

MEMORANDUM

TO: Greg Jenkins, Interim City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
RE: Request Approval to Purchase Utility Vehicle for Soccer Division
DATE: December 15, 2019

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a Utility Vehicle for the Soccer Division.

BACKGROUND:

The requested piece of equipment will be used to help maintain facilities and grounds in and around the Soccer Division as explained in the attached memo from Nick Gow, Superintendent of Parks.

RECOMMENDATION:

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

Three (3) quotes for a Utility Vehicle were received that met the minimum specifications. The bid results can be found on the attached memo.

At this time, City Staff would recommend that the City Council approve the purchase of a Kubota Utility Vehicle from Morning Sun Implement in the amount of \$19,116.00.

The FY 19/20 budget had \$20,000.00 approved for this purchase.

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
Nancy Lueck, Finance Director

MEMORANDUM
December 12, 2019

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

In the FY19/20 budget, \$20,000 was approved to purchase a utility vehicle for the Soccer operations. Bids were sent out with the following results:

<u>Company</u>	<u>Make</u>	<u>Total</u>
Morning Sun Implement	Kubota	\$19,116
Kunau Implement	Kubota	\$19,758
Sinclair Tractor	John Deere	\$21,472

After reviewing the bids, I recommend that we purchase the Kubota utility vehicle from Morning Sun Implement for \$19,116. This machine was the lowest bid and met specifications. This utility vehicle will be used for maintenance tasks such as: Moving soccer goals, laying out and picking up string on soccer fields, field setup, trash pickup, dumping trash cans, dragging fields, rolling fields, etc. This vehicle will be used on a daily basis for maintenance and upkeep of the new facility.