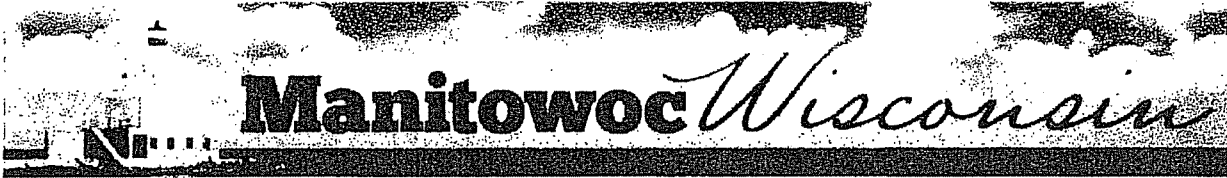


# Capital Project Request Form



Request Type:

Department:

Date:

Title of Request:

Department Priority

Linked to another project?  
 Yes  
 No

Project Request is:  New  
 Replacement  
 Modification

Estimated Useful Life:

This is a limited field, please attach documents for more detail.

Description:

Basis of Cost:  Quote  
 Bid  
 Estimate

Total Cost

Revenue (if any)

Net Cost

Will there be additional costs in future years to complete this project?

select one:  Yes  
 No

If yes, amount?

Finance Dept: Account

Sent to Dept:

Action:

## MEMO

**TO:** Public Infrastructure Committee  
**FROM:** Chad Scheinoha, Operations Division Manager  
**DATE:** May 4, 2016  
**RE:** Bleacher Assembly

I am writing this memo to ask for Committee approval of a CAWG request for \$4,645.00 for bleacher assembly. I purchased bleachers for Citizen Park to replace the existing ones that did not meet safety standards with approved capital funds. I purchased them with the thought of saving money and assembling them ourselves. After attempting the first one and only getting it about half completed in a whole day with four people, I now understand why the quote was so much to assemble them.

Due to the labor intensity of the assembly, I am requesting approval of the CAWG request for \$4,645.00 to have them assembled by the low quote, Miller and Associates.

Thank you very much for your consideration.

