

MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation *jk*  
DATE: August 15, 2014  
RE: Request Approval to Purchase Ball Diamond Infield Machine

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a Ball Diamond Infield Machine for Kent Stein Park as requested and approved during the recent budget process.

BACKGROUND:

The requested Infield Machine as explained in the attached memo from Nick Gow, Athletic Facilities Manager will replace an aged and worn out piece of equipment. The Kent Stein Park Division is responsible for the daily maintenance of 20 ball fields where adult, college, high school, and youth baseball, softball, flag football, and soccer activities take place.

RECOMMENDATION:

The City's Purchasing Policy was used to solicit for qualified responsive and responsible vendors to submit bids as specified.

We received two (2) bids that met the minimum requested specifications. The bid results are in the attached memo from Nick Gow. At this time, the City Staff would recommend that the City Council approve the purchase of the Infield Machine from Turfwerks in an amount not to exceed \$17,250.00.

The FY 2014-15 budget did have \$17,500.00 approved for this piece of equipment.

BACKUP INFORMATION:

1. Infield Machine Memo

Thank you for your time and attention to this matter. Please contact me if you have any comments, questions, or concerns.

C. Nick Gow, Athletic Facilities Manager

MEMORANDUM  
July 30, 2014

To: Richard Klimes, Director of Parks and Recreation  
From: Nick Gow, Athletics Facilities Manager  
Subject: Purchase Infield Machine

In the FY14/15 budget, \$17,500 was approved to purchase an infield machine for Kent Stein Park. Proposals were sent out to several companies with two bids received and both meeting the specifications. The following are the proposal results including the trade-in of a 2004 Jacobsen Groomer:

| <u>Company</u>   | <u>Total</u>                      |
|------------------|-----------------------------------|
| Turfwerks        | \$17,250 (met all specifications) |
| MTI Distributing | \$18,542 (met all specifications) |

After reviewing the proposals, I recommend that we purchase the infield machine from Turfwerks in amount of \$17,250. This infield machine was the lowest bid and met all specifications.

This machine will be used at Kent Stein Park on a regular basis. It is a vital part of the daily maintenance of the ball diamonds. This machine is essential for scarifying and dragging the infield skin material, working with wet infield material and final grooming for games and practices. Please let me know if you have any questions or need any additional information.