



MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
DATE: August 15, 2014
RE: Request to Purchase Utility Vehicle

A handwritten signature in black ink, appearing to read "Richard Klimes", with a small number "3" written below it.

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a Utility Vehicle for the Soccer Complex as requested and approved during the recent budget process.

BACKGROUND:

The requested Utility Vehicle as explained in the attached memo from Nick Gow, Athletic Facilities Manager will replace an aged and worn out piece of equipment. This piece of equipment is used at the Soccer Complex, Kent Stein Park, and for trail maintenance throughout the Parks and Recreation Department.

RECOMMENDATION:

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

We received two (2) bids that met the minimum requested specifications. The bid results are in the attached memo from Nick Gow. At this time, the City Staff would recommend that the City Council approve the purchase of the Utility Vehicle from Sinclair Tractor in Muscatine in an amount not to exceed \$14,253.00.

The FY 2014-15 budget did have \$14,500.00 approved for this piece of equipment.

BACKUP INFORMATION:

1. Utility Vehicle 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, Athletic Facilities Manager

MEMORANDUM

July 30, 2014

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

In the Soccer Complex FY14/15 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. Bids were sent out to multiple vendors with the following bid results:

<u>Company</u>	<u>Bid</u>
MTI Distributing	\$20,823
Sinclair Tractor	\$14,253

After reviewing the spec sheets and information supplied by the vendors, I recommend that we purchase the John Deere XUV 825i Gator from Sinclair Tractor in the amount of \$14253. They were the lowest bid and met all of the specifications.