

CITY OF FOREST PARK PURCHASE REQUISITION FORM

For purchases valued \$1,000 and up

This form must be completed prior to creating a Purchase Order

Department :	RECREATION AND LEISURE SERVICES	Requisition Date:	3/11/2024
Prepared By:	JOCELYN HOITSMA		

Explanation	
This Requisition is for: <input checked="" type="checkbox"/> Services <input type="checkbox"/> Goods <input type="checkbox"/> Public Works Construction <input type="checkbox"/> Other _____	THE PURPOSE OF THIS REQUISITION FORM IS TO PAY FOR THE PLUMBING REPAIRS AT THE OUTDOOR POOL AND THE POOL HOUSE RESTROOMS.
Justification for Request:	
See attached ³ page(s) or _____ line item(s) and attached specifications _____ pages	

Budget	
Attach proof of available funds and provide the following:	
Budget Line Item:	100-41-6110-53-1106
Funds Available:	\$14,620.00 (COST OF SERVICES IS \$13,380.69)

Vendor			
New vendors must complete the Vendor/Supplier Information Form and provide a w-9 and E-Verify Affidavit.			
Select whether vendor is a new or current vendor of the City and provide the following:			
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Current	Vendor Name:	THE PLUMBING SHOP dba QUICKACTION PLUMBERS
Current Vendor Number:		231949	
If Statewide Contract, provide the following: (Attach one quote. Three quotes are not needed)			
Statewide Contract ID number:			
If Requisition is replacing a current Contract, provide the following:			
Current Contract Number:		Contract Expiration Date:	

Solicitation	
Complete this section only if a formal bid or RFP advertisement is needed.	
Also attach Solicitation Request Form	
Estimated cost of goods or services:	
Is cooperative purchase option available?	
Date goods or services are needed:	

Signatures			
Department Head Authorization:		Date:	3/11/24
Purchasing Authorization:		Date:	
Finance Director:		Date:	
City Manager:		Date:	

Instructions:

1. Complete requisition form in its entirety. (No previous versions of the Requisition Form will be accepted)
2. Attach 3 quotes (or justification if 3 quotes could not be obtained) and proof of budgeted funds.
3. Have New Vendors to send Vendor Information Form, w-9, and E-Verify **directly** to accountspayable@forestparkga.gov.
4. Email Requisition form and additional documents to procurement@forestparkga.gov.
5. Once a fully signed requisition has been returned to you, create PO and proceed with purchase.
6. Once service is received, submit signed Requisition, Invoice, and PO to Accounts Payable (copy Procurement) for payment.

Please complete, sign, and return Requisition Form along with all required documents to procurement@forestparkga.gov
Requisition will not be approved and PO will not be paid if not completed properly.





1121 Flamingo Drive
Austell, GA 30168

770.948.7988 Main
678.574.2736 Fax
info@quickactionplumbers.com
www.quickactionplumbers.com

March 11, 2024

Proposal #011924A

City of Forest Park
5230 Jones Rd.
Forest Park, GA 30297
Attn: Brad Munroe & Nigel Wattley

Re: Star Park- 5031 Park Ave., Forest Park, GA 30297 (Pool House)

Dear Sir(s),

Per your request, it is intended that QAP will provide a complete plumbing system, with all necessary equipment, appurtenances and controls completely coordinated with all disciplines. QAP will:

- Remove/reinstall stalls if needed.
- Run camera down line and mark the line with tape for approximately 10'.
- Shut water off to building.
- Remove (2) wall hung toilets in women's restroom.
- Saw cut and remove concrete via concrete saw and jackhammer as needed.
- Expose the compromised section of cast iron pipe.
- Excavate dirt via hand digging as needed.
- Cut out an approximately 10' section of 4" cast iron pipe.
- Supply and install 4" pvc pipe and miscellaneous fittings.
- Remove/add dirt as needed to ensure line is level.
- Test drain for leaks and proper operation.



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- Camera line to ensure proper flow.
- Backfill and tamp dirt to original grade.
- Replace concrete as needed.
- Reset the (2) wall hung toilets in women's restroom.
- Floor finishing to be done by others.
- Technician will also demo concrete and remove grid drain from men's bathroom near toilet.
- Tie into newly installed 4" pvc drain.
- Supply and install a 3" floor drain with approximately 2' of 3" pvc pipe.
- Supply and install a 3" p-trap, and remove approximately 3' of dirt.
- Check for leaks and proper operation.
- Backfill and tamp dirt to original grade.
- Replace concrete to original grade.

All permits and scheduled inspections will be the responsibility of QAP. (If applicable.)

All work will be done in compliance with local standard plumbing codes.

The aforementioned job description will be provided for the sum of Thirteen Thousand Three Hundred Eighty Dollars Sixty-Nine Cents (\$13,380.69).

Any unforeseen problems that may occur will be assessed and priced at the time of discovery.



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Please contact QAP Service Manager, Dave Chambers, with any questions and/or concerns.

Thank you in advance for considering QAP to satisfy your plumbing needs.

Sincerely,

Dave Chambers
Service Manager