

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
RE: Request Approval to Purchase Mowers
DATE: July 28, 2017

[Signature]
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INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase two (2) mowers for the Parks and Recreation Department.

BACKGROUND:

The two (2) mowers will replace old mowers that have exceeded their useful operation. One of the mowers will be used at Greenwood Cemetery and the other will be used in the Park Maintenance Division to help with the additional mowing responsibilities that we have taken on like the new trails and acquired properties.

RECOMMENDATION:

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

During the FY 17/18 budget discussions a request was made to purchase a new mower for \$62,000.00. Approval was given to purchase a used mower for \$30,000.00.

We received three (3) bids for the Wide Area Mower that met the minimum specifications. The bid results are also outlined on the attached memo from the Superintendent of Parks. At this time, City Staff would recommend the approval of a purchase order in the amount of \$10,500.00 for a used Wide Area Mower from Turfwerks.

We received seven (7) bids for a Small Area Mower that met the minimum specifications. The bid results are also outlined on the attached memo from the Superintendent of Parks. At this time, City Staff would recommend the approval of a purchase order in the amount of \$14,500.00 for a used Small Area Mower from Turfwerks.

BACKUP INFORMATION:

1. Division Support 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, Superintendent of Parks

MEMORANDUM

July 26, 2017

To: Richard Klimes, Director of Parks and Recreation
From: Nick Gow, Superintendent of Parks
Subject: Purchase Mowers

In the FY17/18 budget, \$30,000 was approved to purchase a used wide area mower for the Cemetery. Bids were sent out to several companies with the following bid results:

<u>Company</u>	<u>Total</u>
Turfwerks	\$10,500 (used)
Sinclair Tractor	\$48,000 (new)
MTI Distribution	\$60,917 (new)

With the additional mowing responsibilities that Parks & Recreation have taken over, I am recommending using the remaining \$19,500 to purchase a small area mower. This will be used to mow areas such as the new trail expansion, the 19 new properties acquired and the Mulberry Avenue drainage swale. Bids were sent out for a small area mower with the following bid results:

<u>Company</u>	<u>Total</u>
Sinclair Tractor	\$10,000 (new, did not meet specs)
Turfwerks	\$14,500 (used)
Turfwerks	\$16,500 (used)
Turfwerks	\$17,750 (used)
Kunau Implement	\$19,500 (used)
Kunau Implement	\$20,883 (new)
Rexco	\$21,000 (new)
MTI Distribution	\$23,320 (new)

After reviewing the bids, I recommend that we purchase the used wide area mower for \$10,500 and the used small area mower for \$14,500 from Turfwerks. These mowers were both the lowest bid that met all specifications. With both mowers being used mowers, we have required the maintenance records for both of these mowers.