

Date: May 29, 2019

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

From: Lizandro Galaviz, Director of Parks & Recreation

Copy: J. Meza, Parks and Recreation Assistant Director
K. Macuil, City Attorney

Re: Poly's Party Rental's invoice for the amount of \$7,804.80 for the rental
Of water slides, inflatables, rock climbing wall and trackless train
For the 4th of July Celebration

The attached invoice with Poly's Party Supplies states all the inflatables & attractions he will be providing for the Family Fun Zone area for the 2019 Fourth of July Celebration.

The Parks and Recreation Department reached out to two local vendors, Susy's Party Supplies, LLC & Ashley's Party Supplies, and inquired about the rental of jumpers & water slides similar to those being offered by Poly's Party Rentals. When asking Susy's Party Supplies, LLC, 1334 E Main St. Ste C, Somerton, AZ – (928) 627-7557, about the services they provided, we were advised that they have a limited inventory of inflatables.

The Parks & Recreation Department also reached out to Ashley's Party Supplies, 3251 E. Gila Ridge Road #A3, Yuma, AZ 85365 - (928) 210-3749, in regards to the same inquiry of the rental of jumpers & water slides similar to those being offered by Poly's Party Rental's. Cinthia, who was the person that assisted us with our questions, advised that they do not deliver to parks nor do they provide insurance.

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

\$5,000 to \$14,999.99 inclusive. Whenever any contemplated purchase is for the sum of at least \$5,000 but not more than \$14,999.99 the requisitioning department with the assistance of the purchasing department shall solicit three verbal quotes (inclusive of all cost) from vendors and submit them to the purchasing department, for awarding to the lowest responsive quote. Verbal quotes shall be documented and maintained on file in the purchasing records of the city. **If three verbal 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.