

REQUEST FOR BID/QUOTE AWARD RECOMMENDATION FORM

From: Purchasing Division Tammy Thompkins Date January 13, 2021

Department: Code Compliance Unit Attn.: Mario Sotolongo

Subject: Bid /Quote No. T-04-21 Item/Service: Low Mowing & Related Services for Code Compliance

Attached is the Bid/Quote Tabulation for subject item/service requisitioned by your department. Please complete this form in order Purchasing may complete the bid award. Your response should be typed. Please return this form to the Purchasing Division within three weeks of receipt. If rejecting a low bidder you must explain your reason below, or in an attached memorandum.

1. SOURCE OF FUNDS:

Budgeted Code: 00199105994650 Requisition #: \_\_\_\_\_

Title: REPAIR & MAINTENANCE / SPECIAL SERVICES

2. RECOMMENDATION:

(a) Which bidder do you recommend?

All responsive bidders to be included on the rotating list

(b) Is the recommended bid the lowest bid received?

Yes \_\_\_\_\_ No \_\_\_\_\_

Note: If you recommend award to other than the low bidder detailed justification must be furnished for rejection of all lower bids, in an accompanying memorandum.

(c) If references were required, were they checked?

Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable for this bid X

Signature: Mario Sotolongo Date: 1/14/2021

Title: Code Compliance Director  
(Department Head or Authorized Representative)