

Agenda Item Summary

Item No. 8d(4)

Council Meeting Date	May 18, 2021
Department	Parks and Recreation
Submitted By	Rebecca O. Richardson
Agenda Section	Consent Agenda

Name and address of person(s) or business(es) this item affects:

Postal Products Unlimited
500 West Oklahoma Avenue
Milwaukee, WI 53207

Description of item under consideration

Resolution authorizing the City Manager to execute an agreement with Postal Products Unlimited in the amount of \$54,631 for the cost of equipment and material necessary to complete the Pine Hill Cemetery Columbarium.

Why is Council action needed?

In accordance with Section 11-45-2(c) of the Code of Alabama, contracts subjected to the competitive bid process requires Council to approve a resolution authorizing the awarding of the contract. Sealed bids are required for all service contracts in excess of \$15,000.

Are there deadlines involved with this item?

No

Is this a budgeted item?

Yes



City of Auburn
Home of Auburn University

MEMORANDUM

TO: Megan McGowen Crouch, City Manager

FROM: Rebecca O. Richardson, Parks and Recreation Director

DATE: May 5, 2021

SUBJECT: Purchase of Columbarium Structure for Cremation Garden at Pine Hill Cemetery

Parks and Recreation is currently constructing a cremation garden for Pine Hill Cemetery. Some of the area will be for ground burial of ashes with individual markers and there will also be a columbarium structure similar to the ones at Town Creek Cemetery and Memorial Park Cemetery.

Working with the Cemetery Advisory Board, the decision was made to use marble as the outside surface of the columbarium. The white marble will match the marble monuments in Pine Hill. In addition, the use of the marble will allow for the engraving of the name and other information directly on the marble so that it will have a similar appearance to the old markers. This has been very popular on the columbarium at Memorial Park Cemetery.

On May 11, bids were opened for the columbarium structure and the sole bidder was Postal Products Unlimited in the amount of \$54,631. This amount fits into the budgeted amount for the project which was \$128,804.

We request approval of the contract so the columbarium can be ordered. We are already getting requests for spaces in this area.

RESOLUTION NO. _____

WHEREAS, it has been determined it is in the best interest of the City to purchase four (4) 80-niche columbarium structures for Pine Hill Cemetery to better provide for the community; and,

WHEREAS, the City solicited bids from qualified vendors to provide for four (4) 80-niche columbarium structure and Postal Products Unlimited was the only respondent and has been determined to meet the project requirements; and,

WHEREAS, the City of Auburn requests an agreement with Postal Products Unlimited for \$54,631 for the four (4) 80-niche columbarium structure for Pine Hill Cemetery.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Auburn, Alabama that the City Manager is hereby authorized to execute all documents, contracts, and other instruments necessary to facilitate the purchase of the four (4) 80-niche columbarium structure for Pine Hill Cemetery from Postal Products Unlimited.

ADOPTED AND APPROVED by the City Council of the City of Auburn, Alabama, this the 18th day of May, 2021.

Mayor

ATTEST:

City Manager