

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
DATE: June 30, 2011
RE: Request to Purchase – Cemetery Mini-Excavator



INTRODUCTION:

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

BACKGROUND:

The requested mini-excavator as explained in the attached memo from Les Dennis, Park Maintenance Supervisor will replace an aged and damaged small backhoe that is used to dig grave spaces and is also used to perform maintenance functions throughout the park system. Additionally, the aged and broken Park Maintenance backhoe will also be traded in on the mini-excavator.

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 three (3) timely submitted bids. At this time, the City Staff would recommend that the City Council approve the purchase of the mini-excavator from Bobcat of the Quad Cities in the amount not to exceed \$38,783.30. The City Council approved budget amount for this purchase was \$43900.00.

As this purchase is \$5116.70 under budget, we would like to apply a portion of this savings to the skid steer purchase.

BACKUP INFORMATION:

1. Memo from Park Maintenance Supervisor
2. Budget Memo February 8, 2011

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

MEMORANDUM

TO: Richard Klimes, Director of Parks and Recreation
FROM: Les Dennis, Parks Maintenance Supervisor
DATE: June 29, 2011
SUBJECT: Mini Excavator

During the budget preparations for the 2011-2012 budget year funds were identified to replace equipment out of the equipment replacement fund. The Cemetery division has a 1996 JCB backhoe approved for replacement.

After several discussions we determined that the Backhoe would be replaced with a small more mobile mini excavator. The estimated cost of the replacement including trade of the backhoe is \$43,900. As part of the bid we requested several options. Those options included trading a second backhoe from Park Maintenance. The bids from the respective vendors are listed below:

<u>Vendor</u>	<u>Model</u>	<u>Total price after trades</u>
Elder Implement	50D	\$47,900
Cemetery Backhoe trade		\$12,500
Park Maint. Backhoe trade		\$ 5,500
 Titan Machine	 CX50B	 \$56,630
Cemetery Backhoe trade		\$ 6,500
Park Maint. Backhoe trade		\$ 1,400
 Bobcat of Quad Cities	 E45	 \$38,783.30
Cemetery Backhoe trade		\$ 7,500
Park Maint. Backhoe trade		\$ 6,000

The bid from Bobcat of the Quad Cities met all of the requested specifications and was the lowest bid. I recommend excepting the bid from Bobcat of the Quad Cities for \$38,783.30.



TO: Greg Mandsager, City Administrator

FROM: Richard Klimes, Director of Parks and Recreation

DATE: February 8, 2011

SUBJECT: Equipment Purchase Request: Mini Excavator and Skid Steer

As you requested, please accept this memo as a clarification of proposed equipment to be purchased in the current budget request cycle.

Mini-Excavator

A request has been made to purchase a mini-excavator to replace a backhoe that is a 1996 unit that was purchased used in 1998 for the cemetery. The backhoe has major hydraulic issues and is not efficiently mobile enough to maneuver around the headstones. The trade value is \$16,300.

The mini-excavator is a smaller more mobile unit that will increase operational efficiencies not only in the cemetery but throughout the city operations. The current quoted purchase price is \$60,200. The unit will include a stinger/breaker for frozen ground grave space digging, extra extension arm, and two different size buckets. The net trade purchase price is \$43,900.

As requested, we did meet with Public Works staff to inquire about a joint purchase with Collection and Drainage. At this time, Mr. Hill is not interested for the following reasons: 1) Who has priority usage on shared equipment; and 2) Who pays operational/maintenance costs. He would like to investigate the total value to Collection and Drainage for a year.

The backhoe we have is in need of major repair and/or replacement as at times it does not function. A full-size backhoe is too big and cumbersome in the cemetery. Shared operational equipment usages have worked well in the past and have saved the city equipment dollars. No issues have been brought to my attention.

Skid Steer

A request has been made to purchase a skid steer to replace a 1988 unit that was handed down from Public Works. The unit is used throughout the Park system for snow removal, excavating, planting beds, ball diamond special maintenance, trail maintenance, mulch loading, sand volleyball upkeep, flood cleanup, routine riverfront dredge spoil removal, and general landscaping. The trade value of this unit is \$2,500.

The proposed new skid steer will be more efficient and dependable. The unit will have attachments such as a bucket with teeth, two different sized augers, and a trencher. The skid steer will be used throughout the Park system and will increase department efficiencies. The current quoted purchase price is \$42,500. The net trade purchase price is \$40,000.

Thank you for your time and attention to this matter. Please let me know if you have any questions.

Cc: Nick Gow, Athletic Facilities Manager
Les Dennis, Park Maintenance Supervisor
Randy Moeller, Golf Course Supervisor