



DIRECT PAYMENT REQUEST

Accounting Use Only

v#

PR#

DATE: 10/31/14
TO: ACCOUNTING
FROM: Parks and Recreation
SUBJECT: REQUEST FOR DIRECT PAYMENT WITHOUT A PURCHASE ORDER

Note: Is the item to be purchased over \$500 and requires a bid or quote?

☐ Yes

☒ No

PAYEE: May Recreation Equipment Co.

AMOUNT: \$104,445.00

*VENDOR NUMBER: 7594

INVOICE INFORMATION: 50% of downpayment required prior to delivery of playground equipment.

EXPLANATION OF PAYMENT: 50% of downpayment required prior to order of playground equipment

BUDGET ACCOUNT: 216-0450-451.25-32

Buy Board

*If Payee is not set up in Vendor File, requestor of Direct Payment is to obtain a Vendor Application and W-9.

ATTACHED ARE DOCUMENTS WHICH ARE BEING AUTHORIZED FOR DIRECT PAYMENT IN THE NEXT SCHEDULED CHECK WRITING BY THE APPROPRIATE SIGNATURE AUTHORITY AS DESIGNATED BY CITY POLICY REGARDING DIRECT VENDOR PAYMENTS. DIRECT PAYMENTS CAN BE AUTHORIZED ONLY IN SPECIAL SITUATIONS IN WHICH IT IS NOT PRACTICAL OR POSSIBLE TO USE PURCHASE ORDERS OR FPOs AS NORMALLY REQUIRED BY CITY PURCHASING PROCEDURES. DIRECT PAYMENT OF THE ATTACHED DOCUMENT IS HEREWITH REQUESTED FOR THE REASON IDENTIFIED BELOW:

- | | |
|-----------------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> PREPAYMENT REQUIRED | <input type="checkbox"/> ANNUAL MEMBERSHIP OR MEMBERSHIP RENEWAL |
| <input type="checkbox"/> PROGRAM/CONFERENCE REGISTRATION | <input type="checkbox"/> NEW SUBSCRIPTION OR SUBSCRIPTION RENEWAL |
| <input type="checkbox"/> VENDOR DOES NOT ACCEPT PURCHASE ORDERS | <input type="checkbox"/> INVOICES RECEIVED AFTER BLANKET ORDER WAS PAID |
| <input checked="" type="checkbox"/> OTHER: | <input type="checkbox"/> Sole Source Vendor |

Donations from FY 2013-2014 not yet transferred. Council Approved Buyboard Purchase 10-22-14 Item M-4

I certify that the payment requested herein is for duly authorized City business, that the amount billed is reasonable and competitive, and that funds are available in the department budget identified with which to make this purchase or payment.

Requested by:

Date

Department Leader

Date

Key Leader

Date

City Manager

Date

NOTE:

- 1). The City Council communication must be attached, if over \$25,000 in order for payment to be processed.
- 2). Department Leader approval up to \$4,999; Key Leader approval up to \$9,999 (Purchasing Policy page 3-33); City Manager approval up to \$25,000; City Manager and Council approval over \$25,000 (Code Sec. 2-6)

ACCOUNTING USE ONLY

Fund availability checked by:

Date:



May Recreation Equipment & Design, L.P.

Park and Playground Design, Supply and Installation

"We Speak Playground!"

Tyler, Texas

bigbie@mayrecreation.com www.mayrecreation.com

Toll Free: 800.964.6301 • Phone: 903.539.9992 • Fax: 888.349.9146



Today's Date:	9/12/14
Project Name:	Bergfeld Park Playground
Client Name:	City of Tyler / East Texas Communities Foundation
Contact Name:	Stephanie Rollings / Don Warren

Quote Prepared by: Jeff Bigbie

Custom Playground Environment by May Recreation	
Miracle Recreation Play Equipment to Include:	
Custom Mega Tower Play Structure with Multi-Level Decks and Slides (ages 5-12)	
(3) Deck Custom Play Structures (ages 2-12)	
(4) Bay Arched Swing w/ (6) belt seats and (2) tot seats	
Reflex Rider	
Curved Balance Beam	
Whirl Rider	
Tarantula Climber	
Barrel Rider	
Flippo Slide w/ custom installation	
Elephant Play Innovative Play Equipment to Include:	
ERN1300D Full Rotating Net w/ Deck	
ERN820D Mini-Rotating Net w/ Deck	
Continued On Next Page	

Victor Stanley Site Furnishings to Include:
RND-333 Steelsites Collection Picnic Tables (8)
NRB-6 Steelsites Collection 6' Bench w/ Back (9)
FBF-50 Steelsites Collection 6' Flat Bench (3)
T-32 Streetsites Collection 36 Gallon Litter Receptacle (4)
Project Specific Notes:
Pricing includes shipping charges to site and professional installation for all equipment listed.
Performance and payment bond provided by Miracle Recreation per City of Tyler requirements listed in standard form of agreement.

TOTAL PROJECT: \$ 208,890.00

Please Note: This proposal is valid for (30) days from today's date. Pricing is subject to change without notice thereafter.

Payments will be made according to the following and will be determined by credit information received from customer:

Amount due with acceptance of proposal	50%
Amount due upon completion of project	50%

Proposal Acceptance

I hereby authorize Miracle Recreation Equipment Co. (c/o May Recreation Equipment & Design, L.P.) to ship the equipment listed above for which I agree to pay the total amount specified. Payment is due upon receipt of invoice unless otherwise specified. Non-taxable customers will provide proper tax exemption certificate to Miracle Recreation upon request.

Purchase orders and payments shall be made per the following:

Miracle Recreation Equipment Co.
8445 Solution Center
Chicago, IL 60677-8004

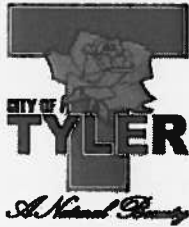
Client Signature	Date
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Notes for project: Unless otherwise noted, this proposal does **not** include taxes, site preparation, surfacing or installation. We will make every effort to avoid damaging underground utilities (i.e. cable, water, electric, fax/data lines, and irrigation systems). However, we will not be held responsible for any damages to these items.

Please sign and fax all pages of this proposal to 888.349.9146

We also offer the following products for your project

- | | |
|-------------------------------------|-----------------------------------|
| • Playground Equipment | • Splash Pads/Spray Grounds |
| • Music Based Interactive Equipment | • Rubberized Playground Surfacing |
| • Engineered Wood Fiber Surfacing | • Drinking Fountains |
| • Soccer Goals/Nets | • Pool Slides |
| • Picnic Tables/Benches | • Park Grills |
| • Bicycle Racks | • Shade Structures |



CITY OF TYLER CITY COUNCIL COMMUNICATION

Agenda Number: M-4

Date: October 22, 2014

Subject: Request that the City Council authorize the Interim City Manager to purchase playground equipment as part of Phase I improvements to Bergfeld Park through the Buy Board Purchasing Cooperative from May Recreation Equipment & Design, L.P. in the amount of \$208,890.

Page: 1 of 2

Item Reference: Nov. 13, 2013, Item P-1
March 26, 2014, Item M-1

In March, 2013, Tyler Parks and Recreation was approached by a group of residents in the Bergfeld Park neighborhood who were interested in sponsoring a master plan for the park. Upon approval, the group raised money and chose MHS Planning and Design, LLC of Tyler, Texas to create a master plan for the property.

A focus group, consisting of individuals with either a home or business property in the Bergfeld area, met several times to discuss the direction of the plan with MHS and City staff. Additionally, a public meeting was held on Sept. 5, 2013 at the Bergfeld Park amphitheater to further discuss the direction of the project. More than 60 people from the surrounding neighborhood attended. After receiving input from the various groups, a final master plan and budget were developed.

On Oct. 28, 2013, MHS Planning and Design, LLC presented the final version of the Master Plan for review and comment at the City of Tyler Park Board Meeting. Members of the focus group and neighborhood were also in attendance. After favorable discussion, the Park Board unanimously approved to recommend sending the Master Plan to Council for final approval.

On Nov. 13, 2013, Council received a presentation and adopted the Bergfeld Park Master Plan. This plan was then used to design a new playground facility for the park. Council adopted the Master Plan on Nov. 13, 2013.

Grace Community and Green Acres, on behalf of children from Gospel Village mentoring, have donated a sum of \$75,000 to the City of Tyler to be used for the redevelopment of the playground and purchase of new equipment. Additional funds were raised for implementation of this first phase of the Master Plan.

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Client Signature	Date
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