

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
DATE: August 15, 2014

RE: Request Approval of Purchase Order for the Phase I – Waterslide Restoration and Maintenance Project

INTRODUCTION:

Please accept this memo as a request for the Muscatine City Council to approve a Purchase Order for the Phase I – Waterslide Restoration and Maintenance Project as requested and approved in the FY 2013-14 Swimming Pools Budget.

BACKGROUND:

The requested service as detailed in the attached Project Request for Proposal is to provide a high level restoration and maintenance to the five (5) water slides at the Muscatine Aquatic Center. The facility is in its tenth year of operation and this maintenance task is necessary in order to keep long term high maintenance costs down.

RECOMMENDATION:

The City's Purchasing Policy was used to solicit for qualified responsive and responsible vendors to submit proposals as requested.

A total of seven (7) proposals were sent out to perspective vendors. We received one (1) proposal back from SlideCare LLC in the amount of \$11,035.00. Reference checks were conducted and the vendors Certificate of Insurance is on file.

At this time, the City Staff would recommend that the City Council approve a purchase order in the amount of \$11,035.00 to SlideCare LLC from Avon, OH for the Phase I – Waterslide Restoration and Maintenance Project.

The FY 2013-14 budget had \$31,000.00 approved for this project.

BACKUP INFORMATION:

1. Project Request for Proposal

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

C. Lily Wellenstein, Program Supervisor
Les Dennis, Park Maintenance Supervisor

**Muscatine Parks and Recreation Department
Request for Proposal
Phase I – Waterslide Restoration and Maintenance Project**

The City of Muscatine and the Muscatine Parks and Recreation Department is now soliciting a Request for Proposal for professional services for the “Phase I – Waterslide Restoration and Maintenance Project” to be located in Weed Park in Muscatine, Iowa.

The services requested include but are not limited to the following: Interior water slide maintenance to five (5) fiberglass aquatic center slides.

If you are interested in submitting a proposal, complete the attached form and return it in an envelope clearly marked “Phase I – Waterslide Restoration and Maintenance Project” to:

**City of Muscatine – Finance Department
215 Sycamore Street – City Hall
Muscatine, IA 52761**

All proposals must be received in the Finance Department by 2:00 p.m. on Friday, August 15, 2014. Late proposals will be returned unopened.

The City of Muscatine reserves the right to reject any and all proposals deemed to not be in the best interest of the City. The “Scope of Services” shall be construed as minimum requirements of the Request for Proposal. Any and all alternatives and/or alterations will not be accepted unless approved in writing by the City. The attached submittal form(s) must be completed in detail.

Thank you for your time and attention to this process. Please contact the Muscatine Parks and Recreation Department at (563) 263-0241 if you have any questions.

Sincerely,



Richard Klimes
Director of Parks and Recreation
City of Muscatine

**Muscatine Parks and Recreation Department
Scope of Services
Phase I – Waterslide Restoration and Maintenance Project**

Submittal Requirements:

All proposals should contain the following information and any other information deemed pertinent to adequately represent the Vendor.

1. Examples and a brief summary of comparable projects including recent clients to be contacted for references.
2. Qualifications of key professional and technical staff including their availability on the project.
3. Qualifications and availability if needed of any sub-contracted professional and technical staff.
4. Designation of the project manager who will be the key contact person.
5. Provide an estimated timeline to complete the requested professional services.
6. Provide not-to-exceed itemized costs to complete the required services.

Requested Project Services:

- a. Perform interior restoration and maintenance to the five (5) main waterslides at the Muscatine Aquatic Center. The slides are eleven years old and are as follows:
 1. Two (2) tube drop slides, 32" opening, and 19' long
 2. Family slide, 8' wide, and 36' long
 3. Open flume slide, 42" opening, and 137' long
 4. Enclosed slide, 32" opening, and 140' long
- b. Repair any chips, scratches, weak areas, or other substantial interior blemishes.
- c. Re-caulk of all slide seams using either sikaflex 291 or 3M 4200
- d. Cleaning and polishing of interior gelcoat.

Deadline for Submission:

Date: August 15, 2014
Time: 2:00 P.M.
Location: Muscatine City Hall
Finance Department
C/O Phase I – Waterslide Restoration and Maintenance Project
215 Sycamore Street
Muscatine, Iowa 52761
Contact: Mr. Richard Klimes
Director of Parks and Recreation
563-263-0241

Muscatine Parks and Recreation Department
Submittal Form
Phase I – Waterslide Restoration and Maintenance Project

1. Interior slide maintenance – Main Tower Slide (32/42 slides) \$ _____
2. Interior slide maintenance – Family Slide \$ _____
3. Interior slide maintenance – Drop Slides \$ _____
4. If awarded this project, when would you expect to be on site and how long will it take to complete the project? _____
5. Please provide three (3) business references that the City of Muscatine may contact:
 1. _____
 2. _____
 3. _____

Name of Organization: _____

Address: _____

Phone Number: _____

Contact Person: _____

Authorized Signature: _____

Date: _____

All proposals must be received by August 15, 2014 at 2:00 P.M.