

# MEMO

PARKS, RECREATION  
& GOLF

**To:** BRIAN MCBROOM, CITY MANAGER

ROGER TINKLENBERG, DEPUTY CITY MANAGER *RT*

**From:** TONY JARAMILLO FOR

CAROLYN KEITH, PARKS, RECREATION, & GOLF DIRECTOR *ck*

**Subject:** COLLABORATIVE PURCHASE JUSTIFICATION - LANDSCAPE STRUCTURES INC.

**Date:** FEBRUARY 11, 2020

---

Attached is a Collaborative Purchase Justification for City Manager's signature.

Landscape Structures, Inc. has been selected through collaborative purchase to supply the Parks Division with Playground Equipment for Veteran's Memorial Park for the following reasons:

- Landscape Structures, Inc. has a current Sourcewell Bid #030117-LSI
- Using this bid will allow for a cost savings of \$37,268.00

Funding Source – 395-16-750-040

Contact Carolyn with questions.

Return to David M/PRG





## Purchasing Justification Form

### **Collaborative Purchasing Justification**

(Complete the appropriate section below and attach additional pages as needed.)

Procurement Description: Playground Equipment for Veterans Memorial Park Project

Vendor: Landscape Structures Inc. Contract Length: Less than 1 year Cost: \$452,653.64

Responsible Dept. / Div.: Parks, Recreation, Golf Parks

Author: Tony Jaramillo, Parks Capital Projects Manager

---

#### **Single Response**

Type of solicitation: Select Method.

Provided detailed justification for not re-soliciting (considering price, quality, time, availability of other vendors, etc.): Why is using this vendor in the best interest of the city? Is the price/proposal fair and reasonable?

---

#### **Sole Source**

Is this Sole Source due to ☐ product or ☐ product source?

Provide justification for using this vendor: Explain why the goods/services cannot be obtained through competitive solicitation.

---

#### **Collaborative Purchasing**

Agency: Landscape Structures Inc. – Sourcewell Base Contract Expiration Date: 4/14/2021  
#030117-LSI

Primary Contract/Project Name/Number: Veteran's Memorial Park, Project #PRG-2019-P003

---

#### **Approvals**

(City Manager must approve Sole Source Procurements. Other approvals are required based on contract amount.)

Division Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

---

Received by FD: \_\_\_\_\_ Date: \_\_\_\_\_