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City of Providence, Rhode Island
Office of the Internal Auditor

December 12, 2013

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 & Recreation* – Change order for DaTop Sprinkler for emergency repair work in the amount of \$17,566.
- *Parks & Recreation* – Communication for a contract renewal for URI Outreach Center to provide educational and community outreach services in the amount of \$52,000.
- *Police Department* – Sole source award for pre-employment psychological assessments to URI Testing Services in an amount not to exceed \$36,750.
- *Police Department* – Sole source award for medical exams for police recruits to Concentra in an amount not to exceed \$40,775.

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
Gina Costa, Admin. Asst. Fiscal – Public Safety



CITY OF PROVIDENCE
Angel Taveras, Mayor

Date: November 5, 2013

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

RE: Communications to the Board of Contract & Supply, RE: UNIVERSITY OF RHODE ISLAND OUTREACH CENTER TO PROVIDE EDUCATIONAL AND COMMUNITY OUTREACH SERVICES AT THE ROGER WILLIAMS PARK BOTANICAL CENTER FOR 2014—PARKS AND RECREATION DEPARTMENT

Dear Mayor Taveras:

The Parks and Recreation Department respectfully requests authorization to renew the contract of the University of Rhode Island Outreach Center in the amount of \$52,000 to provide educational and outreach services at the Roger Williams Park Botanical Center for 2014. These services will include educational workshops for Providence school children field trips led by the Master Gardener program, horticultural classes for adults, and botanical center tours for Providence non-profit groups.

URI is uniquely qualified to provide these services as the Master Gardner volunteers are trained and managed by URI. Funds for this award will come from the Charles H. Smith Trust Fund, 819-819-53500.

Respectfully submitted,

Robert F. McMahon
Superintendent

DEPARTMENT OF PARKS + RECREATION

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