

# Memo

**To:** City Council  
**From:** Amy E. Gilson, P.E., Director of Public Works  
**Date:** November 10, 2016  
**Re:** Bids for Wood



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Bids were received on Wednesday, November 9, 2016 for twelve stacks of wood that are a result of our tree trimming and removal operations. As you may recall, not all of the stacks of wood were sold in the Spring bid letting, so we advertised the bids again this fall. This is the first time we've had a Fall bid for firewood, but it was necessary to make room for the trees that will be trimmed/ removed over the Winter.

We are asking that this resolution be placed on the expedited resolution agenda with the following thoughts in mind.

The bidders must remove the wood within two weeks of council award. Typically this is bid in the Spring, and the garage is open on Saturdays which allows those who work during the week the opportunity to remove the wood on a weekend and not have to take time off work. Most bidders historically have taken advantage of the Saturday hours. Unfortunately, the last day this year that the garage will be open on Saturdays is November 26<sup>th</sup>. We would like to give the bidders the opportunity to remove the wood on a Saturday, and the expedited resolution is the easiest way to accomplish this.

If Council chooses to run this through two readings, there is the possibility that bidders won't be able to remove the wood in accordance with the bid documents. Another option could be to open the garage on a mutually agreed upon Saturday to allow removal of the wood, but then the City would be incurring overtime costs to have a DPW worker on site.

Therefore, we are respectfully asking for the firewood bid award to be treated as an expedited resolution.

Please let me know if you have any questions.

cc: Ginger Terpstra, City Clerk