




# St. Charles County Government

**Department of Finance**

Robert W. Schnur, CPA  
Director

## MEMORANDUM

TO: Steve Ehlmann, County Executive  
FROM: Robert W. Schnur, Director   
DATE: March 1, 2011  
RE: **Notification of Bid Award – Metal Culverts**

Attached please find a Notification of Bid Award to **Metal Culverts**, in the amount not to exceed **\$20,000.00**, for the purchase of Corrugated Metal Pipe for the Highway Department. The bid opening was held on February 8, 2011 and these were the bids received:

Vendor	Amount	Vendor	Amount
Metal Culverts	\$20,000.00		


The account number this purchase will be charged to is 201-9020-46631.

After your review of the attached, if this meets with your approval, please sign and return to the Finance Department.


If you have any questions, please call.

Enclosure

APPROVED:

  
Chuck Gross  
Director of Administration

Date 3/7/11

  
Steve Ehlmann  
County Executive

Date 3/10/11

RECEIVED  
MAR - 4 2011  
COUNTY EXECUTIVE OFFICE

201 N. Second Street • Suite 541 • St. Charles, Missouri 63301  
(636) 949-7465 • Fax (636) 949-7456

# NOTIFICATION OF BID AWARD

**FOR AMOUNTS ABOVE  
\$5,000.00**

Process: Upon selecting winning bid, department must obtain Department Head or Elected official Signature and send to Purchasing. If over \$5,000, Purchasing will obtain County Executive's Signature. If over \$25,000, Purchasing will also route to County Counselor's Office for inclusion on Council Agenda. Once all approvals are obtained, copies will be sent to Director of Administration, County Auditor, County Clerk and Department Head.

Department HIGHWAY

Contact Person BENNY HEDDEN ASST CO ENGR Telephone X7142

Item Bid or Service BID 38 CORRUGATED METAL PIPE

Bid Opening was held on: 2.8.11 Bids Opened by: FINANCE DEPT

The following bids were received:

Vendor: METAL CULVERTS Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Bid awarded to: METAL CULVERTS - ONLY BIDDER. NOT TO EXCEED \$20,000.00.

If bid was not awarded to lowest bidder, please explain reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization:**

Account number purchase will be charged against: 201 9020 4/6/31 (BUDGET-CULVERT MAT'L)

Bid over \$5,000 Dept. Head/Elected Official Approval [Signature]

Bid over \$5,000 County Executive Approval [Signature]

Bid over \$25,000 Please route to County Counselors Office for Inclusion on Council Agenda