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# Memorandum

**To:** Parks & Recreation Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management

**Date:** 05/22/14

**Re:** Action: Award playground equipment purchase and installation at Hoover Park to “Minnesota/Wisconsin Playground” for a contract total not to exceed \$21,235.67.

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The 2014 Parks, Recreation and Facilities Management Department Capital Projects Fund includes \$90,000 to purchase and install new playground equipment and also provide ADA access to city park playgrounds. After weighing such factors as age, appearance, repair costs, and current trends of play, staff determined a need to add a 2-5 year old age category play structure at Hoover Park. The Parks and Recreation Committee and Council previously approved the purchase and installation of a play structure at Woodland Park for \$45,125. The remainder of the funds will be used for accessible concrete sidewalks to the play equipment at Hoover Park.

Three playground equipment firms responded to Requests for Proposals. The firms were judged and graded by Parks, Recreation and Facilities Management Department staff. Each firm’s designs were graded in the following areas; relevant experience, play value, layout/design and maintenance, overall impression, safety/risk factors, warranty, and cost.

Our staff recommends awarding Minnesota/Wisconsin Playgrounds a contract to provide and install a 2-5 year-old age category equipment at Hoover Park for a contract total of \$21,235.67. The final selection is as follows:

1. Minnesota/Wisconsin Playground - \$21,235.67
2. Lee Recreation Inc. - \$22,188.00
3. Miller & Associates - \$22,455.00

Please feel free to contact me at 832-5572 or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions or comments.

