

Memorandum



Date: March 3, 2016

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

From: Joanne Menoher Case, Special Projects Administrator
Parks, Recreation and Open Spaces Department

Subject: Arch Creek Park – Chickee Hut/Shade Structure and Slab Replacement –
Project #143761

Joanne Menoher Case

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

General Descriptions of Work:

Furnish all labor, equipment and materials required to: Perform complete Chickee Hut Shelter/Shade Structure build and installation including the removal and replacement of existing concrete pad and attached walkway.

Estimated Value: \$64,325.00

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 CSBE Program Ordinance 97-52, amended and I.O 3-22 has been conducted and the Department suggests a CSBE **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.