

MATTHEW M. CLARKIN, JR.
INTERNAL AUDITOR
25 DORRANCE STREET, ROOM #307
PROVIDENCE, RI 02903
Phone: (401) 421-7740 EXT. 577
Fax: (401) 351-1056
mclarkin@providenceri.com



City of Providence, Rhode Island
Office of the Internal Auditor

January 31, 2014

Ms. Anna Stetson
City Clerk
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Madame Clerk:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Ways & Means Committee for approval.

- *Parks Department* – Approval to Seiler Instruments and Manufacturing, sole source, for maintenance of the planetarium in the Museum of Natural History located in Roger Williams Park, in a total amount not to exceed \$6,500
- *Info Technology* – Approval to modify the contract with MS Govern, sole source, to extend the use of that software to manage Business License Violations for the Liquor and Tobacco License Office, in a total amount not to exceed \$70,290.00 for a two year contract increase, for work to be completed during FY 2014 and FY 2015

If you have any questions or concerns regarding any of these items, please contact me. Thank you for your consideration with this matter.

Sincerely

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", written over a horizontal line.

Matthew M. Clarkin, Jr.
Internal Auditor

Cc: Lori Hagen, Deputy City Clerk Second
Alan Sepe, Director of Operations
Francisco Ramirez, Director of Purchasing
Karen Gomez, Fiscal Advisor – Parks
James Silveira, Director of Info Technology

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE:

January 30¹³, 2014

TO:

Acting Purchasing Director

SUBJECT:

**APPROVAL FOR MAINTENANCE OF PLANETARIUM IN THE
MUSEUM OF NATURAL HISTORY LOCATED IN ROGER
WILLIAM PARK – PARKS DEPARTMENT**

CONSIDERED BY: Board of Contract and Supply

VOTED:

that the Acting Purchasing Director hereby authorizes approval to name Seiler Instruments and Manufacturing sole bidder, for maintenance of the planetarium in the Museum of Natural History located in Roger Williams Park, in a total amount not to exceed Six Thousand Five Hundred (\$6,500.00) Dollars, all in accordance with the request of Robert McMahon, Superintendent, in communication dated December 19, 2013.

cc: Pur.Dir.
Contr.
Parks
File

A handwritten signature in black ink, appearing to read "A. M. [unclear]".

City Clerk

ANGEL TAVERAS
Mayor



Providence Parks Department

"Building Pride in Providence"

December 19, 2013

The Honorable Angel Taveras
Chairman, Board of Contract & Supply
City Hall
Providence, RI 02903

RE: Sole Vendor

Dear Mayor Taveras;

The Providence Parks and Recreation Department respectfully requests approval by the Board of Contract & Supply to name Seiler Instruments and Manufacturing, 3433 Tree Court Industrial Blvd, St Louis, MO 63122, the sole vendor for maintenance of the planetarium in the Museum of Natural History located in Roger Williams Park. The yearly maintenance on the Planetarium's complex star projector system is needed to clean, lubricate and adjust/replace critical electrical components in the star projector's main drive system to keep the equipment operational for the thousands of visitors to the Museum. The total cost for maintenance is \$6,500.00 and funded by account code 672-672-54822. We make this request due to this vendor's qualifications that specializes in this unique field.

Thank you for your consideration regarding this matter.

Respectfully submitted,

Account#: 672-672-54822

A handwritten signature in cursive script that reads "Robert F. McMahon".

Robert McMahon
Superintendent of Parks and Recreation Department

A handwritten signature in cursive script, likely belonging to a representative of the Parks and Recreation Department.

