Title of Bid: Poligon Shelters - Missouri Bluffs

Dept.: Parks and Recreation  Contact Person: Ryan Graham  Ext.: 7536

Description (product/service, justification and use):

These shelters are being purchased through government purchasing cooperative pricing (Contract number 030117-PPC) through Sourcewell. Hutchinson Recreation in Lake St. Louis is the sole Poligon Shelter sales representative/installer in our area.

Pricing was received for two Poligon REK 24x44 shelters. In an effort to open the park and facilitate public use, these shelters will be used as part of the new park development planned for the Missouri Bluffs Park. The size of these shelters will be able to accommodate up to 100 individuals.

Pricing includes purchasing of two Poligon REK 24x44 structures, freight, and installation.

This purchase of two Poligon REK 24x44 shelters is being acquired as part of the Parks Capital Budget which was approved in August 2019 and as part of the 2020 County Budget in December 2020. The total cost to purchase this shelter system and install it on site is $131,580.00.

Award to: Hutchinson Recreation and Design  Location: 1000 Edgewater Pt Ste 101 Lake St. Louis, Mo 63366

Price: $131,580.00  Contract term (if applicable):

Bid opening held on:  Opened by: 

Account number to be charged for purchase: 2453300-47398

If bid was not awarded to lowest bidder, please explain:

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:
FORMAL BID – REQUEST FOR APPROVAL

Additional Bids Received

The following additional bids were received:

Vendor: ___________________________ Location: ___________________________
Meets all specifications: □ Yes □ No
Price: ___________________________

Vendor: ___________________________ Location: ___________________________
Meets all specifications: □ Yes □ No
Price: ___________________________

Vendor: ___________________________ Location: ___________________________
Meets all specifications: □ Yes □ No
Price: ___________________________

Vendor: ___________________________ Location: ___________________________
Meets all specifications: □ Yes □ No
Price: ___________________________

Vendor: ___________________________ Location: ___________________________
Meets all specifications: □ Yes □ No
Price: ___________________________

Vendor: ___________________________ Location: ___________________________
Meets all specifications: □ Yes □ No
Price: ___________________________

For each vendor that doesn’t meet specifications, please explain why:

Vendor: ___________________________
Vendor: ___________________________

☐ Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

8/17/2020
8/18/2020

BELIEVE ONLY TO BE COMPLETED FOR BIDS AT LEAST $15,000 AND LESS THAN $50,000. See instructions at the top of pg. 1.
To: Saint Charles County Council  
From: Ryan Graham, Director of Parks  
Date: 8/17/2020  
Re: Missouri Bluffs Shelters.

For your consideration is a Request for Approval for the purchase of two Poligon Shelters. These shelters are being purchased through government purchasing cooperative pricing (Contract number 030117-PPC) through Sourcwell. Hutchinson Recreation in Lake St. Louis is the sole Poligon Shelter sales representative/installer in our area.

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Please let me know if you have any questions, concerns or would like to discuss further.

Thank you,

Ryan Graham  
Director of Parks