

# Missoula Parks & Recreation Informal Bid form

Use for proposed purchase of goods and services >\$500 but not exceeding \$9,999.99

Request Date: 07 / 13 / 2022

Account #(s) to be used for purchase: \_\_\_\_\_;

Account balance(s) as of request date: \$\_\_\_\_\_.00; \$\_\_\_\_\_.00

Person & Unit preparing request: Mark Honken, Developed Parks Interim Maintenance Manager

## Provide brief description of purchase, including purpose and location (if/as applicable):

Prep picnic shelters, bath house, pump house and 3 shelters along trail by pressure washing. Provide and apply anti-graffiti and stain to structures.

**A minimum of three responsive quotes from qualified vendors are needed to process a Purchase Order for >\$1,500.**

**Complete the following and submit:**

**Check Low Bidder**

Vendor #1: New Concepts Coatings, Inc. \$30,800.00  
Name Price Quote

PO Box 16205, Missoula, MT 59808 (406) 540-4455  
Address Phone #

Vendor #2: Alex Construction nonresponsive  
Name Price Quote

Missoula, Montana 59808 (406) 239-8408  
Address Phone #

Vendor #3: Staggs Painting and Power Wash nonreponsive  
Name Price Quote

420 SW Higgins, Missoula, MT 59803 (406) 529-7428  
Address Phone #

## List additional vendors sent requests (required if fewer than three (3) responsive quotes are received)

Vendor #4: Paint by Numbers (406) 240-3826  
Name Phone #

Vendor #5: Fresh Start Painting (406) 360-1066  
Name Phone #

SEE BACK for additional requirements

**Required attachments:**

- Copy of written description of quantities, material specifications, standards and/or design details

For services also provide:

- Copy of applicable construction drawings, materials details, technical specifications, performance standards

- Standard Missoula semi-formal service contract completed and signed by apparent low-bid vender.

- Copy of Workers Comp and Liability insurance

**Authorized signature of review and approval to process:**

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

**Required if over \$3000**

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

List any special instructions, purchase and/or billing details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_