

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
RE: Request Approval for Purchase Order to Paint Building Roofs at Soccer Complex

INTRODUCTION:

Please accept this memo and the attached information as a request to issue a purchase order to paint the roofs at the Muscatine Soccer Complex.

BACKGROUND:

The requested project as explained in the attached memo will be to paint the rusting standing metal seam building roofs at the Muscatine Soccer Complex. These buildings were installed when the soccer complex was built in 1992-1993.

RECOMMENDATION:

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

We received one (1) bid that met the minimum requested specifications. The bid results are on the attached memo from Nick Gow, Superintendent of Parks. At this time, the city staff would recommend that the City Council approve a purchase order to Terry and Sons Painting from Muscatine, Iowa, in the amount of \$25,550.00 for the building painting project at the Muscatine Soccer Complex.

The FY 14/15 budget had \$24,000.00 approved for this project. This project was requested and approved to be carried forward to the FY 15/16 operating year. A \$300.00 portion of the project cost overage will be covered by recent savings in current operating year capital purchases.

BACKUP INFORMATION:

1. Division Support Memo

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

C. Nick Gow, Superintendent of Parks

MEMORANDUM
September 10, 2015

To: Richard Klimes, Director of Parks and Recreation
From: Nick Gow, Superintendent of Parks
Subject: Roof painting at the Muscatine Soccer Complex

In the FY14/15 budget, \$24,000 was approved to repaint the roofs at the Muscatine Soccer Complex. The project was not completed prior to the end of the FY14/15, so funds were carried forward to the current FY15/16. The paint on the roofs of the Administration building, the Maintenance building and the two shelters are beginning to peel and rust. Bids were sent out to several companies with only one vendor bidding on the project. The following is the bid result:

<u>Company</u>	<u>Total</u>
Terry and Sons Painting	\$25,550.00

At this time, I would recommend that we approve the proposal from Terry and Sons Painting in the amount of \$25,550.