELD TOWN OF  
MEDFIELD TOWN HALL  
459 MAIN STREET  
MEDFIELD, MA 02052  
UNITED STATES

**Ship To**
MEDFIELD TOWN OF  
459 MAIN ST  
MEDFIELD, MA 02052-2009  
UNITED STATES

**Tax/GST ID**: 25-0900465  
**PST/QST ID**: MA

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**Special Instructions**

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**Terms and Conditions**: Customer agrees that all purchases are subject to terms and conditions appearing on face and at www.tranco.com/PartsTermsOfSale

310 'ea

$619.38

14220 - 523401- 451
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Wheelock - HVAC Engineering recommissioning

Describe the request and why it needs to be done:
Due to the age of the system a recommissioning of the operating system is highly recommended for optimal performance.
The recommissioning will target what parts of the operating system will need to be fixed or replaced.

When should the request be budgeted? Prioritize please.

FY20 [X] FY21 [ ] FY22 [ ] FY23 [ ] FY24 [ ]

Estimated cost of the request $ 15,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? Capital Budget Appropriation

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Black Middle School - Domestic Water Heater Design

Describe the request and why it needs to be done:
The Blake MS existing Domestic Hot Water Heater was installed in 1994 when the school was used as
as the HS. The gas fired water heater currently heats (2) 1000 gallon water storage tanks which was
anticipated for a HS gym and school use. The system was over engineered. The hot water heating
plant is at the end of anticipated life cycle of 15-20 years. The system is over engineered and has
been identified in energy audits as a big energy user and should be replaced. Design is critical in
this project because the design will involve removal of a significant amount of plumbing and storage
tanks, will be better define a layout of the heating system and costs, and will help the town
pursue energy grants.

When should the request be budgeted? Prioritize please.

FY20 X FY21 ___ FY22 ___ FY23 ___ FY24 ___

Estimated cost of the request $12,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? Capital Budget Appropriation

Please remember to provide copies of all quotes and contracts, including applicable bidding and
awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have
Department: Facilities

Capital Request: Wheelock - HVAC Engineering Recommissioning

Describe the request and why it needs to be done:
Recommendations from the Capital Plan suggests the outdated HVAC system at the school should be reviewed for recommissioning. The estimated cost from the study is $15,000.

When should the request be budgeted? Prioritize please.


Estimated cost of the request $ 15,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? Capital Budget Appropriation

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities / Information Technologies

Capital Request: Replacement of the system wide school phone system & server

Describe the request and why it needs to be done:

MPS phone system (approx. installation date 2000) has reached a point of obsolescent. Multiple recent system failures has required extensive service in order to keep the system operational.

Thorough evaluation of the existing system determined that the current hardware has had failures due to age, addressing repairs is increasingly harder to perform. Many of the replacement parts are no longer being manufactured and are exceptionally difficult to source when needed. The proposed phone system is the same manufacturer system used at the Public Safety Building and and the DPW.

When should the request be budgeted? Prioritize please.

 FY20 [X]  FY21 [ ]  FY22 [ ]  FY23 [ ]  FY24 [ ]

Estimated cost of the request $200,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request? Capital Budget Appropriation

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Town Wide Engineering Feasibility Design Study - Roofs

Describe the request and why it needs to be done:

As identified in the Municipal Facilities Evaluation and Capital Plan, the report identified several town
and school roofs that are experiencing failure, are at the end of the lifecycle or nearing its life
cycle and are due to be replaced. The Town, working through its Permanent Building Committee,
needs to develop a detailed plan, cost estimates, priority plan for roof replacement and possibly
School and State grant funding opportunities. This process starts with an outsourced engineering
review. This type of feasibility study is typically 2.5% - 3% of overall construction costs.

Overall costs has been estimated to be $10 million.

When should the request be budgeted? Prioritize please.

FY20 [X] FY21 [ ] FY22 [ ] FY23 [ ] FY24

Estimated cost of the request $ 300,000.00 [ ]

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

[ ]

How do you expect to fund this request? Capital Budget Appropriation

[ ]

Please remember to provide copies of all quotes and contracts, including applicable bidding and
awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have
custody of all contracts of the Town.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Ford F-350

Describe the request and why it needs to be done:

Our existing F250 Pick-up (purchased in 2000) did not pass inspection and had to be taken out of service. Our Maintenance Crew uses the vehicles on a daily basis to travel from school to school for various projects. They also use the truck for remove snow at the schools during snow storms. We would like to replace the Ford F250 with a Ford F350 from the recommendation of the DPW since the F350 work better in the snow and last longer (you shorten the life cycle of an F250 using it to plow

When should the request be budgeted? Prioritize please.

FY20 X FY21 □ FY22 □ FY23 □ FY24 □

Estimated cost of the request $ 42,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
### TERMS AND CONDITIONS

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L. c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c.30B sec 1c and M.G.L. c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c.7 sec 22A purchases from a vendor on.
TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

*Capital Budget items are a minimum request of $5,000

Department:  Facilities

Capital Request:  Bobcat Skid-Steer Loader - School Wide

Describe the request and why it needs to be done:

Replacement of our existing tractor estimated to be a Ford 1980 (?) Tractor. The current tractor has reached beyond its life cycle with limited capability in snow removal. The New Bobcat will be used for snow removal system wide as well as support grounds projects.

When should the request be budgeted? Prioritize please.

FY20 [x] FY21 [ ] FY22 [ ] FY23 [ ] FY24 [ ]

Estimated cost of the request $  35,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch 41 s 87, Town Accountant shall have custody of all contracts of the Town.
**Product Quotation**

Quotation Number: HMM-13330v1  
Date: 2019-01-17 11:13:21

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**ORDER TO BE PLACED WITH:**  
Contract Holder/Manufacturer

Clark Equipment Co dba
Bobcat Company  
250 E Beaton Dr, PO Box 6000
West Fargo, ND 58078
Phone: 701-241-8719
Fax: 855.608.0681
Contact: Heather Messmer
Heather.Messmer@doozan.com

Total of Items Quoted: $34,322.38  
Dealer Assembly Charges: $392.00  
Quote Total - US dollars: $34,714.38

**Notes:**
*Prices per the Massachusetts Contract# FAC88 Contract Period: 12/1/18 – 11/30/20
*Terms Net 30 Days. Credit cards accepted.
*FOB Destination within the 48 Contiguous States.
*Delivery: 60 to 90 days from ARO.
*State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with placed order.
*TID# 38-0425350

**ORDERS MUST BE PLACED WITH:** Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

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BOBCAT S450 SKID STEER LOADER
OPERATION & MAINTENANCE MANUAL

This is a COMPLETE Operation & Maintenance Manual for the BOBCAT S450 SKID STEER LOADER.


Covers the following serial numbers:

S/N: AV9V11001 & Above

CONTENTS AS FOLLOWS:

FOREWORD

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SAFETY AND TRAINING RESOURCES
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Model Specification: BOBCAT S450 SKID STEER LOADER
Language: English
Total Pages: 233
File Format: PDF
Requirements: Adobe PDF Reader
Compatible: All Versions of Windows & Mac, APP ISO, Iphone, Ipad, Android etc...

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TOWN OF MEDFIELD
CAPITAL BUDGET REQUEST*
FISCAL YEAR 2020-2024

Capital Budget items are a minimum request of $5,000

Department: Facilities

Capital Request: Ford Explorer - Facilities Director

Describe the request and why it needs to be done:

Pricing attached for a new Ford. There is currently no vehicle in the fleet for the Facilities Manager.

This vehicle will be used on a daily basis to travel from building to building for multiple projects/meetings

When should the request be budgeted? Prioritize please.

FY20 X FY21 □ FY22 □ FY23 □ FY24 □

Estimated cost of the request $ 33,000.00

If you have a bid or an oral quotation, please attach.

If you expect a trade-in, what will be traded and for how much? Include model and year.

How do you expect to fund this request?

Please remember to provide copies of all quotes and contracts, including applicable bidding and awarding documents to the Town Accountant per MGL ch41s57, Town Accountant shall have custody of all contracts of the Town.
Contact Name: Amy Colleran
Company/Dept.: Medfield Schools
Street Address: 459 Main St
City, State, Zip: Medfield Ma
Phone:
E-Mail: acolleran@email.medfield.net

Date: January 3, 2019
Valid for: 
Customer #: 
Contract: PCC
Sales Rep: Jay Matisko

Vehicle:

<table>
<thead>
<tr>
<th>CONTRACT LINE REFERENCE</th>
<th>LINE DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>QTY</th>
<th>EXTENDED PRICE</th>
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<tbody>
<tr>
<td>K8D</td>
<td>Ford Explorer XLT 4X4</td>
<td></td>
<td></td>
<td>$31,555.00</td>
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<tr>
<td></td>
<td>2.3 Eco boost engine</td>
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<td>$877.10</td>
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<tr>
<td></td>
<td>Color: Ingot Silver Metallic</td>
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<td>SYNC</td>
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<td></td>
<td>Back up camera</td>
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<td>Cruise control</td>
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<td>Weathertech mats front / rear</td>
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TOTAL: $32,777.10

**TERMS AND CONDITIONS**

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L. c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c 30B sec 1c and M.G.L. c 7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c30B sec 1c and M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

**ORDER ACKNOWLEDGEMENT**

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

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PRINT NAME

x
TITLE