

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *Nick*
RE: Request Approval to Purchase Utility Vehicle
DATE: July 27, 2017

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a Utility Vehicle for the Soccer Complex as requested and approved during the last budget process.

BACKGROUND:

The requested utility vehicle as explained in the attached memo will be used at the Soccer Complex and will be used to help maintain the new trails currently being developed.

RECOMMENDATION:

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

We received five (5) bids that met the minimum requested specifications. The bid results are on the attached memo from the Superintendent of Parks. At this time, the City Staff would recommend that the City Council approve a purchase order to Rexco in the amount of \$16,527.24 for a new Utility Vehicle.

The FY 17/18 budget has \$16,000.00 approved for this item. The remaining balance can be funded from the mower purchase that came in \$5,000.00 under budget.

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 Utility Vehicle

In the FY17/18 budget, \$16,000 was approved to purchase a utility vehicle for the Soccer Complex. Bids were sent out to several companies with the following bid results:

<u>Company</u>	<u>Total</u>
Rexco	\$16,527.24
Kunau Implement	\$17,798.41
Rexco	\$21,586.45
Sinclair Tractor	\$23,000
MTI Distribution	\$26,949.50

This utility vehicle will be used for a variety of tasks throughout our park system including trail maintenance. With the new trail being added from Kent Stein Park to Deep Lakes Park, this vehicle will assist in maintaining the trail throughout the year including debris removal and snow removal. With the lighter weight of a utility vehicle versus a snow plow truck, we are able to better preserve the surface of the trails by using a utility vehicle for snow removal.

At this time, I am recommending that we purchase the utility vehicle from Rexco for a total of \$16,527.24 with the \$16,000 currently approved in the Soccer budget and the \$5,000 remaining in the Cemetery budget.