

# Memorandum



**Date:** May 13, 2020

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

**From:** Monique Perez Medina, Contracts Administrator  
Parks, Recreation and Open Spaces Department

**Subject:** Arcola Lakes – Bioretention Area – Project # 31110618001

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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: Construct a bioswale, adjacent porous paving, weir, and signage.

Estimated Value: \$105,350.00

#### Project Criteria:

This project contains Federal Grant monies that require the following:

- Open and competitive bidding
- 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.