

# Memo

**To:** Kennie Hobbs, Jr., Assistant City Manager/Finance Director

**From:** Julie Brown, Operations Administrator

**Cc:** Kentrea White, Purchasing Agent II

**Date:** July 1, 2019

**Re:** RFP (West Ken Lark Park)

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It is the policy of the Purchasing Division to advertise all bids on the website, in the newspaper, on DemandStar and through Constant Contact. Also, staff sends all bids to the Chamber of Commerce.

As it pertains to advertising for RFP # 2019-042, this is the fourth publication of this bid by the City. The RFP was sent out to more than 200 vendors through Constant Contact, and 3,000 vendors that are registered through DemandStar. In addition, staff sent the advertisement to various local and minority vendors such as Roofing & Construction Supply, Tommie B. Butts, Jr. Enterprises, Nexus Construction and Bejar Construction. Nevertheless, this bid yielded only one respondent, West Construction.

Finally, with regards to the projected renovations at West Ken Lark Park, the construction of a competition track was included in the bid received as an add alternate, thus the overall price for the total project will not exceed the \$2.6 Million budget. However, an additional \$90,000 will be needed for the replacement of the roof.