

**Parks, Recreation and
Cultural Services Department**



City Hall Annex
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Tom Molbeck, Director

June 23, 2015

Mayor John Dickert
& the Common Council
City Hall
730 Washington Avenue
Racine, WI 53403

Ladies & Gentlemen:

The Parks, Recreation & Cultural Services Department wishes to meet with the Finance & Personnel Committee to request formal bidding requirements be waived and to instruct the Purchasing Agent to negotiate sole-source procurement with Mork Mausoleum Construction, Inc., for phases 1, 2 & 3 of Mound & Graceland Cemetery crypt repairs.

Staff will be available at the meeting to discuss this in greater detail.

Respectfully requested,

A handwritten signature in black ink that reads "Tom Molbeck". The signature is written in a cursive, flowing style.

Tom Molbeck
Director