

# Memorandum



**Date:** August 11<sup>th</sup>, 2016

**To:** Gary Hartfield, Division Director, Small Business Development Division  
Internal Services Department

**From:** Katherine Naranjo, Manager, Contracts Administration  
Parks, Recreation and Open Spaces Department

**Subject:** Ojus Park – Shade Structure – Project #149734

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We respectfully request that you consider our recommendation for a SBE-Cons No-Measure.

#### General Descriptions of Work:

The scope includes the partial demolition and replacement of existing concrete flatwork, to accommodate new foundations. The existing play structures will remain, but their respective shade canopies will be removed and the supporting poles cut down in height, per the plans.

Project Estimate: \$ 90,658.81

#### Project Criteria:

This project contains Federal Grant monies that require the following:

- Open and competitive bidding
- No State or Local Government Geographical Preferences

An analysis of the SBE-Cons Program Ordinance 97-52, amended and I.O 3-22 has been conducted and the Department suggests a SBE-Cons **No-Measure** due to the Federal requirements contained in the funding guidelines. The Department further suggests using the 7360 contract to be able to conform to Federal requirements.

Thank you in advance for your cooperation.