

## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation *RK*  
RE: Request Approval to Purchase Park Maintenance Truck

### INTRODUCTION:

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

### BACKGROUND:

The requested truck as explained in the attached memo will be used in the Park Maintenance Division for snow removal during the winter, trailering equipment, and general maintenance throughout the year.

### RECOMMENDATION:

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

We received five (5) 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 that the City Council approve a purchase order to Krieger Motor Co. in the amount of \$32,143.00 for a 2015 Ford F250 Truck.

The FY 15/16 budget had \$35,000.00 approved for the purchase of this truck.

### BACKUP INFORMATION:

1. Truck Purchase Division 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  
July 29, 2015

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

In the FY15/16 budget, \$35,000 was approved to purchase a four-wheel drive truck with a snow removal plow for Park Maintenance. This truck will be used for snow removal during the winter, trailering equipment, helping to load and unload trash cans and general maintenance throughout the year. Bids were sent out to several companies. The following are the bid results:

<u>Company</u>	<u>Total</u>
McGrath	\$33,190.75
Deery Brothers	\$33,699
Green Buick/GMC	\$38,234.10
Kriegers (Chevrolet)	\$34,374
Kriegers (Ford)	\$32,143

After reviewing the bids, I recommend that we purchase the Ford F250 from Kriegers Ford for \$32,143. This truck met all specifications, comes with an 8' v-plow, has a tommy lift gate for lifting heavy items, and was the lowest bid.