

**MEMO TO: BOARD MEMBERS
DR. SARAH RISS**

FROM: DR. DIANE MOORE

DATE: APRIL 25, 2016

RE: APPROVAL OF CONTRACTOR FOR MOSS FIELD TRACK RESURFACING

Please find attached a memo outlining the RFP process, analysis of bid and final recommendation to resurface the Moss Field track. While only one certified contractor bid on this project, Byrne and Jones does a significant amount of track and field work throughout the St. Louis area. In addition this company participates in the BuyBoard (MSBA) cooperative, providing a discounted price for services.

Mr. Rob Steuber, Construction Project Manager, will be at the board meeting Monday night to answer any questions regarding this recommendation. Please do not hesitate to contact me if you have any questions.

MEMO TO: BOARD MEMBERS
DR. SARAH RISS
DR. DIANE MOORE

FROM: ROBERT J. STEUBER

DATE: April 25, 2016

RE: SELECTION OF A CONTRACTOR
MOSS FIELD TRACK RESURFACING PROJECT

During the months of March and April the school district conducted a thorough search to recommend a certified contractor for the Moss Field Track Resurfacing Project. The Request for Proposal was advertised locally and was also available on the Webster Groves School District's website under the RFP/RFQ heading.

Several companies were contacted and given notice of the RFP. All contractors interested had the opportunity to visit Moss Field to review the existing conditions and ask questions for any type of clarification needed to develop an accurate proposal.

The bid proposals were due on 4/14/2016 @ 9:00 am and were publically opened at that time. The district received one RFP submittal for the project. This RFP was submitted by Byrne and Jones, a highly respected certified track contractor.

The reason for a single RFP submittal was Byrne and Jones was the only company that could meet the schedule for this project which required the contractor to complete the project between June 6th 2016 and June 24th 2016. The extremely tight timeframe will allow the district to continue summer sports camps and use of the track in July and August. In addition this will afford the field to be available for the Community Days fireworks display as in past years.

A bid analysis was performed on the bid proposal. Byrne and Jones met all of the bidding requirements. Byrne and Jones Construction has an extensive background in athletic surface projects and is a certified member of the American Sports Builders Association (ASBA).

Suggested bid award amount \$ 67,000.00

I will be available to answer any questions the Board has regarding the process or recommendation. If you have any questions, please feel free to contact me.

BID TABULATION SHEET

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