

MEMORANDUM
April 13, 2007



TO: A.J. Johnson, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
SUBJECT: Cemetery Columbarium Installation and Concrete Work

Please accept this memo and the attached information as a request for approval of a purchase order for the installation and concrete work for the Greenwood Cemetery Columbarium.

Price quotes were received from three vendors for this project. The lowest quote was from Iowa Memorial Granite Company in the amount of \$8500.00. The total price includes complete installation of the columbarium and concrete work for the area. The quotes received are as follows:

- | | |
|------------------------------|-------------|
| 1. Muscatine Bridge | \$10,500.00 |
| 2. Iowa Memorial Granite Co. | \$8,500.00 |
| 3. C&C Contractors | Partial Bid |

The total budget for this project is \$34,000.00 which included the purchase and delivery of the unit, installation, and concrete work, and landscaping. With two of the three before mentioned components procured, we anticipate that this project will come in under budget.

At this time staff would request that the Muscatine City Council approve a purchase order to Iowa Memorial Granite Co. in the amount of \$8,500.00 for the installation and concrete work for the Greenwood Cemetery Columbarium.

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

C: Les Dennis, Park Maintenance Supervisor

MEMORANDUM

TO: Richard Klimes, Director of Parks and Recreation
FROM: Les Dennis, Parks Maintenance Supervisor
DATE: April 5, 2007
SUBJECT: Cemetery Columbarium

I have received three bids for the cement work and installation of the Columbarium. The first bid is from Muscatine Bridge in the amount of \$10,050. The second bid is from Iowa Memorial Granite Company in the amount of \$8,500. C&C Contractors submitted the third bid for \$6,788.84 for concrete work only; C&C does not want to do the installation of the Columbarium.

At this time I recommend Iowa memorial Granite Company for the concrete work and installation of the Columbarium for \$8,500.