



# 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	Department	Date	Comments
FROM: Name / Title Samantha Martinez / Parks Secretary	Parks and Recreation	11-4-14	

ROUTE	Name / Title	Department	Action Needed	Date Completed	Initials	Comments	Office Use
1	Stephanie Rollings / Parks Director	Parks and Recreation	Review & Approve	11-4-14	AK		
2	Susan Guthrie / City Manager	City Hall	Review & Approve				
3	Finance	Finance	Process				
4							
5							
6							



## DIRECT PAYMENT REQUEST

Accounting Use Only

v#

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 HEREWITH REQUESTED FOR THE REASON IDENTIFIED BELOW:

- |   |   |
|---|---|
| <input 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 form 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.

Samantha Martinez November 3, 2014  
Requested by: \_\_\_\_\_ Date

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](mailto:bigbie@mayrecreation.com)   [www.mayrecreation.com](http://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
<b>Miracle Recreation Play Equipment to Include:</b>
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
<b>Elephant Play Innovative Play Equipment to Include:</b>
ERN1300D Full Rotating Net w/ Deck
ERN820D Mini-Rotating Net w/ Deck
Continued On Next Page

<b>Victor Stanley Site Furnishings to Include:</b>
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)
<b>Project Specific Notes:</b>
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                |