

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *JK*
DATE: August 29, 2011 *2*
RE: Request Approval to Purchase – Golf Course Utility Vehicle

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a utility vehicle as requested and approved during the recent budget process.

BACKGROUND:

The requested utility vehicle will be used at the Muscatine Municipal Golf Course for routine maintenance items. This vehicle replaces a vehicle that was recently sold on public auction.

RECOMMENDATION:

The attached memo from Randy Moeller, Golf Course Supervisor explains that 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 John Deere XUV 825i Gator from Elder Implement, Muscatine, Iowa in the amount of \$11,065.00.

The City Council approved budget amount for this purchase was \$10,500.00. The old vehicle the new one replaces recently sold for \$2800.00. The net budget impact of this purchase brings the overall price to \$8265.00.

BACKUP INFORMATION:

1. Memo from Golf Course Supervisor

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
August 24th, 2011

TO: Richard Klimes, Director of Parks and Recreation
FROM: Randy Moeller, Golf Course Supervisor
SUBJECT: Purchase of a utility vehicle

In the FY11/12 budget, \$10,500 was approved to purchase a utility vehicle for the Golf Course. There was originally going to be a trade in vehicle with an estimated trade-in value of \$2600.00 included with this purchase. We felt that we could get more money out of the trade-in by selling it on the City's surplus auction on the internet. We went ahead and sold the machine on the auction and received \$2800.00 for this sale. With the approved \$10,500.00 and the sale of the vehicle for \$2800.00 this purchase falls well within the approved budgeted amount. Proposals were sent out to four vendors with three of them responding.

The results are as follows:

| <u>Company</u> | <u>Total</u> |
|------------------|--------------|
| Elder Implement | \$11,065.00 |
| Turf Werks | \$22,350.00 |
| MTI Distributing | \$18,444.21 |
| Van Wall | No bid |

After reviewing all of the proposals, I recommend that we purchase a John Deere XUV 825i Gator from Elder Implement located in Muscatine, Iowa for \$11,065.00 as they submitted the lowest purchase price while meeting all specifications.

This utility vehicle will be used on a daily basis at the Golf Course. This new machine will replace an old machine that needed a new clutch that is no longer available.