



# City of Moore Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | [www.cityofmoore.com](http://www.cityofmoore.com)

## MEMO

**Date:** March 16, 2020  
**To:** File for I-19-W-URG, I-07-E-URG, I-09-W-URG, I-05-W-LMA  
**From:** Kahley Gilbert, Project-Grants Manager *KG*  
**Re:** Procurement Summary for Request for Quote for City of Moore 2013 Tornado Area Gateway Designs

---

The City of Moore reached out to six different firms for gateway designs for the 2013 tornado area.

The City followed 2 CFR 200.320(b), Methods of Procurement to be followed. It states, "Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources."

The City sent a Request for Quote to the Following Firms:

- ADG
- Freese & Nichols
- Guernsey
- Howard Fairbairn
- Planning Design Group
- Vireo

The request for quote was sent to the six firms on May 1, 2015. The quotes were due May 12, 2015.

The City received two responses, one from Guernsey, another from Planning Design Group. Planning and Design Group submitted the lowest quote. A contract was signed on August 3, 2015.