


MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation   
RE: Request Approval to Purchase Cemetery Tractor  
DATE: July 12, 2019

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a tractor for Greenwood Cemetery.

BACKGROUND:

Greenwood Cemetery is an 80-acre cemetery owned and operated by the City of Muscatine. Annually there are an average of 80 to 100 burials including cremation services. The tractor requested to purchase will replace an aged tractor that will be transitioned for less demanding maintenance needs in the park system.

RECOMMENDATION:

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

During the FY19/20 budget discussions approval was given to purchase this piece of equipment for \$42,000.00.

We received three bids that met the minimum specifications. The bid results are outlined on the attached memo from the Superintendent of Parks. At this time, City Staff would recommend the approval of a purchase order in the amount of \$44,072.32 for the purchase of this tractor from Sinclair Tractor Muscatine, Iowa.

The \$2,072.32 overage will be covered by a \$9,000.00 underage in a previous equipment purchase.

BACKUP INFORMATION:

1. Division Support Memo

Thank you for your time and consideration. Please contact me if you have any comments, questions, or concerns.

C. Nick Gow, Superintendent of Parks

**MEMORANDUM**

July 12, 2019

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

In the FY19/20 budget, \$42,000 was approved to purchase a tractor for the Cemetery operations. Bids were sent out with the following results:

<u>Company</u>	<u>Make</u>	<u>Total</u>
Kunau Implement	Kubota	\$40,836.93 (did not meet specs)
Morning Sun Implement	Masey Ferguson	\$42,000 (did not meet specs)
Sinclair Tractor	John Deere	\$44,072.32
Cove Equipment	New Holland	\$47,500
Morning Sun Implement	Kubota	\$47,800

After reviewing the bids, I recommend that we purchase the John Deere tractor from Sinclair Tractor for \$44,072.32. This machine was the lowest bid that met specifications. This tractor will be used at the Cemetery operations for a variety of tasks including: filling in graves, leveling grave spaces, pouring foundations, mulching trees, snow removal, debris removal, and spring and fall Cemetery cleanups.