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**Public Works**

**City Transit**  
263-8152

MEMORANDUM

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

To: Brian Stineman, Public Works Director  
CC: Gregg Mandsager, City Administrator  
FROM: Stan O'Brien  
DATE: August 12th 2019  
RE: Request to issue a purchase order for sealing the fire dept. patio

**INTRODUCTION:**

The Public Works Building & Grounds Division has budgeted to do have the fire dept. porch cleaned, coated, and sealed

**BACKGROUND:**

The Public Works Department requested quotes from three contractors. The quotes are Terry and Sons for \$7,300 Northwest Restoration \$8,780 and Thermal-Chem never received a quote.

**RECOMMENDATION/RATIONALE:**

Staff recommends approving a purchase order to Terry and Sons in the amount of \$7,300 for the fire dept porch sealing. There is \$9,219 budgeted in the Building & Grounds Deferred Maintenance Budget for these upgrades..