City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager MTP-W

FROM: Jack Wardell, Director of Parks & Recreation JW

DATE: November 07, 2018

SUBJECT: Waive Purchasing Policy #501 - Golf Course Patio Cover

City staff has had suggestions for a more permanent patio cover on the east side of the golf course clubhouse. J. Schon Construction has provided a quote to build a covered structure that will tie in very nicely to the club house. This project will require the removal of a tree on the south east corner of the clubhouse that should be removed because of the proximity to the clubhouse.

Attached to this memorandum is the quote of J. Schon Construction for building materials for the project. Most of the labor is being donated in honor of John "Foots" Clausen. John passed away this past July. The total project cost is $16,800.00.

Purchases between $10,000 and $50,000

For all purchases over $10,000, Council approval is required. At least three documented price quotes shall be solicited. Quotes may be solicited in person, by telephone, from websites, or in writing. The process for obtaining Council approval is as follows:

1. *All purchases or service contracts shall require a separate agenda item.*
2. *All purchases or service contracts shall be accompanied by a written recommendation from the City Manager for award.*

The family of John Clausen would like to donate to this project and the golf course personnel and city staff would like to recognize John by putting a nice plaque on one of the concrete covered posts.

Funding sources:

John Clausen Memorial	$5,000.00
MET Committee	$2,500.00
Golf Tournament Proceeds	TBD
City of Carroll	Up to $9,300*

The Golf Course General Fund Account Capital Equipment Replacement line has a budget of $50,000.00. This line item was for a greens mower. The city received bids for purchasing the greens mower and the low bid was $37,349. There is $12,651 available that we are requesting to allocate up to $9,300 from this line item for the project.

RECOMENDATION: For the Mayor and City Council to waive Purchasing Policy No. 501 and to allocate up to $9,300 from the general fund to help fund the patio cover at the Carroll Municipal Golf Course.

J SCHON CONSTRUCTION

HOME: 712-792-8934 CELL: 712-830-5110

FOR: CARROLL MUNI GOLF DATE: 9/11/2018

CARROLL, IA 51401

DESCRIPTION: NEW PATIO ROOF COVER W/ PERGOLA CONNECTING NEW WITH EXISTING CLUBHOUSE ROOF

QTY	DESCRIPTION	PRICE	AMOUNT
	16' X 32' GABLE ROOF COVER		$16,800.00
	* SIX POSTS WRAPPED WITH CONCRETE COLORED BLOCK		
	* MATCHING ROOF, SOFFIT, FASCIA, GUTTER WITH CLUBHOUSE		
	* INTERIOR CEILING-ALUM SOFFIT PANELS		
	* 2 X 12 PERGOLA BOARDS CONNECTING THE TWO ROOFS		
	AS PRICES CONTINUE TO INCREASE, THESE PRICES ARE SUBJECT TO CHANGES IN MARKET PRICING.		
	A DOWNPAYMENT MAY BE REQUIRED TO PURCHASE PRODUCTS IN ADVANCE		
	JARED SCHON	CUSTOMER REPRESENTATIVE	
	PLEASE SIGN BOTH COPIES AND RETURN ONE WITH DOWNPAYMENT.		
	THANK YOU!	JARED SCHON	

JARED SCHON CONSTRUCTION
2728 SKYLINE DRIVE
CARROLL, IA 51401

COLOR	

QUOTE