


MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation   
DATE: May 13, 2014  
RE: Request Approval of Purchase Order for the Weed Park Tennis Court Repair Project

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to issue a purchase order for the Weed Park Tennis Court Repair Project.

BACKGROUND:

The Weed Park Tennis Court Repair Project as explained in the attached memo from Les Dennis, Park Maintenance Supervisor will basically resurface and paint the four (4) older tennis courts next to MCC in Weed Park.

RECOMMENDATION:

The City's Purchasing Policy was used to solicit qualified responsive and responsible vendors to submit bids as specified. We received four (4) bids that met the minimum requested specifications. The complete bid results may be found on the attached memo. At this time, the City Staff would recommend that the City Council approve the issuance of a purchase order to Pro Track and Tennis Inc. in the amount of \$13,800.00 for the Weed Park Tennis Court Repair Project.

The FY 13/14 Approved Budget had \$23,000.00 budgeted for this project.

BACKUP INFORMATION:

1. Tennis Court Repair Project Memo

Thank you for your time and attention to this matter. Please contact me if you have any questions or concerns.

C. Les Dennis, Park Maintenance Supervisor

# MEMORANDUM

**TO:** Richard Klimes, Director of Parks and Recreation  
**FROM:** Les Dennis, Parks Maintenance Supervisor  
**DATE:** April 28, 2014  
**SUBJECT:** Tennis Court Repair Project

During the budget preparations for the 2014-2015 budget year \$23,000 was allotted in the 2014 revised budget for repairs to the four tennis courts we refer to as the MCC courts. The scope of the repairs is to remove old caulk clean joints and apply new caulk clean court surfaces add a resurfacer where needed and apply new paint to the surface. We received four bids for this project. The vendors that submitted bids are listed as follows:

<u>Vendor</u>	<u>Bid Price</u>
Pro Track and Tennis Inc.	\$13,800
A1A Sandblasting	\$15,200
Tennis Courts Unlimited	\$21,995
Illowa Asphalt and Pavement Maintenance	\$25,320

After review of the bid documents and the accompanied literature I recommend excepting the bid from Pro Track and Tennis Inc. for \$13,800.