



City of Ketchum

PROCUREMENT MEMO

Meeting Date: 10/2/2023 Staff Member/Dept: Juerg Stauffacher

Agenda Item: Recommendation to Approve Purchase Order #24013

Recommended Motion:

I move to approve Contract #24013 with Elk Cueva roofing products for repairing the dormers at Lift tower lodge.

Summary of Procurement Process:

Bidder	Bid Price
Elk Cueva roofing	\$6930.00

Low Bid Contractor	Bid Price	Budget Account/Number
Elk Cueva roofing	\$6,930.00	54-4410-4250

Background (if necessary):

- The metal roof on the dormers at Lift tower lodge need winter damage repaired.
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Sustainability Impact:

None OR state impact here:

Attachments:

- Elk Cueva roofing quote
- Purchase order #24013
-

**CUEVA ELK ROOFING**

Eric Cueva, Owner  
P.O.Box 32  
Bellevue, Idaho, 83313  
208.309.2822  
License #RTC-35872



**QUOTE**

**DATE:** 01-26-23

**Job#:** 703 Lill Tower Lodge Ketchum

**CUSTOMER INFORMATION:**

**Name:** Bryan

**Address:** 703 Lill Tower Lodge Ketchum

**Contact Information:**

**Home#**

**Cell #** 801 230 0388

**E-mail address:**

<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>To</u>
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Estimate to Repair Everything in Front of the roof that was Damaged by the snow that broke ridge caps metal planes pride geibol i more which if it is done in putting the new roof in the other area you will not need to buy materials because from that sector there will be enough materials to fix everything will also be installed 60 snow clips in the front part and if will not damage the metals anymore you will only have to clean the snow when it accumulates about 4 to 5f 6f weigh this estimate includes a little bit of material such as screws and ice water, but more is work thanks in the snow clips cost in including in install

**Subtotal Materials:** 2000\$  
**Taxes:** 120 6%  
**Delivery Charge:** -  
**Trash Disposal:** 150 EndDump  
**Labor:** 2160\$

**(less deposit)**  
**TOTAL:** 4430\$

if in ease need to buy the materials in will cost 2500 more making a  
total of ⇒ 6930

Payments are to be made as follows: 50% due upon delivery of  
Materials and 50 % upon completion on the job.

Sincerely,  
Cueva Elk Roofing  
Eric Cueva, Owner

Accepted By: \_\_\_\_\_  
Owner/Client

Date:

Accepted By: \_\_\_\_\_  
Eric Cueva

Date:



**CITY OF KETCHUM**  
 PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
 Administration 208-726-3841 (fax) 208-726-8234

**PURCHASE ORDER**  
 BUDGETED ITEM?  Yes  No

**PURCHASE ORDER - NUMBER: 24013**

<b>To:</b> 5891 CUEVA ELK ROOFING PO BOX 32 BELLEVUE ID 83313	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
10/01/2023	KCHOMA	KCHOMA		0	

Quantity	Description	Unit Price	Total
1.00	LIFT TOWER LODGE ROOF REPAIRS 54-4410-4250	6,930.00	6,930.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		6,930.00

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 Authorized Signature