

To whom it may concern,

The Department of Public Service, Division of Traffic Management has requested to purchase (1) Ride-On Thermoplastic Striper. A formal solicitation was sent out (RFQ031031) and they received one bid, from Mark Rite Lines Equipment Company, Inc. During the negotiation of terms and conditions between the Department of Public Service and the vendor, we agreed to waive the need for clause/liability insurance. In addition, there will be no training on city premises; chosen location to be determined at a later date of the Traffic Management team's choosing. Please approve the request to purchase this piece of equipment - it is necessary for the Division of Traffic Management to continue to provide traffic maintenance by marking bikeway and shared use paths to preserve the safety of the public during normal usage.

Thank you,

*Kelly B. Scooco BY Andrea R. Rossick*

