

# EXECUTIVE DOCUMENT SUMMARY

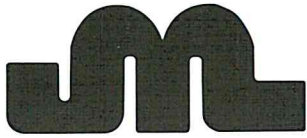
Department: <u>Parks &amp; Recreation</u> Contact Person: <u>Casey Noonan</u> Telephone No.: _____	<b>Submittal Dates</b> <input checked="" type="checkbox"/> Regular Session 12/15/2020
<b>Source Selection Method</b>	VENDOR: <u>JML Design Group, Ltd.</u> Address/ Phone: _____
<input type="checkbox"/> Negotiated <input type="checkbox"/> Other: _____ Account Number (Funds to come from): <u>850.756</u>	

Budgeted Amount: _____ \$ 0.00	Contracted Amount: _____ \$ 3,864.60
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Document Description	
<input checked="" type="checkbox"/> Professional Service	<input type="checkbox"/> Other _____

<input checked="" type="checkbox"/>	<p><b>Request to Waive Board Policy on Bid Requirements</b></p> <p>This is the first of two requests.</p> <p>Attached is an invoice from the JML Design Group, Ltd., for additional architectural work that needed to be done to the plans for the refurbished Old Settlers Park Pavilion, and was subsequently completed without prior approval.</p> <p>The County Parks and Recreation Commission recommended approval of the invoice at its December 10, 2020, Regular Session.</p> <p><i>Suggested Recommendation:</i> I recommend to the County Board of Commissioners to waive the policy on bid requirements and approve payment of the invoice from JML Design Group, Ltd., for additional work on the plans for the refurbishment of the Old Settlers Park Pavilion in the amount of \$3,864.60; funds to come from 850.756.</p>
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Department Head Approval: \_\_\_\_\_ Date: 12/11/2020



Design Group, Ltd.

—“Excellence is our Hallmark”

225 E. 16<sup>th</sup> Street, Suite B • Traverse City, MI 49684 • Phone: (231) 947-9019 • Fax: (231) 947-8738

December 1, 2020

Leelanau County- Parks and Recreation Commission  
8527 E. Government Center Drive  
Suite 101  
Suttons Bay, MI 49682

**RE: Old Settlers Pavillion- Jamie Schichtel**

Dear Commission Members;

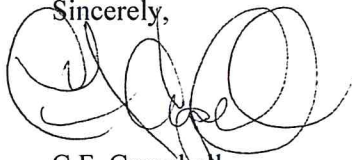
Please review and accept the following invoice for work performed

The total amount due to date is \$3,864.60

Work performed to date on this project:	13 Hrs. @ \$150.00/hr	\$1,950.00
Architect:	0 Hrs. @ \$90.00/hr	\$0.00
Architectural Asso	25 Hrs. @ \$75.00/hr	\$1,875.00
AutoCAD:		
Reimbursables:	24 plots at 1.65/each	\$39.60
		<hr/>
		\$3,864.60

Total

If there should be any questions, please contact me.

Sincerely,  
  
C.F. Campbell

CFC/tk