

MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation  
RE: Request Approval to Purchase Used Boom Lift  
DATE: September 1, 2018



INTRODUCTION:

Please accept this memo and the attached information as a request to purchase a used boom lift for the Park Maintenance Division.

BACKGROUND:

This piece of equipment will be used department wide for tree trimmings, routine building maintenance and for maintenance on park lighting fixtures. Currently, the City does not have a piece of equipment like this and thus have been renting a unit as needed. This has not been an efficient or effective means to complete the maintenance tasks.

RECOMMENDATION:

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

We received three (3) quotes for a used boom lift with two of them meeting our requirements. 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 the used boom lift from United Rental in the amount of \$27,600.00.

As with all equipment purchases, the maintenance staff did thoroughly evaluate this piece of equipment and found it to be in good working order.

The FY 18/19 budget has \$30,000.00 approved for this purchase for the Park Maintenance Division.

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 Used Boom Lift

In the FY18/19 budget, \$30,000 was approved to purchase a used articulating boom lift for the Park Maintenance operations. Bids were sent out with the following results:

<u>Company</u>	<u>Year</u>	<u>Total</u>
United Rental	2007	\$20,740 (did not meet specifications)
United Rental	2008	\$27,600
Blue Line Rental	2018	\$76,990

After reviewing the bids, I recommend that we purchase the 2008 Genie Z-45/25 from United Rentals for \$27,600. This machine was the lowest bid that met specifications. This machine can be used throughout the City departments for a variety of tasks including: Infrastructure and roof maintenance on buildings and shelters, tree trimming and removal, maintenance on electrical repairs and light fixtures, window cleaning, painting, etc. This machine will be available for all City departments to use.