



DOCUMENT ROUTING FORM

DOCUMENT Description or Type of Document		Number of Copies	Ticket ID [Use by HR, Legal and IT]
Bergfeld Park Playground		1	

ORIGIN FROM: Name / Title	Department	Date	Comments
Samantha Martinez / Parks Secretary	Parks and Recreation	11-9-11	

ROUTE	Name / Title	Department	Action Needed	Date Completed	Initials	Comments	Office Use
1	Stephanie Rollings / Parks Director	Parks and Recreation	Review & Approve	11-4-11	AH		
2	Susan Guthrie / City Manager	City Hall	Review & Approve				
3	Finance	Finance	Process				
4							
5							
6							



DIRECT PAYMENT REQUEST

Accounting Use Only

vr#

PR#

DATE: 11/3/14
TO: ACCOUNTING
FROM: Samantha Martinez, 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: Miracle Recreation Equipment AMOUNT: \$104,445.00

*VENDOR NUMBER: 2537 INVOICE INFORMATION: 9/12/2014

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

BUDGET ACCOUNT: 216-0450-451-2532

*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 HEREWITHE REQUESTED FOR THE REASON IDENTIFIED BELOW:

- PREPAYMENT REQUIRED
- ANNUAL MEMBERSHIP OR MEMBERSHIP RENEWAL
- PROGRAM/CONFERENCE REGISTRATION
- NEW SUBSCRIPTION OR SUBSCRIPTION RENEWAL
- VENDOR DOES NOT ACCEPT PURCHASE ORDERS
- INVOICES RECEIVED AFTER BLANKET ORDER WAS PAID
- OTHER: Sole Source Vendor

Donations form FY 2013-2014 not yet transferred. Council approved buyboard purchase 10-22-14-Item M-4 *Council*

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.

Samantha Martinez November 3, 2014

Requested by:

Date

11-4-14

Key Leader

Date

Department Leader

Date

Interim 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: _____

Invoice



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
------------------	------

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