



MEMORANDUM

To: David Billingsley, Chief Procurement Officer

From: David Wagg, Assistant Division Manager *DW*

Date: January 31, 2017

Subject: PO Request

Please accept this memo as a request for a PO for GroundTek in the amount of \$797,738. These funds are currently budgeted for in our Parks budget. This will cover our anticipated spend from October 2016 through July 2017.

This contract bid was delayed due to a comprehensive revision of the specifications of each individual parks involved made necessary to improve our current standards.

Thank you for your assistance in this matter.

cc: Lisa Early, Families Parks & Recreation Director
John Perrone, Division Manager