

MEMORANDUM

TO: Gregg Mandsager, City Administrator

FROM: Richard Klimes, Director of Parks and Recreation



DATE: August 1, 2011

RE: Request Approval to Purchase – Kent Stein Park Tractor

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a tractor for Kent Stein Park as requested and approved during the recent budget process.

BACKGROUND:

The requested tractor as explained in the attached memo from Nick Gow, Athletic Facilities Manager will replace an older unit that was used for various maintenance tasks in Kent Stein Park.

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 tractor from Elder Implement, Muscatine, Iowa in the amount not to exceed \$25,826.00. The City Council approved budget amount for this purchase was \$28,000.00.

BACKUP INFORMATION:

1. Memo from Athletic Facilities Manager

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

C: Nick Gow, Athletic Facilities Manager
Randy Moeller, Golf Course Supervisor

MEMORANDUM

July 11, 2011

To: Richard Klimes, Director of Parks and Recreation
From: Nick Gow, Athletics Facilities Manager
Subject: Purchase tractor

In the FY11/12 budget, \$28,000 was approved to purchase a tractor for Kent Stein Park. Proposals were sent out to three companies with two companies meeting the specifications. The following are the proposal results including the trade-in of a John Deere AMT utility vehicle:

<u>Company</u>	<u>Total</u>
Elder Implement	\$25,826
Commercial Turf and Tractor (1)	\$27,550
Commercial Turf and Tractor (2)	\$28,850

After reviewing the proposals, I recommend that we purchase the tractor from Elder Implement. This tractor meet all specifications, offered a three-year, 2000-hour warranty on the tractor and was the lowest bid.

This tractor will be used at both the Soccer Complex and Kent Stein Park on a regular basis, and outside parks when needed. It's primary use will be to maintain the ball diamond infields, but will also be used for maintenance practices such as: aerifying, topdressing, loading mulch and ag-lime, fertilizing, field leveling, etc. It is a well versatile machine that will be used on a daily basis. Please let me know if you have any questions or need any additional information.