

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *RK*
DATE: August 10, 2012
RE: Request Approval to Issue Purchase Order for Soccer Drainage Improvement Project

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to issue a purchase order for the Soccer Complex Drainage Improvement Project.

BACKGROUND:

The requested improvement project will help improve the drainage of the Soccer Complex Phase II area around fields #7 and #8. The poor drainage has negatively affected the field quality and the safe playability of the turf areas.

RECOMMENDATION:

The attached memo from Nick Gow, Athletic Facilities Manager, 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 order for the Soccer Complex Drainage Improvement Project to C.R. Landscaping from Muscatine, in the amount of \$14,876.95.

The FY 2012-13 Budget had \$15,000.00 approved for this project.

BACKUP INFORMATION:

1. Athletic Facilities Manager 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, Athletic Facilities Manager

MEMORANDUM

August 10, 2012

To: Richard Klimes, Director of Parks and Recreation
From: Nick Gow, Athletics Facilities Manager
Subject: Approve Purchase Order for Drainage Improvement

In the Soccer Complex FY 12/13 budget, \$15,000 was approved to install a drainage system around perimeter of Phase II of the Soccer Complex. The installation of a drainage system will help to avoid standing water around the perimeters of Fields 7 &8, and help to improve the overall drainage in the Phase II area. Bids were sent out to multiple vendors with the following bid results:

<u>Company</u>	<u>Bid</u>
CR Landscape	\$14,876.95
Kellor & Kellor Landscape	\$16,324

After reviewing the specification sheets and information supplied by the vendors, I recommend that we approve a purchase order for Drainage Improvement to CR Landscape in the amount of \$14,867.95. They were the lowest bid and met all specifications.