

Purchasing Department

Kathryn Kasper
Purchasing Agent



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Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

Ladies and Gentlemen:

I am requesting permission to appear before the Public Works and Services Committee to discuss the results of Official Notice #8-2017, Request for Qualifications for Engineering and Construction Services for the Sidewalk Maintenance Program. This proposal was opened on May 12, 2017.

The Request for Qualifications technique is frequently used by the City when seeking services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We received three responses from Nielsen, Madsen and Barber, Kimley Horn and DLZ. The response was read and evaluated according to the criteria outlined in the RFQ by Mark Yehlen and Tom Eeg.

Based on the summary of qualifications received, I am requesting to be authorized to negotiate and contract with Kimley Horn for the provision of sidewalk maintenance services for an amount not to exceed \$55,600.

Funds for this service are available in account 45040 57515.

Respectfully Submitted,

A handwritten signature in blue ink, which appears to read "Kathryn Kasper", is positioned below the "Respectfully Submitted," text.

Kathryn Kasper
Purchasing Agent

cc: Mr. Mark Yehlen
Mr. Thomas Eeg