


MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: August 8, 2013
RE: Request Approval to Purchase a Sod Cutter

INTRODUCTION:

Please accept this memo and the attached information as request for approval to purchase a sod cutter for the Soccer Division as requested and approved during the recent budget process.

BACKGROUND:

The requested Sod Cutter as explained by the attached memo from Nick Gow, Athletic Facilities Manager will be used throughout the park system to help replace and/or repair worn and damaged turf areas.

RECOMMENDATION:

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

We received three (3) bids that met the minimum requested specifications. The bid results are on the attached memo from Nick Gow. At this time, the City Staff would recommend that the City Council approve the purchase of the Sod Cutter with the Briggs and Stratton engine from Turfwerks in the amount of \$6,300.00

The FY 2013-14 Budget had \$7,000.00 approved for this piece of equipment.

BACKUP INFORMATION:

1. Sod Cutter Purchase Memo

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

C: Nick Gow, Athletic Facilities Manager

MEMORANDUM
July 25, 2013

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

In the Soccer Complex FY13/14 budget, \$7,000 was approved to purchase a sod cutter. Quotes were received from two vendors with the following results:

<u>Company</u>	<u>Bid</u>
Turfwerks (1)	\$6,300 (Briggs & Stratton engine)
Turfwerks (2)	\$6,700 (Honda engine)
Kunau Implement	\$6,498

After reviewing the specifications sheets and information supplied by the vendors, I recommend that we purchase the Sod Cutter with the Briggs & Stratton engine from Turfwerks for \$6,300. They had the lowest quote and met all of the specifications.