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**Public Works**

**City Transit**  
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MEMORANDUM

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

TO: Gregg Mandsager, CITY ADMINISTRATOR

FROM: Brian Stineman, PUBLIC WORKS DIRECTOR

SUBJECT: Request to Issue Purchase Order for New Library Tree & Flower Bed Maintenance

DATE: August 14, 2017

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INTRODUCTION:

The Building and Grounds Division of Public Works has been tasked with maintaining the new library building to the level provided previously by HNI.

BACKGROUND:

Quotes for a yearly maintenance contract for the trees and flower beds were requested and two were received. One from JNB Enterprises for \$7,661 and one from EIA Landscaping for \$6,550. There is \$11,300 available in the "Other Nursery Services" budget line for this purpose.

RECOMMENDATION/RATIONALE:

Staff requests the approval of this contract and issuance of a purchase order to EIA Landscaping in the amount of \$6,550.

BACKUP INFORMATION:

N/A