

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
DATE: September 13, 2013
RE: Request Approval of Purchase Order for Kent Stein Park Fence Repairs

INTRODUCTION:

Please accept this memo and the attached information as a request for approval to issue a purchase order for Kent Stein Park select fence repairs.

BACKGROUND:

The Kent Stein Park fence repairs as explained in the attached memo from Nick Gow, Athletic Facilities Manager will repair worn and damaged baseball/softball fences that are presenting safety concerns.

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 and the itemized project reductions are on the attached memo. At this time, the City Staff would recommend that the City Council approve the issuance of a purchase order to C.R. Landscape from Muscatine, Iowa in the amount of \$29,946.00

The FY 13/14 Approved Budget had \$30,000.00 budgeted for this project.

BACKUP INFORMATION:

1. Fence Repair Memo

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

C: Nick Gow, Athletic Facilities Manager

MEMORANDUM
September 13, 2013

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

In the Kent Stein FY13/14 budget, \$30,000 was approved to repair ball diamond fences at Kent Stein Park. The repairs to the fences will create a safer facility for players and fans. Bids were sent out to multiple vendors with the following bid result:

<u>Company</u>	<u>Bid</u>
CR Landscape	\$32,710 (for all repairs)

In the bid sent out to the vendors, we itemized each repair needed throughout the park and asked for a cost to fix each repair. Staff has reviewed the bid from CR Landscape and we have selected the highest priority items that need repaired and fall within the \$30,000 budget. The following three items that were bid on will be completed in house by City staff:

1. Replace first 10' of outfield corners with 6 gauge fabric on diamond #1 (\$585)
2. Replace first 10' of outfield corners with 6 gauge fabric on diamond #14 (\$547)
3. Replace 6' fabric with 7' fabric on 1st and 3rd base lines on diamond #14 (\$1,632)

After reviewing the specification sheet from CR Landscape, I recommend that we approve a purchase order for \$29,946 to repair the highest priority fence repairs.