

MEMORANDUM

From The Office of Purchasing

Date: June 27, 2005

To: Elementary Principals
Elementary PTA Presidents
Dr. Minnie Phillips
Dr. John Schultz
Deb Walter
Donn Tignanelli

From: MaryBeth Garcia

Re: Revised Procedure – Playground Equipment

On Friday June 22, 2001 a bid opening was held for Playground Equipment for the Rochester Community School District and the City of Rochester Hills. The intent of the Request for Proposal (RFP) was to enter into a joint effort with the City in order to provide equipment standardization and preferred vendor status for the design, procurement and installation of playground equipment for the District.

On February 16, 2004 the Board approved the recommendation to exercise the option to continue to renew contracts and continue to use All about Play (Burke Play Equipment) and Playworld for three (3) additional years.

As Playground Projects are identified, Building Principals are to work with PTA Presidents, the Foundation, Purchasing and the Grounds/Maintenance Departments in order to coordinate Playground Projects from conception to installation, which sometimes takes up to 2 years to complete. The following guidelines will facilitate this process:

- **Fundraising for Playgrounds**

- Contact the RCSD Foundation for Playground Fundraising Strategies in order to develop a Playground Development Plan, 248 726 3127 or Susan Herring, Department Secretary 248 726 3140

- **Purchasing Department**

- Contact the Purchasing Department. The Purchasing Department in partnership with the Grounds/Maintenance Department must be notified and will finalize the playground purchase and issue a District Purchase Order. All playground purchases must be Board approved.
 - MaryBeth Garcia Purchasing Agent 248 726 3151 or
 - Laurie Green Purchasing Secretary 248 726 3146
 - Pat Murphy, Grounds and Maintenance Supervisor 248 726 4601

- **Vendor Information**

The two (2) district approved vendors are listed below. Contact both vendors. Vendors will provide current catalogs. Vendors will analyze, complete and present a custom proposal, based on the District Contract. Select one vendor as per each project. Awarded *dual preferred playground vendor* status ensures competitive pricing for each project.

All About Play Inc.

Michigan Playgrounds, Inc.

Larry D. Haddan
2680 Dansbury
Lake Orion, MI 48360
Phone: 888 260 7529
Fax: 248 391 8940

Jim Kennedy
19683 Tanglewood Circle
Clinton Township, MI 48038
800 782 0611
586 228 9391

- Playground Vendors offer:
 - Site analysis
 - Composite playground structures
 - Stand alone playground pieces
 - Site amenities, such as benches, trash cans, soccer, basketball nets, etc.
 - Safety surfacing
 - Installation services
 - Installation certification
 - CPSC, ASTM and ADA Guidelines and Requirements
 - Community build Options
 - Community and PTA Presentations

Grounds and Maintenance Department Support for Playground Installations:

Ground and Maintenance Supervisor Pat Murphy ext. 4482
Grounds and Maintenance Secretary Kay Johnson ext. 4480

- Check, review and approve playground site plan
- Call Miss Dig prior to any digging of holes
- Remove and dispose of old equipment
- Spread fibar safety surfacing
- Coordinate annual playground inspection
- Coordinate top-off of fibar safety surfacing at each playground, as needed.

Grounds and Maintenance Department Additional Minimum Standards for Playground Installations:

- All excavation or grade modifications must be included in the contractors bid price and will include all labor and materials.
- The contractor must provide any postholes that are required for installation.
- All playground bids must include installation of a synthetic border material to be approved by an authorized district representative and installed by the contractor. Pressure treated wood or timbers may not be used.
- Installation site drainage must be included in the bid price if required. The contractor must ensure that the playground site will not hold or puddle water.
- Synthetic soft landing pads must be included in bid price for all slides, swings and all other appropriate areas. Landing pads will be installed per the manufacturer recommendations. And an authorized district representative must approve all pads and materials.
- **The selected contractor must coordinate a pre-construction meeting, with all concerned parties, no later than two weeks before the selected installation date.**
- Any disturbed or altered existing materials or site conditions must be restored to original condition unless an authorized district representative waives this stipulation.

cc: Colleen Bieganski
Sandy Malanoski
Laurie Green
Susan Herring
Pat Murphy