

MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation   
RE: Request Approval to Purchase a Tractor and Flail Mower  
DATE: September 1, 2018

INTRODUCTION:

Please accept this memo as a request for approval to purchase a Tractor and Flail Mower.

BACKGROUND:

The requested piece of equipment is used to mow the City Right of Way areas and is used to mow additional City owned properties as needed.

RECOMMENDATION:

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

We received five (5) quotes for a tractor and flail mower that met the minimum specifications. The bid 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 tractor and flail mower from Sinclair Tractor, Muscatine, IA in the amount of \$44,990.99.

The FY 18/19 budget has \$51,000.00 approved for this purchase.

BACKUP INFORMATION:

1. Division Support Memo

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

C. Nick Gow, Superintendent of Parks

MEMORANDUM  
August 28, 2018

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

In the FY18/19 budget, \$51,000 was approved to purchase a tractor and flail mower for the Right of Way Operations. Bids were sent out with the following results:

<u>Company</u>	<u>Total</u>
Sinclair Tractor	\$44,990.99
Kunau Implement	\$46,300
Cove Equipment	\$47,265
Morning Sun Implement	\$51,100
Cove Equipment	\$55,265

After reviewing the bids, I recommend that we purchase the tractor and flail mower from Sinclair Tractor for \$44,990.99. This was the lowest bid and met all specifications.