

MEMORANDUM

Purchasing #19-029
April 11, 2019

To: Gregory P. Harrison, City Manager
Through: Otis J. Thomas, General Services Director
From: Tammy R. Thompkins, Buyer
Subject: Approval to Award T-17-19, Cartridge Filters

Contract Need/Background

Bid T-17-19 was issued to obtain bids to establish an annual contract for the purchase of cartridge filter elements to be used by the Utilities Department at the water treatment plant. 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.....6
Number of responsive firms5

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 project will be funded from budgeted funds in account 412-3320-533.46-30 – Water Treatment Plant, Repair & Maintenance/Machinery & Equipment.

Market Research

The General Services Department conducted outreach to nine (9) local Pompano Beach water treatment supply companies 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 T-17-19 be made to the lowest responsive responsible bidder, American Melt Blown & Filtration, Inc., in the estimated annual amount of \$86,400.00 for the bid.

Enclosures
cc: file