


MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation   
DATE: December 12, 2014  
RE: Request Approval to Purchase Zero Turn Mower for Cemetery

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a Zero Turn Mower for Cemetery Division as requested and approved in the current budget.

BACKGROUND:

The requested Zero Turn Mower as explained in the attached memo from Randy Moeller, Park Maintenance Supervisor, will replace a worn out unit that no longer works. Greenwood Cemetery is an 80 acre cemetery that the Parks and Recreation Department maintains.

RECOMMENDATION:

In accordance with the City's Purchasing Policy qualified responsive and responsible vendors were solicited to submit a bid. We received eight (8) bids that met the minimum requested specifications. The bid results are on the attached memo. At this time, the City Staff would recommend that the City Council approve the purchase of the Zero Turn Mower from Sinclair Tractor, Muscatine, Iowa in the amount of \$7,760.04.

The FY 2014/15 Budget had \$9,000.00 approved for this piece of equipment.

BACKUP INFORMATION:

1. Zero Turn Mower Memo

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

C. Randy Moeller, Park Maintenance Supervisor

# MEMORANDUM

December 15, 2014

TO: Richard Klimes, Director of Parks and Recreation  
FROM: Randy Moeller, Park Maintenance Supervisor  
SUBJECT: Purchase of Zero Turn Mower for the Cemetery

In the FY 14-15 budget there is \$9000.00 approved to purchase a replacement mower for the Cemetery. Bids were sent out and made available on the internet with 8 bids being submitted.

The results are as follows:

<u>Company</u>	<u>List Price</u>	<u>Met specs</u>
Sinclair Tractor	\$7760.04	Yes
Turf Werks	\$7900.00	Yes
Kunau Implement	\$8500.00	Yes
QC Power	\$8699.00	Yes
Bobcat of the Quad Cities	\$8827.00	Yes
Muscatine Lawn and Power	\$9248.00	Yes
Bobcat of the Quad Cities	\$9931.00	Yes
Turf Werks	\$11,100.00	Yes

After reviewing all of the bid results, I recommend that we purchase the mower from Sinclair Tractor in Muscatine for \$7760.04. The mower is under the \$9000.00 that is budgeted and meets our needs and specifications.

This mower purchase will keep the Cemetery equipment current and following a rotation that will allow us to keep the grounds maintained at a high level.