

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *JK*
RE: Request Approval to Purchase Rotary Mower

INTRODUCTION:

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

BACKGROUND:

The requested mower as explained in the attached memo from Nick Gow, Superintendent of Parks, will replace an aged and worn out mower. Additionally, this mower will have trail grooming attachments that will allow us to maintain trails year round.

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 attached for your review. At this time, the City Staff would recommend that the City Council approve a purchase order to Kunau Implement for the purchase of a Rotary Mower in the amount of \$40,949.17.

The FY 15/16 budget had \$35,000.00 approved for the purchase of this mower. There is a cost savings of \$2,857.00 from the recommended truck purchase in this years budget that can help offset some of the overage on the mower.

BACKUP INFORMATION:

1. Rotary Mower Division Memo

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

C. Nick Gow, Superintendent of Parks

MEMORANDUM
July 30, 2015

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

In the FY15/16 budget, \$35,000 was approved to purchase a tractor with a rotary mower and broom attachments for Park Maintenance. This vehicle will be used for snow removal on the downtown sidewalks and the trails throughout the City during the winter, and will be used for mowing Weed Park and other outside parks during the growing seasons. Bids were sent out to several companies with three of the four meeting specifications. The following are the bid results with specified attachments:

<u>Company</u>	<u>Total</u>
Sinclair Tractor	\$48,781.12
MTI Distributing	\$59,569.25
Turfwerks	\$39,740 (did not meet specifications)
Kunau Implement	\$40,949.17

After reviewing the bids, I recommend that we purchase the tractor with rotary mower and broom attachments from Kunau Implement for \$40,949.17. This tractor was the lowest bid that met all specifications. There is a cost savings of \$2,857 from the purchase of the Truck out of the same budget.