

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *JK*
DATE: July 10, 2013
RE: Request Approval to Purchase Golf Maintenance Utility Vehicle

INTRODUCTION:

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

BACKGROUND:

The Utility Vehicle as explained in the attached memo from Randy Moeller, Golf Course Supervisor will be used at the Muscatine Municipal Golf Course and will replace an aged and worn out 1990 vehicle. The old vehicle will be traded in on the new one.

RECOMMENDATION:

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

Again, as the attached memo will explain, we received four (4) bids from three (3) vendors that met the minimum specifications.

At this time, the City Staff would recommend that the City Council approve the purchase of the John Deere TX Gator from the Precision Equipment Company, Muscatine, Iowa in an amount not to exceed \$7511.31.

The FY 2013-14 Budget had \$9000.00 approved for the purchase of this piece of equipment.

BACKUP INFORMATION:

1. Utility Vehicle Purchase Memo

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

C. Randy Moeller, Golf Course Supervisor

MEMORANDUM

July 9, 2013

TO: Richard Klimes, Director of Parks and Recreation
FROM: Randy Moeller, Golf Course Supervisor
SUBJECT: Utility Vehicle Purchase for The Golf Course

Goals and Objectives:

Our goal is to acquire the equipment at the Golf Course that is needed to fulfill our duties to the best of our abilities. Subsequently, getting the best piece of equipment that meets or exceeds all of our specifications for the least amount of money. This will allow us to provide quality facilities for the public to enjoy.

Bids were sent out to three vendors with all three responding. All of the machines that were bid meet or exceed all of our specifications. The results are as follows:

<u>Company name</u>	<u>Model</u>	<u>Bid Price</u>
Precision Equipment	TX Gator	\$7511.31
Van Wall Equipment	TX Gator	\$7895.00
MTI Distributing Inc.	Toro Workman MD	\$8177.00
MTI Distributing Inc.	Toro Workman MDX	\$10,080.00

These prices all reflect the final cost to us after a trade-in of a 1990 Cushman Truckster vehicle.

The Golf Course has \$9000.00 budgeted and approved for this purchase in the FY 13-14 budget.

Therefore it is my recommendation that we purchase the John Deere TX Gator from The John Deere Company through our representing dealer who is Precision Equipment Company located in Muscatine, Iowa for \$7511.31 after trade-in.

Randy Moeller
Golf Course Supervisor