

MEMORANDUM

TO: Greg Jenkins, Interim City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: Thursday, March 26, 2020
SUBJECT: Request Approval to Issue a Purchase Order for Soccer Complex Expansion Area Fence Project

INTRODUCTION:

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

BACKGROUND:

The Soccer Complex Expansion Area is located on Houser Street West of the Muscatine Soccer Complex. The need for a fence was identified during the past City Council budget process to help protect the newly developed four (4) lighted soccer fields from vehicular traffic.

RECOMMENDATION:

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

The attached memo from the Division Supervisor shows the bid results for this requested service.

At this time, City Staff would recommend that the City Council approve a purchase order in the amount of \$28,580.00 to Sampson Fence for the installation of the fence as specified for the Soccer Complex Expansion Area.

The FY 19/20 budget has \$76,000.00 approved for this project.

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
March 26, 2020

To: Richard Klimes, Director of Parks and Recreation
From: Nick Gow, Superintendent of Parks
Subject: Approve Purchase Order for Soccer Complex Fence Project

In the FY19/20 budget, \$76,000 was approved to install a fence at the Houser Expansion site. A bid was sent out for the installation of a 5' fence with the following bid results:

<u>Company</u>	<u>Total</u>
Sampson Fence	\$28,580
D&N Fence	\$29,900
Lovewell Fence	\$33,300
CR Landscape	\$40,757
Century Fence	\$41,175
American Fence	\$43,040

After reviewing the bids, the City staff would request approval from the Muscatine City Council to issue a purchase order to Sampson Fence for \$28,580 for the installation of a 5' fence on the East and North sides of the Houser Expansion property. The fence project will also include three walk in entrances, and maintenance entrance and fencing put around the electrical transformer and pedestal located on the property. Sampson Fence was the lowest bid that met all specifications in the scope of services.