

CITY OF MARIANNA
COMMISSION AGENDA MEMO
September 3, 2019

ADMINISTRATIVE STAFF REPORT

- Subject:** Purchase of a new 4WD tractor for the Public Works Department (Wastewater Division).
- Subject Background:** The Public Works Department solicited sealed bids in order to purchase a 2019 4WD tractor to be utilized for maintenance mowing at the WWTP and Sprayfield solar farms.
- Requests for bids were advertised in the Jackson County Times on two occasions as per the City's Purchasing Policy Manual requirements. One bid was received and read aloud on August 27, 2019 at 2:00PM CST.
- Detail:** One quote from Panhandle Tractor Co. (Marianna) in the amount of \$23,204.00 was submitted for a 2019 Kubota Model 4800 meeting the specification requirements. This is not a budgeted item but will be paid for by Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) Loan/Grant Agreement WW320243, using remaining contingency funds.
- A one year unlimited and five (5) year - 7500-hour powertrain warranty is provided.
- Recommendation:** I recommend to approve purchase of new tractor from Panhandle Tractor Company for \$23,204.00.
- Potential Motion:** I move to authorize approval of the purchase of new tractor from Panhandle Tractor Co. for a price not to exceed \$23,204.00.

Prepared by: Joseph Richey, Director 