

## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation *hmk*  
DATE: February 2, 2014  
RE: Request to Approve Purchase Order for Carpet Replacement at Golf Course Club House

## INTRODUCTION:

Please accept this memo and the attached information as a request for approval of a purchase order to replace the Golf Course Club House Carpet as requested and approved during the last budget session.

## BACKGROUND:

The requested Carpeting Project as explained in the attached memo from Dan McGinn, Golf Professional is for the replacement of all the carpet at the Muscatine Municipal Golf Course Club House. The carpet is worn and stained beyond cleaning as the Club House is a high traffic center for outdoor recreation activities.

## RECOMMENDATION:

The City's Purchasing Policy was used to solicit for qualified responsive and responsible vendors to submit bids as specified. We received two (2) bids that met the minimum requested specifications. The bid results are as follows:

Price Carpeting	\$13,000.00
Carriage House Carpet One	\$13,609.98

At this time, the City Staff would recommend that the City Council approve a purchase order in the amount of \$13,000.00 to Price Carpeting from Muscatine, Iowa.

The FY 2013-14 Budget had \$12,000.00 approved for this project. As this is an Enterprise Fund, the \$1,000.00 overage will be absorbed in the Operational Approved Budget.

## BACKUP INFORMATION:

1. Club House Carpet Purchase Memo

C. Dan McGinn, Golf Professional  
Randy Moeller, Golf Course Supervisor

Memo  
January 31, 2014

**TO: Richard Klimes, Director of Parks & Recreation**  
**FROM: Dan McGinn, Golf Professional**  
**SUBJECT: Clubhouse Carpet**

On January 31<sup>st</sup>, 2014 we opened two sealed bids for the carpet replacement at the clubhouse. The bids returned were from Price Carpeting and Carriage House Carpet One, both of Muscatine. Price Carpeting's bid was \$13,000 and Carriage House Carpet One's bid was \$13,609.98. It is my recommendation that we award the project to Price Carpet. They are a reputable local vendor and can provide the services requested.

The bid price of \$13,000 is above the \$12,000 that was budgeted for the project. When you look at the wear of the current carpet and the additional damage done by the water leak in the golf shop, we feel it is necessary to replace the carpet even at the greater than budgeted cost. Following a rough season the fund balance at the golf course is very tight, however we have an additional capital purchase in the current budget for a driving range ball dispenser that could be removed to help allow for the expense. Even though we feel that a new ball dispenser will be needed in the very near future, at this time the carpet is of higher priority.