

## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation  
DATE: August 29, 2011  
RE: Request Approval to Purchase – Soccer Complex 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 Soccer Complex, Kent Stein Park and as needed throughout the park system. This vehicle will replace an older piece of equipment that was already disposed of.

## RECOMMENDATION:

As the attached memo from Nick Gow, Athletic Facilities Manager explains, 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 XUV825i Gator from Elder Implement, Muscatine, Iowa in the amount of \$13,380.00. The City Council approved budget amount for this purchase was \$14,500.00.

## 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

MEMORANDUM  
August 24, 2011

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

In the Soccer Complex FY11/12 budget, \$14,500 was approved to purchase a utility vehicle. This vehicle will be used primarily at the Soccer Complex and Kent Stein Park, but will also be used on the outside parks during the winter hours. This vehicle includes a cab and a heater so that the vehicle can be used throughout the winter months to complete projects throughout the entire park system. Bids were sent out to multiple vendors with the following bid results:

<u>Company</u>	<u>Bid</u>
MTI	\$23,662
Elder Implement	\$13,380
Turfwerks	\$26,900

After reviewing the spec sheets and information supplied by the vendors, I recommend that we purchase the John Deere XUV 825i Gator from Elder Implement. They were the lowest bid and met all of the specifications.