

MEMORANDUM

Purchasing #17-116
July 14, 2017

To: Gregory P. Harrison, City Manager
Through: Otis J. Thomas, General Services Director
From: Jeff English, Purchasing Agent
Subject: Award Bid E-36-17, Laboratory Testing Services

Contract Need/Background

Bid E-36-17 was issued to establish an annual, open end contract for laboratory testing services for the Utilities Department. Bid award is recommended to the lowest responsive and responsible bidder.

Attached you will find copies of a memorandum and the bid award recommendation form submitted by the Utilities Department, and copies of the bid tabulation, and bid solicitation document.

Bidders List

The Bidders List was created by using companies suggested by the requesting department, companies that have responded to prior bids and companies that have registered as bidders.

Number of firms submitting bids.....4

Advertising

The Bid was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The bid package was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

Funding

The contract will be funded from budgeted funds in accounts 412-3320-533.31-60 and 412-3340-533.31-60 Other Professional Services.

Market Research

The General Services Department conducted outreach to six (6) local Pompano Beach laboratory testing firms to inform them of the solicitation.

Award Recommendation

After reviewing the responses to this bid with the Utilities Department it is recommended the award for E-27-17 be made to the lowest responsible bidder Pace Analytical Services, LLC, in the annual amount of up to \$35,759.30 for the bid. The recommended vendor is a Local Pompano Beach Business.

Enclosures
cc: file