



# AGENDA MEMORANDUM

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**DATE:** September 24, 2024

**TO:** Forest Preserve District Finance & Administration Committee

**FROM:** Jeremy Jensen, Director of Operations  
Benjamin Haberthur, Executive Director

**SUBJECT:** Presentation and Approval for the Purchase of One (1) Replacement Utility Cart for North Operations Division

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**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider approving the purchase of one John Deere Gator HPX615E from AHW LLC of Hampshire, Illinois for a total price of \$15,198.98.

**BACKGROUND:**

Utility cart C306, a 2008 John Deere Gator, for North Operations was approved for replacement in the FY 2024-25 budget. This utility cart has exceeded the 15-year life expectancy standard of the District's replacement program. Utility carts serve many different functions throughout the District. Smaller in size and lighter in weight, these carts efficiently transport staff and materials throughout the preserves, to support maintenance needs of both improved and natural areas. This cart will be replaced with a John Deere Gator HPX615E, a 4x4 model more adaptive to supporting prescribed burns and winter season trimming and cutting needs; as well as any operational requirements outside of improved turf areas.

We are requesting the utilization of the Sourcewell Joint Purchasing Program for this purchase. Sourcewell is a national purchasing cooperative program that completes the competitive bid process on behalf of governmental bodies. Therefore, we are authorized to utilize them for specific materials, vehicles and equipment. AHW LLC is an authorized Sourcewell vendor. The attached quotation reflects a 14% saving, or \$2,449 under MSRP through this program.

**FINANCIAL IMPACT:**

Funds totaling \$16,300 were budgeted in account 01-21-22-7020, North Operations Machinery & Equipment for the replacement of C306 in the 2024-25 fiscal year. Sufficient funds are available within account 01-21-22-7020, to cover the \$15,198.98 for the purchase of the utility cart.

**RECOMMENDATION:**

Staff is recommending to the Committee the approval of the purchase of one John Deere Gator HPX615E utility cart from AHW LLC, Hampshire, Illinois, for a total cost of \$15,198.98.

**ATTACHMENTS:**

*Quotation*