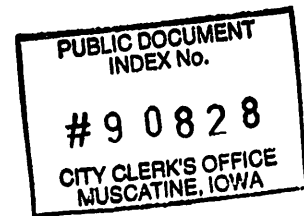


MEMORANDUM
May 17, 2009



TO: A.J. Johnson, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation
SUBJECT: Request Approval of Purchase Order for West Shelter

Please accept this memo and the attached information as a request for approval of a purchase order to replace the summer of 2009 windstorm damaged shelter located on the west side of Weed Park.

This shelter project will consist of the following two phases which will include the purchase of a shelter and the construction of a concrete pad for the shelter to sit on. The concrete pad will be a separate purchase order than the actual shelter. Bids were solicited for and received per the City's Purchasing Policy for the shelter and are as follows:

Boland Recreation	\$12,585.00
Premier Recreation	\$9,490.00

This project was approved in the amount of \$12,000.00 in the last budget cycle. The City staff is confident that the cost of the shelter and the cost of the concrete pad combined will come in under the approved budgeted amount.

At this time the City staff would request that the Muscatine City Council approve a purchase order in the amount of \$9490.00 to Premier Recreation for a park shelter to be placed in Weed Park.

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

C: Les Dennis, Parks Maintenance Supervisor

Attach:

MEMORANDUM

TO: Richard Klimes, Director of Parks and Recreation
FROM: Les Dennis, Parks Maintenance Supervisor
DATE: May 19, 2009
SUBJECT: West Shelter Replacement

During the storm of last summer a tree fell on the West shelter. The City's insurance carrier has made payment of our claim. We have discussed with council and amended the budget to pay the remaining portion of the costs. We have since determined and approved by the Recreation Advisory Commission that we relocate the shelter to make it more accessible, and make it easier to add electricity to the shelter. At this time we are ready to move forward with this project budgeted at \$12,000 for the shelter and concrete pad. I have received two quotes for shelters, they are as follows;

Boland Recreation	\$12,585
Premier Recreation	\$ 9,490

At this time I recommend purchasing the shelter from Premier Recreation for \$9,490.