

MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation *RLK*  
DATE: September 4, 2012  
RE: Request Approval to Purchase Park Maintenance Truck

**INTRODUCTION:**

Please accept this memo and the attached information as a request to approve the purchase of a truck for the Park Maintenance Division.

**BACKGROUND:**

The requested truck as explained by the attached memo from Les Dennis, Park Maintenance Supervisor will replace a truck that was worn out and disposed of in the last surplus property process. The new truck will be used to support park maintenance efforts throughout the community.

**RECOMMENDATION:**

The City's purchasing policy was used to solicit for qualified responsive and responsible vendors to submit bids as specified. We received six (6) timely submitted bids as demonstrated in the attached memo. At this time, the City staff would recommend that the City Council approve the purchase of the Silverado 1500 truck from Deery Bros. in an amount not to exceed \$16,693.00. There was \$17,000.00 approved in the budget for this truck.

**BACKUP INFORMATION:**

1. Memo from Park Maintenance Supervisor

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

# MEMORANDUM

**TO:** Richard Klimes, Director of Parks and Recreation  
**FROM:** Les Dennis, Parks Maintenance Supervisor  
**DATE:** September 4, 2012  
**SUBJECT:** Pickup Purchase

During the budget preparations for the 2012-2013 budget year \$17,000 was budgeted for the purchase of a used pickup for the Park Maintenance division. After discussions with two separate auto dealers about used pickups, they felt that we could get a competitive price for a new vehicle for the budgeted price. After requesting and receiving permission to send out bids for a new pickup, we received six responses from five vendors. The respective vendors and bids are listed below:

<u>Vendor</u>	<u>Model</u>	<u>Price</u>
Dahl Ford	F150	\$18,090.00
Green Buick GMC	Sierra 1500	\$18,208.21
Mincer Ford	F150	\$17,206.00
Krieger Motor Co .#1	Silverado	\$17,507.00
Krieger Motor Co. #2	F150	\$18,100.00
Deery Bros.	Silverado 1500	\$16,693.00

After reviewing the bid specifications all bidders met the requirements. After accounting for the two percent local preference the low bid is from Deery Brothers. At this time I am requesting to purchase a new vehicle instead of a used vehicle because of the low bid falling under the budgeted amount of \$17,000. I am requesting to approve the purchase of the pickup from Deery Brothers for \$16,693.00.