

MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation *JK*  
DATE: June 30, 2011  
RE: Request to Purchase – Park Maintenance Skid Steer

**INTRODUCTION:**

Please accept this memo and the attached information as a request for approval to purchase a Skid Steer for the Park Maintenance Division as requested and approved during the recent budget process.

**BACKGROUND:**

The requested skid steer as explained in the attached memo from Les Dennis, Park Maintenance Supervisor will replace an aged unit in the Park Maintenance Division that was used Department wide. The old unit will be traded in on the new unit.

**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 skid steer from Bobcat of the Quad Cities in the amount not to exceed \$45,067.67. The City Council approved budget amount for this purchase was \$40000.00.

The funding source in the over budgeted amount of \$5067.68 needed to purchase the skid steer can be offset in the under budgeted purchase savings of \$5116.70 realized in the purchase of the mini-excavator.

**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:** Skid Steer

During the budget preparations for the 2011-2012 budget year funds were identified to replace equipment out of the equipment replacement fund. The Park Maintenance division has a 1988 Hesston skid steer approved for replacement.

The estimated cost of the replacement including trade of the skid steer is \$40,000. As part of the bid we requested several options. The bids from the respective vendors are listed below:

<u>Vendor</u>		<u>Model</u>	<u>Total price after trade</u>
Elder Implement		319D	\$47,070
Skid steer trade	\$3,200		
Titan Machine		TR270	\$48,913.59
Skid steer trade	\$500		
Bobcat of Quad Cities		T650	\$45,067.68
Skid steer trade	\$2,000		

The bid from Bobcat of the Quad Cities met all of the requested specifications and was the lowest bid. I recommend accepting the bid from Bobcat of the Quad Cities for \$45,067.68. The budget price for the two equipment items total \$83,900. The price of the mini excavator, \$38,783.30 and the price of the skid steer, \$38,962.94, total \$83,850.98.



MUSCATINE

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**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