

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
RE: Request Approval to Purchase Truck
DATE: May 13, 2018

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a truck for the Kent-Stein Park Division as requested and approved during the recent budget process.

BACKGROUND:

The requested truck as explained in the attached memo will be used by a Maintenance Repairperson to fix equipment throughout the Parks and Recreation Department. The proposed truck does replace one that has 104,000 miles on it.

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 on the attached memo from Nick Gow, Superintendent of Parks. At this time, the City Staff would recommend the City Council approve a purchase order to Krieger Auto Group from Muscatine in the amount of \$20,944.00 for a new 2018 Ford F150 Truck.

During the recent budget process, the department request for this truck was \$25,000.00. The approved FY 17/18 budgeted amount for this purchase was set at \$20,000.00.

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

May 3, 2018

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

In the FY17/18, \$20,000 was approved to purchase a replacement truck for Kent Stein Park. The current vehicle is a 1996 truck with 104,000 miles. This vehicle is used by our Maintenance Repairperson throughout the year to fix equipment throughout the department including: Soccer, Kent Stein, Riverfront, Park Maintenance, Aquatic Center, and Golf Course. Bids for new trucks were sent out to several companies. The following are the bid results:

<u>Company</u>	<u>Total</u>
Krieger Autogroup	\$20,944 including trade for a 2018 Ford F150
Krieger Motor Co.	\$21,156 including trade for a 2018 Chevrolet 1500

At this time, we are recommending purchasing the Ford F150 from Krieger Autogroup for \$20,944. This bid met all specifications and was the lowest bid.