

MEMO

To: Park Board

From: Greg Vitale, Director of Parks and Recreation

Date: November 20, 2015

Re: Purchase of Golf Ball Washer and Range Ball Dispenser

The replacement of the existing golf ball washer and range ball dispenser is to be purchased using existing park bond funds. The total purchase price is \$10,030.22, well below the \$20,000 threshold that is stipulated in the Town's purchasing policy. Regardless, it is in the Town's best interest to pay a vendor after the supplies are received. Any arrangements to the contrary require Board or Town Council approval. This is one of those instances. As indicated in the included letter and invoice, P&W Golf Supply, LLC is requiring full payment before they order from their supplier. Therefore, the Park Board is asked to preapprove the payment and advanced payment.

Recommendation

It is recommended that the Park Board authorize the purchase and advance payment of the 50G Golf Ball Washer and the 10K Ball Dispenser to P&W Golf Supply, LLC in the amount of \$10,030.22.