

MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation *JKL*  
DATE: July 10, 2013  
RE: Request Approval to Purchase Cemetery Truck

INTRODUCTION:

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

BACKGROUND:

The requested truck as explained by the attached memo from Les Dennis, Park Maintenance Supervisor, will replace an aged and worn out truck at the Cemetery. The old truck will be traded in on the new truck.

RECOMMENDATION:

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

We received three (3) bids that met the minimum requested specifications. The bid results are on the attached memo from Les Dennis. At this time, the City Staff would recommend that the City Council approve the purchase of the F450 Dump Truck from Mincer Ford in an amount not to exceed \$48,564.00.

The FY 2013-14 Budget had \$54,000.00 approved for the purchase of this truck.

BACKUP INFORMATION:

1. Dump Truck Purchase 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

# MEMORANDUM

**TO:** Richard Klimes, Director of Parks and Recreation  
**FROM:** Les Dennis, Parks Maintenance Supervisor  
**DATE:** July 8, 2013  
**SUBJECT:** Cemetery Dump Truck

During the budget preparations for the 2013-2014 budget year \$54,000 was allotted to purchase a Dump Truck for the Cemetery Division. We received seven bids from five vendors. The bids included an alternate of a trade in of a used Dump Truck. Three of the 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 meet the specifications are listed below:

<u>Vendor</u>	<u>Model</u>	<u>Bid Price</u>	<u>Trade</u>	<u>Net Total Price</u>
Mincer Ford	F450	\$50,214	\$1,650	\$48,564
Courtesy Ford	F450	\$52,667.80	\$1,000	\$51,667.80
Deery Bros.	F550	\$52,600	No	\$52,600

I recommend accepting the Bid from Mincer Ford to include the trade for net purchase price of \$48,564.