

# TOWN OF WINDHAM

Department of Public Works  
185 Windham Center Road  
Windham ME 04062

Brian Morin Director

Phone: 207-892-1909

bsmorin@windhammaine.us

Fax: 207-892-0542

To: Barry Tibbetts Town Manager

From: Brian Morin, Public Works

Date: August 28, 2024

**RE: Purchase of a Sidewalk Tractor and Attachments**

I am requesting approval to purchase a 2024 sidewalk tractor and all related attachments for snow blowing/plowing sidewalks, sanding, salting sidewalks, road side mowing and sweeping.

Public Works sent out bid requests for the purchase of an articulating sidewalk tractor with snow blower, boom flail mower, hydraulic power angle broom with spray bar, and a rear mounted sander/salter for the sidewalks. We only received a bid from HP Fairfield. HP Fairfield Trackless MT7 with the four attachments comes in at \$238,151.00. The sidewalk tractor is in the capital replacement budget plan for fiscal 2024 approved at town meeting.

This purchase will give us a second sidewalk machine which will replace the 2009 tractor. We have and continue to build sidewalks in the sections of town that we clear, (North Windham and South Windham).

I recommend purchasing the sidewalk tractor and related attachments from H P Fairfield. Attached is the bid.

# Town of Windham

8 School Road ~ Windham, Maine 04062

## PURCHASE AUTHORIZATION REQUEST FOR PURCHASES GREATER THAN \$5,000

THIS PURCHASE AUTHORIZATION REQUEST FORM **MUST** BE COMPLETED FOR ALL PURCHASE ORDERS **EXCEEDING \$5,000**. IT MUST THEN BE SIGNED BY THE TOWN MANAGER **PRIOR TO PLACING THE ORDER** WITH THE VENDOR.

PO Number: \_\_\_\_\_  
(if available)

Estimated Dollar Amount: \$ \$238,151.00

Account to be charged: \_\_\_\_\_

Capital Equipment PW-2024-005

Vendor Name: HP Fairfield

Requested by: Brian Morin

Description of purchase: Trackless sidewalk tractor & gear

### *Purchases exempt from the policy:*

→ utilities

→ property, casualty & workers comp insurance

→ legal services

→ employee benefits programs

→ audit services

\_\_\_\_\_  
Council Order Number  
(if applicable)

Date of Council Order: \_\_\_\_\_

Brian Morin  
Department Head

8/28/2024  
Date

### APPROVED: CENTRAL OFFICE USE ONLY

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date



**CENTRAL MAINE**  
9 Green St/P.O. Box 188  
Skowhegan, ME 04976  
P: (207) 474-9836  
F: (207) 474-6526  
Toll Free (800) 356-2813

## Sales Quote

IMPORTANT: All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. LATE CHARGE: A late charge of 1.5% of any past due balance of the customer's account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO	829309	TERRITORY	391	PAGE 1 of 1
ORDER DATE	07/09/2024	CUSTOMER PO	79297HOLSTON	
QUOTE DATE	07/09/2024	SHIPPED VIA		
SALES ORDER	7433479 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSFER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
REQUESTED SHIP DATE				07/09/2024

**SOLD TO:**  
TOWN OF WINDHAM CHP  
8 SCHOOL RD  
WINDHAM ME 04062-4807

**SHIP TO:**  
TOWN OF WINDHAM CHT  
185 WINDHAM CTR RD  
WINDHAM ME 04062-4600

DESCRIPTION/REMARKS
TRACKLESS MT7 MUNICIPAL SIDEWALK TRACTOR W/ STANDARD OPTIONS
TRACKLESS Z51GRB 51" GEARBOX RIBBON BLOWER
TRACKLESS ZB457-1 BOOM FLAIL MOWER
TRACKLESS DUAL LOADER LUG TIRES & RIMS (8 TOTAL) ***Required w/ Boom Flail Mower)
TRACKLESS ZHS REAR SALT & SAND SPREADER W/ SINGLE AGITATOR
TRACKLESS ZPAS 5' ANGLE SWEEPER W/ WT WATER TANK & PUMP KIT, ZPASB SPRAY BAR KIT
QUOTE VALID FOR 30 DAYS - A CANCELLATION OF A SIGNED QUOTE WILL BE SUBJECT TO A 10% RESTOCKING FEE
NOTE - ALL PURCHASE ORDERS MUST INCLUDE THE HP FAIRFIELD SQ QUOTE # AT THE TOP OF THIS QUOTE
SIGNATURE _____ PRINT _____ DATE _____
STEVE HOLSTON - 207-468-8453 - SteveHolston@Alamo-Group.com

ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
SIDEWALKHPF	9335	TRACKLESS MT7 MUNI TRCTOR		1	154,309.00	0	154,309.00
SIDEWALKHPF	9335	TRACKLESS Z51 RIBBON BLOWER		1	19,117.50	0	19,117.50
SIDEWALKHPF	9335	TRACKLESS ZB457 BOOM FLAIL & T		1	42,789.50	0	42,789.50
SIDEWALKHPF	9335	TRACKLESS ZHS REAR SANDER		1	7,942.50	0	7,942.50
SIDEWALKHPF	9335	TRACKLESS 5' BROOM/TANK/SPRAY		1	13,992.50	0	13,992.50

R E M A R K S	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	238,151.00
	238,151.00	0.00	08/08/2024	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	238,151.00
				PREPAID AMOUNT	

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Skowhegan, ME 04976  
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CUSTOMER NO	827057	TERRITORY	390	PAGE 1 of 1
ORDER DATE	06/17/2024	CUSTOMER PO	79297HOLSTON	
QUOTE DATE	06/17/2024	SHIPPED VIA		
SALES ORDER	7406664 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
REQUESTED SHIP DATE				06/17/2024

**SOLD TO:**  
TOWN OF NORRIDGEWOCK CHP  
ACCOUNTS PAYABLE  
PO BOX 7  
NORRIDGEWOCK ME 04957-0007

**SHIP TO:**  
TOWN OF NORRIDGEWOCK CHT  
PERKINS ST  
NORRIDGEWOCK ME 04957

### DESCRIPTION/REMARKS

TRACKLESS MT7 MUNICIPAL SIDEWALK TRACTOR W/ STANDARD OPTIONS & 1 YEAR WARRANTY

OPTIONAL ATTACHMENTS - PLEASE ADD PRICE(S) TO TOTAL BELOW & INITIAL YOUR SELECTION(S)

- 19,271.00 - Z51GRB 51" SNOWBLOWER W/ SIDEWALK CHUTE
- 8,305.00 - ZVPH 5 POSITION FOLDING V PLOW
- 8,068.00 - ZHS REAR MOUNT HYDRAULIC SPREADER
- 42,135.00 - ZB457-1 BOOM FLAIL MOWER W/ REQUIRED OPTW17 DUAL LOADER LUG TIRES (8 TIRES / RIMS / HARDWARE)

MT7 CURRENTLY IN STOCK

1 WEEK LEAD TIME ON ATTACHMENTS

CANCELLATION OF A SIGNED QUOTE WILL BE SUBJECT TO A 10% RESTOCKING FEE

NOTE - ALL PURCHASE ORDERS MUST INCLUDE THE HP FAIRFIELD SQ QUOTE # AT THE TOP OF THIS QUOTE

\*QUOTE EXPIRES AUGUST 8TH\*

SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_ DATE \_\_\_\_\_

STEVE HOLSTON - 207-468-8453 - SteveHolston@Alamo-Group.com

ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
SIDEWALKHPF	9335	TRACKLESS MT7		1	156,385.00	0	156,385.00

R E M A R K S	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	156,385.00
	156,385.00	0.00	07/17/2024	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	156,385.00
				PREPAID AMOUNT	

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**Sales Quote**

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CUSTOMER NO	825753	TERRITORY	390	PAGE 1 of 1
ORDER DATE	07/03/2024	CUSTOMER PO	79297HOLSTON	
QUOTE DATE	06/20/2024	SHIPPED VIA		
SALES ORDER	7411961 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSFER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date			CODE 002
DELIVERY INSTRUCTIONS:				
				REQUESTED SHIP DATE 07/03/2024

**SOLD TO:**

TOWN OF KENNEBUNKPORT CHP  
PO BOX 566  
KENNEBUNKPORT ME 04046-0566

**SHIP TO:**

TOWN OF KENNEBUNKPORT CHT  
BEECHWOOD AVE  
KENNEBUNKPORT ME 04046

DESCRIPTION/REMARKS
TRACKLESS MT7 MUNICIPAL SIDEWALK TRACTOR W/ STANDARD OPTIONS
INCLUDED OPTIONS & ATTACHMENTS
- ZTW5RTD-1 16" RADIAL TIRE & WHEEL ASSY
- OPB06-2 MT7 BREAK IN FILTER KIT
- OPTW17 COMPLETE SET OF DUAL RIMS AND TIRES (required w/ boom mower)
- ZB457-1 457 BOOM FLAIL MOWER
PREP, PDI
QUOTE VALID FOR 30 DAYS - A CANCELLATION OF A SIGNED QUOTE WILL BE SUBJECT TO A 10% RESTOCKING FEE NOTE - ALL PURCHASE ORDERS MUST INCLUDE THE HP FAIRFIELD SQ QUOTE # AT THE TOP OF THIS QUOTE
SIGNATURE _____ PRINT _____ DATE _____
STEVE HOLSTON - 207-468-8453 - SteveHolston@Alamo-Group.com

ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
SIDEWALKHPF	9335	TRACKLESS MT7 & ATTACHMENTS		1	199,401.00	0	199,401.00

\$156,524 machine  
\$42,877 mower/tires

REMARKS	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	199,401.00
	199,401.00	0.00	07/20/2024	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	199,401.00
				PREPAID AMOUNT	

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W. W. W. W. 197 098.50





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9 Green St/P.O. Box 188  
Skowhegan, ME 04976  
P: (207) 474-9836  
F: (207) 474-6526  
Toll Free (800) 356-2813

## Sales Quote

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CUSTOMER NO	826012	TERRITORY	391	PAGE 1 of 2
ORDER DATE	06/12/2024	CUSTOMER PO	79297HOLSTON	
QUOTE DATE	06/14/2024	SHIPPED VIA		
SALES ORDER	7401868 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSFER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
		REQUESTED SHIP DATE	06/12/2024	

**SOLD TO:**  
**CITY OF LEWISTON CHT**  
103 ADAMS AVE  
LEWISTON ME 04240-6524

**SHIP TO:**  
**CITY OF LEWISTON CHT**  
27 PINE ST  
LEWISTON ME 04240-7204

### DESCRIPTION/REMARKS

SOURCWEILL TRACKLESS QUOTE - CONTRACT 093021-ELG

TRACKLESS MT7 - 74hp Tier 4F JD 4045TF low emission diesel engine, hydrostatic drive, HVAC system with additional heat, cab pressurizer, climate control, 8 amber strobe lights w/ branch guard. Extra pump & valve, reversing engine fan, LED taillight & marker lights, F-N-R joystick, intermittent front wiper, backup camera, battery disconnect switch, articulation lock, remote battery terminal, low hyd. oil warning, cruise control, hi/low beam headlights, rear wiper washer.

#### Requirements:

- Customer's Sourcewell Number \_\_\_\_\_
- A copy of the purchase order from Customer to HP Fairfield
- Signed Sales quote

#### PREP & PDI

QUOTE VALID FOR 30 DAYS - A CANCELLATION OF A SIGNED QUOTE WILL BE SUBJECT TO A 10% RESTOCKING FEE  
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SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_ DATE \_\_\_\_\_

STEVE HOLSTON - 207-468-8453 - SteveHolston@Alamo-Group.com

ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
MT7HPF	9958	TRACKLESS MT7 SIDEWALK TRACTOR		1	158,045.00	0	158,045.00
NEWHPF	9958	OPDT13-2 LOCKING DIFFERENTIAL		1	2,381.00	0	2,381.00
NEWHPF	9958	OPCI04,SUN VISOR		1	274.00	0	274.00
NEWHPF	9958	OPL17-3,2ND LED WORK LIGHT		1	343.00	0	343.00
NEWHPF	9958	OPH02,COUPLER DUST CAPS		1	158.00	0	158.00
NEWHPF	9958	OPCI03,EXTRA KEYS		2	11.00	0	22.00
NEWHPF	9958	OPCE13-1,ROOF GUARD		1	897.00	0	897.00
NEWHPF	9958	OPM07,EXTRA MANUALS		1	129.00	0	129.00
ZTW5RTDHPF	9958	TRAIL DIGGER 16 RADIAL TIRE		2	326.00	0	652.00
ZWW5RHHPF	9958	16 WINTER RIMS		2	197.00	0	394.00
ZPASHPF	9958	SWEEPER 60 POWER ANGLE		1	9,315.00	0	9,315.00
ZWTHPF	9958	SPRAY SYSTEM TRACKLESS WATER T		1	4,078.00	0	4,078.00
ZPASB1HPF	9958	SPRAY BAR KIT POW ANGLE SWEEP		1	269.00	0	269.00
MISCHPF	9958	SOURCEWELL DISCOUNT		-1	6,379.83	0	-6,379.83
ZVPHPF	9958	49" V-PLOW TRACKLESS		1	5,224.00	0	5,224.00

REMARKS	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	190,435.17
	190,435.17	0.00	07/14/2024	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	190,435.17
				PREPAID AMOUNT	

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<b>CUSTOMER NO</b>	826012	<b>TERRITORY</b>	391	<b>PAGE 2 of 2</b>
<b>ORDER DATE</b>	06/12/2024	<b>CUSTOMER PO</b>	79297HOLSTON	
<b>QUOTE DATE</b>	06/14/2024	<b>SHIPPED VIA</b>		
<b>SALES ORDER</b>	7401868 - SQ	<b>FREIGHT TERMS</b>	EX2	EXW- CUSTOMER FRT ACCOUNT
<b>PAYMENT TERMS</b>	Net 30 Days from Invoice Date	<b>CODE</b>	002	DIRECT BILL TRANSFER AT ORIGIN
<b>DELIVERY INSTRUCTIONS:</b>				
<b>REQUESTED SHIP DATE</b>				06/12/2024

**SOLD TO:**  
CITY OF LEWISTON CHT  
103 ADAMS AVE  
LEWISTON ME 04240-6524

**SHIP TO:**  
CITY OF LEWISTON CHT  
27 PINE ST  
LEWISTON ME 04240-7204

ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
ZHSHPF	9958	HYDRAULIC SANDER SINGLE IMPELL		1	7,711.00	0	7,711.00
NEWHPF	9958	OP14-REARSANDER, TAIL-LIGHT BAR		1	285.00	0	285.00
A205HPF	9958	V-PLW SKID SHOE ONLY NO BRACKT		8	186.00	0	1,488.00
BR134HPF	9958	51" CUTTING EDGE R/B		2	400.00	0	800.00
A103HPF	9958	BLADE 1/2 X 6 X 34.72 FSE		4	175.00	0	700.00
A102HPF	9958	SKID PLATE		4	100.00	0	400.00
MISCHPF	9958	FREIGHT/PDI TO CUSTOMER		1	3,250.00	0	3,250.00

REMARKS	<b>NET DUE</b>	<b>CASH DISC.</b>	<b>IF PAID BY</b>	<b>SUB-TOTAL</b>	190,435.17
	190,435.17	0.00	07/14/2024	<b>FREIGHT &amp; HANDLING</b>	0.00
				<b>SALES TAX</b>	0.00
				<b>TOTAL(USD)</b>	190,435.17
				<b>PREPAID AMOUNT</b>	

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FY 25 LEASES

DUMP TRUCK # 9	PW-2025-002	350,000
NON-CDL TRUCK FOR PLOWIN	PW-2024-006	225,000
PWD - TRACKLESS SIDEWAL		
MACHINE #24 (DELAYED		
FROM FY 24)	PW-2024-005	250,000
1 TON P/U -( VEHICLE FAILING	PW-2028-003	90,000
TOTAL EQUIPMENT TO BE LEASED		915,000

FY 24 LEASES

FIRE DEPT - CAR 4	FR-2023-003	53,000
FIRE DEPT - AMBULANCE 2	FR-2025-011	214,685
FIRE DEPT - UNIT 9	FR-2025-014	63,000
PWD - DUMP TRUCK # 2	PW-2022-007	250,000
TOTAL EQUIPMENT TO BE LEASED	580,685	GORHAM SAVINGS LEASING
GORHAM SAVING LEASING - \$580,685. 2/16/24		

FY 23 LEASES

FIRE DEPT - CAR 3	FR-2021-002	51,000	BB LEASING 6/14/23 - 51,000.
AMBULANCE # 1	FR-2025-010	178,000	BB LEASING 6/14/23 - 178,000.
UNIT 8 - CREW CAB 1/2 TON PI	FR-2025-013	60,000	BB LEASING - 12/23/22 - 47,183.00
DUMP TRUCK # 3	PW-2023-002	200,000	GORHAM SAVINGS LEASING -236,496.
FIREWALL & SWITCH REPLACI	IS-2023-002	60,000	MISSED LEASING DATE
ATV & EQUIPMENT	FR-2022-005	45,000	BB LEASNG - 36,441.
PICKUP # 82	PW-2023-001	55,000	GORHAM SAVINGS LEASING - 64,633.
PICKUP # 98	PW-2020-004	50,000	GORHAM SAVINGS LEASING - 61,367.
CRIME SCENE -CRASH RECON	PD-2023-001	44,000	BB LEASING - 12/23/22 - 36,111
CPR COMPRESSION UNIT	FR-2023-005	48,000	BB LEASING 12/23/22 - 48,140.22
ACO TRUCK	PD-2017-004	46,000	MISSED LEASING DATE
TOTAL EQUIPMENT TO BE LEASED	837,000		
BB LEASING - 229,000.		11/22/2022	X
GSL - +236,496.+61,367.+64,633.		362,496	6/30/2023 X
BB LEASING 36,441.		6/14/2023	X
BB LEASING - 131,434.22		12/23/2022	X

FY 22 LEASES

DUMP TRUCK #4	PW-2022-007	190,000	BB LEASING - 170,919. 2/22/23
NEW TRACKLESS	PW-2022-002	185,000	BB LEASING \$157,996. 3/1/23
DUMP TRUCK # 1	PW-2021-001	215,000	FY 21 BOND ???
PICKUP #97	PW-2021-006	60,000	BB LEASING - \$ 58,785.18 - 4/22/22
SWEEPER - 2ND	PW-2021-002	230,000	BB LEASING - \$229,000 - 4/22/22
STRETCHERS	FR-2022-002	117,000	BB LEASING - 127,057.74 4/22/22
3 CARDIAC MONITORS	FR-2022-001	158,479	BB LEASING - 93,899. 11/1/22
TOTAL EQUIPMENT TO BE LEASED	1,155,479		
BB LEASING - 170,919. 2-22-23			X
BB LEASING - 93,899. - 11/1/22			X
BB LEASING - 157,996. - 3/1/22			X
BB LEASING - 415,342.92 - 4/22/22			X

REMEMBER THE ISSUE OF DUMP TRUCK 1 - ???