

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
DATE: July 12, 2012
RE: Request Approval to Purchase Park Shelter



INTRODUCTION:

Please accept this memo and the attached information as a request for approval to purchase a Park Shelter to replace the Lagoon Shelter in Weed Park.

BACKGROUND:

The requested shelter will replace the aged and deteriorated Lagoon shelter in Weed Park. A recent Leadership Muscatine Group identified the “Lagoon Shelter Replacement Project” as their project for the community. The group worked with City Staff to develop a plan and to raise the money for a complete shelter replacement.

RECOMMENDATION:

The attached memo from Les Dennis, Park Maintenance Supervisor, will show that 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 from two (2) vendors that met the requested specifications. At this time, the City Staff would recommend that the City Council approve the purchase of the Poligon Shelter SQR-30MR from Poligon in an amount not to exceed \$17,430.80.

The total estimated cost for the “Lagoon Shelter Project” is \$22,000.00 which includes a new shelter, utility connection, and concrete base.

The Leadership Muscatine Group raised the \$22,000.00 from the following organizations: Monsanto \$9,000.00, Kent Corporation \$5,000.00, Community Foundation \$3,000.00, Central State Bank \$3,000.00, and the Muscatine Rotary Club \$2,000.00.

BACKUP INFORMATION:

1. Shelter Purchase Memo

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

C. Les Dennis, Park Maintenance Supervisor
Nancy Leuck, Finance Director

MEMORANDUM

TO: Richard Klimes, Director of Parks and Recreation

FROM: Les Dennis, Parks Maintenance Supervisor

DATE: July 12, 2012

SUBJECT: Park Shelter Purchase

As part of the Leadership Muscatine project to replace the Lagoon shelter we needed to solicit bids for the new shelter structure. We requested quotes from three vendors and received two responses. The respective vendors and quotes are listed below:

<u>Vendor</u>	<u>Model</u>	<u>Total price</u>
Poligon c/o Rex Allen	SQR-30MR	\$17,430.80
Boland Recreation	SQ-30-SW	\$20,739.00

I recommend accepting the quote from Poligon for \$17,430.80.