

MEMORANDUM

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

**INTRODUCTION:**

Please accept this memo and the attached information as a request for approval to purchase a mower for the Park Maintenance 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 mower that mows City Parks and the Riverfront. The mower being replaced will be transitioned to the Cemetery Division to mow large open space areas and then eventually will be used for parts.

**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 two (2) timely submitted bids. At this time, the City Staff would recommend that the City Council approve the purchase of the GM 4100-D Toro mower from MTI, Bettendorf, IA in an amount not to exceed \$54,531.86.

The FY 2012-13 Budget had \$51,000.00 approved for the purchase of this mower. The \$3,531.86 overage will be offset by the savings realized in the savings gained in the purchase of the Cemetery mower. Additionally, the fuel savings combined with the surplus property sale of a mower will make this purchase a positive operational and approved budgeted purchase.

**BACKUP INFORMATION:**

1. Rotary 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:** Rotary Mower

During the budget preparations for the 2012-2013 budget year \$51,000 was allotted to purchase a wide area rotary mower for the Park Maintenance division. We received bids for the mowers from MTI Distributing which is offering a Toro unit and Turfwerks which is offering a Jacobsen unit. The bids included an alternate of a trade in of a used out front mower. The MTI bid declined the trade option and the Turfwerks bid offered \$1,000 for the used unit. Neither mower bid is meeting all of the specifications requested. The respective vendors and bids are listed below:

<u>Vendor</u>	<u>Model</u>	<u>Bid Price</u>	<u>Trade</u>	<u>Net Total Price</u>
MTI	Groundsmaster 4100D	\$54,531.86	\$0	\$54,531.86
Turfwerks	R311T	\$53,600	\$1,000	\$52,600.00

After review of the specifications and the accompanied literature and consulting with the Soccer Division which has a similar unit, we identified two advantages for going with the MTI unit. First the MTI unit has all three decks out front which has made it significantly easier to see by reducing the amount of head movement when mowing around objects. Second an exceptional operating cost savings would be seen with the purchase of the MTI unit. The fuel consumption gallons per hour is under half of that of the Turfwerks unit. Over a 700 hour season the fuel cost savings could be as much as \$3850.35 based on current fuel pricing. Additionally we would declare the trade offer surplus property at a value of \$1,000. We would hope to cover this overage on other Capital purchases that will follow. I recommend accepting the bid from MTI for \$54,531.86.

# 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.