

## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation *Richard Klimes*  
DATE: July 11, 2012  
RE: Request Approval to Purchase Cemetery Mower

## INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a mower for the Cemetery Division as requested and approved during the recent budget process.

## BACKGROUND:

The requested mower as explained by the attached memo from Les Dennis, Park Maintenance Supervisor, will replace an aged and worn out mower at the Cemetery. The old mower will be traded in on the new mower. The new mower will be zero-turn and will have a mulching deck to help prevent grass clippings from being thrown on grave stones.

## RECOMMENDATION:

Again, as the attached memo will show, the City's Purchasing Policy was used to solicit for qualified responsive and responsible vendors to submit bids as specified. We received nine (9) bids from four (4) vendors. As this time, the City Staff would recommend that the City Council approve the purchase of the Model 74915 Toro Mower from QC Power in an amount not to exceed \$7,469.00.

The FY 2012-13 Budget has \$12,000.00 approved for the purchase of this mower. The purchase savings will be used to offset the total cost of the proposed Park Maintenance Division Rotary Mower purchase.

## BACKUP INFORMATION:

1. Cemetery Mower Purchase Memo
2. Capital Purchases Memo

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

C. Les Dennis, Park Maintenance Supervisor  
Randy Moeller, Golf Course Supervisor  
Nancy Leuck, Finance Director

# MEMORANDUM

**TO:** Richard Klimes, Director of Parks and Recreation  
**FROM:** Les Dennis, Parks Maintenance Supervisor  
**DATE:** July 9, 2012  
**SUBJECT:** Cemetery Mower

During the budget preparations for the 2012-2013 budget year \$12,000 was allotted to purchase a mower for the Cemetery division. We received nine bids for the mowers from four vendors. The bids included an alternate of a trade in of a used mower. None of the mower bids meet all of the specifications requested. After review of the bid specifications and the accompanied literature for each unit we determined that these units will effectively suit our needs. The respective vendors and bids that closely meet the specifications are listed below:

<u>Vendor</u>	<u>Model</u>	<u>Bid Price</u>	<u>Trade</u>	<u>Net Total Price</u>
QC Power	74915	\$8,969	\$1,500	\$7,469
Kunau	ZG327RPA-60R	\$9,875	\$750	\$9,125
Turfwerks	IS2000	\$9,600	\$500	\$9,100
	IS3100	\$11,300	\$500	\$10,800

I recommend accepting the Bid from QC Power for \$7,469.

# MEMORANDUM

**TO:** Richard Klimes, Director of Parks and Recreation  
**FROM:** Les Dennis, Parks Maintenance Supervisor  
**DATE:** July 10, 2012  
**SUBJECT:** Capital purchases

During the budget preparations for the 2012-2013 budget year the following funds were budgeted out of the Equipment Replacement Fund. \$51,000 was allotted for the purchase of a rotary mower for Park Maintenance. \$17,000 was allotted for the purchase of a pickup. \$12,000 was allotted to purchase a mower for the Cemetery division. The following purchases are budgeted through Capital Outlay. \$2,000 was allotted for a one third shared purchase of a stump grinder and \$700 for pallet forks for the Park Maintenance division. \$24,000 was allotted for a roto-tiller for the Golf division.

As you can see by the memo's requesting purchase of these items, the rotary mower and the stump grinder bids are over budget. The following is a quick review of the funds budgeted and purchase requests;

<u>Equipment Replacement</u>	<u>Budget</u>	<u>Purchase request</u>
Rotary Mower:	\$51,000.00	\$54,531.86
Pickup:	\$17,000.00	\$17,000.00 (yet to be purchased)
Cemetery Mower:	<u>\$12,000.00</u>	<u>\$ 7,469.00</u>
	\$80,000.00	\$79,000.86
<u>Capital Outlay</u>		
Stump Grinder:	\$ 6,000.00	\$ 6,446.22
Pallet Forks:	\$ 700.00	\$ 614.08
Roto-tiller	<u>\$ 2,400.00</u>	<u>\$ 1,876.00</u>
Total:	\$ 9,100.00	\$ 8,936.30
Grand total:	\$89,100.00	\$87,937.16

We have not requested purchase of the pickup at this time but do not believe we will spend more than the budgeted amount. As you can see the overall bottom line for the equipment purchases are under the budgeted amount by \$1,162.84.