City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Gerald L. Clausen, City Manager

FROM: Jack Wardell, Director of Parks & Recreation

DATE: March 24, 2016

SUBJECT: Memo to City Council – Waive Purchasing Policy #0501 – Keiser Bikes

Our biking exercise classes are popular and it is time to replace six of the current bikes. After touring several fitness areas around the Des Moines metro area and discussion with the employees, we would recommend the purchase of Keiser M3i Indoor Cycle with computer.

Push•Pedal•Pull from the Des Moines is the representative of Keiser bikes in our area. The cost of the six (6) bikes is over the $5,000 limit that requires us to take sealed bids. Below is Purchasing Policy #0501, Section 2 that addresses the purchase of equipment:

2. Equipment:

   A. All written sealed bids of $5,000 or more shall be opened simultaneously by a departmental representative with the City Clerk present, then taken to the City Council for formal approval. Purchasing of equipment with a value less than $5,000 may be telephone quotes and approved by the City Manager. In the event telephone quotes are taken and circumstances change (such as all telephone quotes are over $5,000 or the department desires to purchase additional quantities which drives the total over $5,000), the purchasing must stop and start over using sealed bids.

   B. Written sealed bids and quotes from out-of-town shall be accepted.

   C. Staff shall not seek out-of-town written sealed bids or quotes except under the following conditions:

      1. Solicitations may be sought from all State bidders.
      2. Unsolicited information received from out-of-town vendors may be used to invite those out-of-town vendors to bid when there is evidence their price may be competitive.

D. If advantages exist which would make it beneficial to the City to purchase used equipment, this policy may be waived by the Council. In such cases, Staff may negotiate a purchase price for said used equipment without dispersing a set of uniform specifications or taking written sealed bids. All such purchases exceeding $5,000 shall be approved by City Council.

E. If from the best information available, it would be advantageous to the City to negotiate a purchase price for a new piece of equipment, then the policy may be waived. All such purchases exceeding $5,000 shall first be approved by City Council.

Attached to this memorandum is the quote from Push•Peddle•Pull along with a picture of the Keiser bikes. Delivery is 4 to 6 weeks after authorization to purchase. This is a continuation of the City Council recommendation to give members value to their memberships.

RECOMMENDATION: City Council approval of waiving purchasing Policy #0501 to purchase six new Keiser M3i Indoor Cycle for the purchase price of $11,138.00 without taking sealed bids.

Purchase Recommendation

PUSH·PEDAL·PULL
the exercise equipment experts
Push Pedal Pull
ATTN: MANAGER 515-965-6050
2010 SE Delaware Ave, Ste 252
Ankeny IA 50021
Cell / Text: (515) 851-0502
lreiland@pushpedalpull.com

Prepared by: Luke Reiland

Quote Date	Quote #
3/24/2016	14670

Billing Address	Shipping Address
CITY OF CARROLL ACCOUNTS PAYABLE 716 N GRANT RD CARROLL IA 51401	CARROLL REC CENTER MCKENZIE KIGER 716 N GRANT RD. CARROLL IA 51401

Account No.	Customer Email
1900039044 CITY OF CARROLL	mkiger@ci.carroll.ia.us

Item #	MFR	MODEL	Description	Qty	MSRP	Price	Extended
76402	KEISER CO...	005506BBC	M3i BIKE - BLACK	6	1,995.00	1,699.00	10,194.00
9901		FC	FREIGHT COMMERCIAL	1		474.00	474.00
9977		DEL	DELIVERY/INSTALLATION	1		470.00	470.00

Standard Terms and Conditions:

1) 50% deposit and approve P.O. with order. Balance due upon delivery.
Send Payment To:
2306 W 41st Street
Sioux Falls, SD 57105
2) All unit prices are F.O.B. destination.
3) Prices are subject to change 30 days after the quote date.
4) There will be a 2% monthly service charge on all overdue accounts. The buyer is also responsible for any collection and/or legal fees involved in collecting past due accounts.
5) The above quotation is computed to be performed during regular business hours. Any special request by the buyer necessary to complete work will be paid by the buyer
6) Clerical errors are subject to correction.
7) Buyer agrees to promptly file claim for all goods damaged in transit.
8) There will be a 20% restocking fee on merchandise ordered but not accepted. Delivery, Set-Up, and Freight will not be refunded.
9) A Preventative Maintenance Agreement is available for all equipment.
10) Equipment lease is available with approved credit.

Subtotal $:	11,138.00
Sales Tax $:	0.00
Total $:	11,138.00

Acceptance of Proposal:

These prices, specifications, and conditions are satisfactory and are hereby accepted. I am authorized to order the equipment listed with full understanding of the payment terms.

Date:

Authorized Signature:

P.O. Number:

Print Signature:

M3 Indoor Cycle
CLOSE ✕