City of Carroll

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

MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Jack Wardell, Director of Parks & Recreation

DATE: July 31, 2018

SUBJECT: Memo to City Council – Waive Purchasing Policy #0501
Expresso Bikes – 2018

Currently, the fitness room has two Expresso bikes that are extremely popular. There is a demand for two more bikes in the room. The recommendation would be to add two more bikes on the main floor and move the current ones upstairs in an unoccupied area.

Purchases between $10,000.00 and $50,000.00

For all purchase over $10,000.00 Council approval is required. At least three documented price quotes shall be solicited. Quotes may be solicited in person, by telephone, from websites, or in writing. The process for obtaining Council approval is as follows:

1) All purchases or service contracts shall require a separate agenda item.

2) All purchases or services contracts shall be accompanied by a written recommendation from the City Manager for award.

Attached to this memorandum is the quote from Nova Fitness Equipment. Delivery is 4 to 6 weeks after authorization to purchase. This is a continuation for the City Council recommendation to give members value to their memberships.

RECOMMENDATION: City Council approval of waiving purchasing Policy #0501 to purchase two Expresso bikes for the purchase price of $11,840.00 without soliciting bids.

Nova Fitness Equipment
4511 South 119th Circle
Omaha, NE 68137

ESTIMATE

DATE	EST. NUMBER
7/23/2018	131890

BILL TO	SHIP TO
Recreation Center Attn: Accounts Payable 716 North Grant Road Carroll, IA 51401	Carroll Rec Center 716 North Grant Road Carroll, IA 51401 Attn: Jack Wardell 712.792.5400

REP	EXP. DATE
KLK	08/23/2018

ITEM	DESCRIPTION	QTY	COST	TOTAL
GO-U	IFH EXPRESSO GO UPRIGHT CYCLE | MSRP $8329	2	5,247.20	10,494.40
EL-3 HD	IFH HD 3 YEAR E-LIVE SERVICES (3 YEAR PARTS & LABOR, SOFTWARE UPDATES)	2	399.00	798.00
FREIGHT	DELIVERY/FREIGHT CHARGE	1	548.00	548.00
	Thank you for this opportunity, Kristy Kusleika, Owner 402.343.0552 or 402.676.1548 kristyk@novahelth.net			

THANK YOU FOR YOUR BUSINESS! AN INTEREST RATE OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE INVOICES.

SUBTOTAL	$11,840.40
SALES TAX (0.0%)	$0.00
TOTAL	$11,840.40

Signature (Print Name Below): _____

P.O. # _____

Phone #	Fax #

50% deposit required upon approval, Net 10 upon delivery. 3% added for credit card purchases.