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# Memo

**To: Linda Bruer, Director of Parks & Recreation**

**From: John Hoffman, Deputy Director of Parks**

**Date: 3/5/2013**

**RE: ADA Compliant Pool Lifts**

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As you know, at their February 25<sup>th</sup> meeting the board approved the purchase of four ADA compliant lifts from the apparent low bidder, Pool & Electrical Supply. When I went to order the lifts, it was brought to my attention that here <sup>there</sup> was an error made by the Pool & Electrical Supply representative on his bid form. The bid form listed all of the lifts and their prices, a price for shipping and a total price. Though the shipping cost was listed, it was not added into the total price. The total price on his bid form was \$13,974.35. His actual price with shipping is \$14,824.35. Pool & Electrical Products said that they cannot provide the four lifts with shipping for \$13,974.35.

The second low bidder for the lifts also made an error on his bid form. Lincoln Aquatics total bid price was \$14,213.18 with shipping included. After adding the cost of the four lifts I found the total to be \$13,863.18, which is actually lower than what we thought was the low bid. I contacted the Lincoln Aquatics representative and he said he simply made a mathematical error and would honor the \$13,863.13 price.

I apologize for the confusion, though both of these vendors made errors on their bid form, had I checked their math, we wouldn't be in this situation.

I would like to recommend we cancel Pool & Electrical Products bid and award the bid to Lincoln Aquatics in the amount of \$13,863.18.