

# REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



**To:** MAYOR AND COUNCIL

**Agenda Item #:** IV. I.

**From:** Wayne D. Houle, P.E.  
Director of Engineering

**The Recommended Bid is**

Within Budget

Not Within Budget

**Date:** August 5, 2013

**Subject:** Change Order - Lake Edina Neighborhood Roadway Reconstruction - Landscaping

**Date Bid Opened or Quote Received:**

**Bid or Expiration Date:**

**Company:**  
Hoffman & McNamara Co.

**Amount of Quote or Bid:**  
\$8,320.00

**Recommended Quote or Bid:**  
Approval of Change Order No. 1

## General Information:

This project is part of the Lake Edina Neighborhood Reconstruction project and is for the landscaping along TH100, Minnesota Department of Transportation's Sound Wall. The original purchase was obtained through quotes and then a purchase order was issued for landscaping material for \$14,930. After the landscaping was installed the park maintenance staff requested that mulch be installed around the plants to improve the efficiency of maintaining the mowed grass in the area. A quote from the Contractor was obtained for \$8,320 to install the mulch. This additional cost is 10% over the original quote as well as over \$20,000; all purchases over \$20,000 require City Council approval. This part of the project is also included in the special assessments to the neighborhood.