



City of Saratoga Springs

OFFICE OF PUBLIC WORKS

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ANTHONY J. SCIROCCO
COMMISSIONER

TIMOTHY J. COGAN
DEPUTY COMMISSIONER

RECEIVED
JUN 15 2012
2:38 p.m.
ACCOUNTS DEPARTMENT

MEMORANDUM

Date: June 15, 2012
To: Commissioner John Franck
From: Commissioner Anthony "Skip" Scirocco
Regarding: 6/19/12 City Council Agenda Item - Spirit Of Life Memorial
Contract 1, Phase A - Landscape Conservation Consultant Services

At the 6/5/12 City Council Meeting, the City Council awarded the bid to Elmore Design Collaborative of Suffield, CT for the landscape conservation consultant services for the Spirit of Life & Spencer Trask Memorial. They have recently indicated that they are unable to provide the insurance required by the RFP. As such, we are requesting that their bid be rescinded.

We are requesting the City Council's approval to award the subject bid to Martha Lyon Landscape Architecture, LLC of Northampton, MA in the lump sum amount of \$13,250 for the subject services. As previously stated, this award is for Contract 1, Phase A only for the preservation landscape architect to develop the design documents for Contract 1. Martha Lyon will also provide Phase B construction support services under a future contract.

At the same meeting we are also requesting the City Council's approval for the Mayor to sign the agreement with Martha Lyon Landscape Architecture, LLC. Please let me know if you have any questions.

Request for Certification of Sufficient Funds

Submittal Date: June 15, 2012

The Department of Public Works requests certification that sufficient funds are or will be available to cover the claim to meet the following obligation when it becomes due and payable.

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach Documents as necessary):

Project: Spirit of Life Restoration
Vendor: Martha Lyon Landscape Architecture, LLC

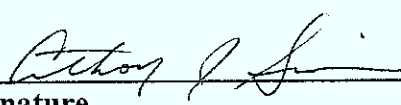
Appropriation – Current Budget Expense Org/Object/Proj: H3036952 52000 1039

Amount Requested for Approval: \$13,250.00

Current Amount Available: \$50,000.00

Transfer/Amendment Pending:

Transfer/Amendment Date: _____



Department Head Signature Date

Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.

Commissioner of Finance

Approval Date