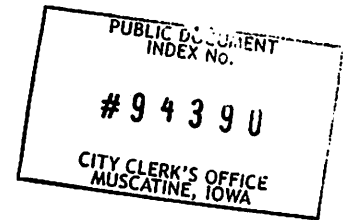


MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
RE: Request Approval to Purchase Cemetery Mower
DATE: July 15, 2018



INTRODUCTION:

Please accept this memo and the attached information as a request to purchase a mower for the Cemetery.

BACKGROUND:

The mower will replace a mower that has exceeded its useful operation. The mower will be used at Greenwood Cemetery and is equipped with the rear discharge feature.

RECOMMENDATION:

The City's Purchasing Policy was used to solicit for qualified responsive and responsible vendors to submit bids as specified.

We received four (4) quotes for zero turn mowers with the rear discharge option. The quote results are on the attached memo from the Superintendent of Parks.

At this time, City Staff would recommend that the City Council approve the purchase of a zero turn mower with rear discharge from Muscatine Lawn and Power in the amount of \$9,448.39.

The FY 18/19 budget has \$10,000.00 approved for the purchase of this mower.

BACKUP INFORMATION:

1. Division Support Memo

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

C. Nick Gow, Superintendent of Parks

MEMORANDUM
July 13, 2018

To: Richard Klimes, Director of Parks and Recreation
From: Nick Gow, Superintendent of Parks
Subject: Purchase Zero Turn Mower

In the FY18/19 budget, \$10,000 was approved to purchase a zero turn mower for the Cemetery. Below are the quotes that were received for a zero turn mower:

<u>Company</u>	<u>Total</u>
Muscatine Lawn & Power	\$9,448.39
QC Power Equipment	\$9,953
Wade's Golf & Mow	\$10,207.92
Sinclair Tractor	\$15,375.33

After reviewing the quotes, I recommend that we purchase the zero turn rear discharge mower from Muscatine Lawn & Power for \$9,448.39. This mower was the lowest quote that met all specifications.