

Date: April 2, 2018

To: Monica Castro, Finance Director
Angelica Cifuentes, Purchasing Agent

From: Kay Marion Macuil, City Attorney

Copy: L. Galaviz, Parks and Recreation Director

Re: Contract with Lantis Productions, Inc. in the Amount of \$20,400.00
For the 4th of July Fire Works

The attached Contract with Lantis Productions, Inc. and its attachments are submitted for installment payments as directed in the contract.

The Parks and Recreation Department did not solicit 3 written quotations because: Fireworks are explosive and dangerous by nature. Only trained professionals should handle fireworks. Lantis Productions, Inc. has been in the business since 1945 and has a national reputation. San Luis has contracted with Lantis Productions for more than 10 years without a safety incident. It would not be prudent to deal with an unknown provider for this inherently dangerous service.

The San Luis City Code-Purchasing Section 36.01(D) States:

\$15,000.00 to \$34,999.99. Whenever any contemplated purchase for the sum of at least \$15,000 but not more than \$35,000 the requisitioning department with the assistance of the purchasing department shall solicit three written quotations (inclusive of all cost) from vendors and submit them to the purchasing department, for awarding to the lowest responsive quote. If three written quotations cannot be obtained, documentation showing vendors contacted that did not offer price quotations, or **explaining why price quotations were not obtained shall be maintained with the purchasing documents.** (Bolding added for emphasis).

This memo serves as the explanation why the Parks and Recreation Department did not solicit 3 quotes.