



# City of Broken Arrow

## Request for Action

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**File #: 16-892, Version: 1**

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**Broken Arrow City Council  
Meeting of: 08-2-2016**

**To: Mayor and City Council**  
**From: General Services Department**  
**Title:**

**Review of bids received and award of the most advantageous and lowest and best bid to Premiere Columbaria for the purchase and installation of a five piece columbaria set at the Park Grove Cemetery**

**Background:**

On January 19, 2016, the City Council previewed an ordinance reserving a specific area of Park Grove Cemetery for cremation niches. On February 16, 2016, Ordinance # 3409 was adopted establishing the area as reserved for cremation niches.

At the April 5, 2016 meeting, the City Council approved the columbarium style and placement plan, authorized the Park Grove Cemetery staff to plan, budget and solicit bids for the purchase of the first columbarium set, and approved and authorized the proposed niche pricing schedule to the Manual of Fees.

The Park Grove Cemetery Sexton subsequently budgeted \$60,000.00 for this purchase in this year's Sales Tax Capital Improvement Plan. Bid proposals were solicited bid for the purchase, delivery and installation of a columbarium set in the style approved. Seven bids were received from four companies. All bids met the specification and style requirements.

The low bid was submitted by Premier Columbaria in the amount of \$42,999.00. The Cemetery Sexton reviewed all proposals and contacted references from bids being considered. References from the low bid provided very positive feedback on quality of the product and customer service from the vendor. Staff recommends awarding the purchase, delivery and installation of the columbaria set to the low bid submitted by Premier Columbaria for a Newcastle/Bristol, 5-piece, 312 niche set.

**Cost: \$ 42,999.00**

**Prepared By: Lee Zirk General Services Department**

**Reviewed By: Finance Department**  
**Assistant City Manager - Administration**  
**Legal Department**

**Approved By: Michael L. Spurgeon, City Manager**

**Attachments: Bid tabulation**

**Columbaria brochure**

**Photo of new a columbaria set as bid in Memphis, TN**

**Recommendation:**

Award the most advantageous and lowest and best bid to Premier Columbaria for the purchase, delivery and installation of a 5-piece, 312 niche columbaria set.