

**To:** Brian Matthews, County Manager

**From:** Jim Chaffin, Parks & Recreation Director

**CC:** Patrick Niland, Deputy County Manager  
Cheryl Wright, Director Procurement and Contract Management

**Date:** July 18, 2024

**Re:** Exemption of RFP Request for Temporary Ice Skating Rink

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Pursuant to Union County Procurement Policy, Section 3.5, Procurement of Other Services, "Because there are no statutory requirements applicable to the procurement of such services, the County Manager may exempt a service from the RFP process for good cause and when in the best interest of Union County. The exemption of any such service exceeding \$90,000 shall be reported to the Board of Commissioners at the next regular meeting and shall include the justification for exemption."

The Union County Parks & Recreation Department (UCPR) is respectfully requesting exemption of the RFP process to enter into a contract with Seasonal Ice Rinks to provide ice rink services. This will include a temporary ice rink, equipment, supplies, materials and training required for operation. We have checked the market and believe this is in the best interest of Union County.

The contract cost for one year is \$185,500.00 with the option to renew for two (2) one-year terms at \$150,000 per year. UCPR will not own the ice rink, supplies, materials, equipment nor tools at the completion of the operation of the temporary rink. If approved, the UCPR Department will only be responsible for the operational aspect of the temporary rink.

Prior to Covid, Seasonal Ice Rinks prepared a vacant lot within the Sun Valley Commons area in Indian Trail for the installation of a temporary Ice Rink. This included all leveling, grading and infrastructure required for the rink. They, along with The Moser Group were able to provide a temporary Ice Rink for the residents of Union County. Due to the vendor's knowledge of the proposed project site, vendor contacts for appropriate supplies and materials for the rink and vendor contacts for any maintenance related issues with the rink Parks & Recreation respectfully requests this exemption.

Upon approval of the County Manager, Union County Parks & Recreation Department will initiate a contract with Seasonal Ice Rinks.

  
Brian Matthews  
County Manager

7/22/24  
Date

**Union County Parks & Recreation Department**

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