

## MEMORANDUM

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

## INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a Stump Grinder for the Park Maintenance Division, Golf Course Division, and the Kent Stein Park Division of the Parks and Recreation Department.

## BACKGROUND:

The requested Stump Grinder as explained by the attached memo from Les Dennis, Park Maintenance Supervisor will be used department wide to eliminate stumps that impose mowing and tripping hazards.

## 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) bids from two (2) vendors that met the requested specifications. At this time, the City Staff would recommend that the City Council approve the purchase of the SGX 60 Stump Grinder from Bobcat of Iowa City in an amount not to exceed \$6,446.22.

The FY 2012-13 Budget had \$6,000.00 approved for the purchase of this piece of equipment. There was \$2,000.00 budgeted from each of the following divisions: Golf, Park Maintenance, and Kent Stein Park.

The \$446.22 overage will be covered by the \$524.00 under budget recent purchase of the Golf Course Division Rear Mounted Roto-tiller.

## BACKUP INFORMATION:

1. Stump Grinder 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  
Nick Gow, Athletic Facilities Manager  
Nancy Leuck, Finance Director

# MEMORANDUM

**TO:** Richard Klimes, Director of Parks and Recreation  
**FROM:** Les Dennis, Parks Maintenance Supervisor  
**DATE:** July 3, 2012  
**SUBJECT:** Stump Grinder

During the budget preparations for the 2012-2013 budget year funds were identified to purchase an additional attachment for our Bobcat track loader. The funds for the Stump Grinder were spread out in three different budgets, Park Maintenance, Golf, Kent Stein each has \$2,000 for this purchase. We requested quotes from two vendors for the stump grinder. The respective vendors and quotes are listed below:

<u>Vendor</u>	<u>Model</u>	<u>Total price</u>
Bobcat of Quad Cities	SGX 60 Stump Grinder	\$6,446.32
Bobcat of Iowa City	SGX 60 Stump Grinder	\$6,446.22

We would hope to cover this overage on other Capital purchases that will follow. The quote from Bobcat of the Iowa City met all of the requested specifications for the Stump Grinder and was the lowest bid. I recommend accepting the quote from Bobcat of the Iowa City for \$7,042.06.

# 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.