

BID AWARD RECOMMENDATION FORM

From: Purchasing Division Jeff English Date 11/15/16

To: Utilities Department Attn.: Alessandra Delfico

Subject: Bid No. E-03-17 Item/service: Roof Replacement for Utilities Field Office Storage Building

Attached is the Bid Tabulation for subject item/service requisitioned by your department. Please complete this form in order that proper presentation and recommendations may be made to the City Commission for its approval, as appropriate. Your response should be typed. Please return this form to the Purchasing Division within three weeks of receipt.

This form must be accompanied by a memorandum explaining the item/service to be purchased, what it will be used for, stating that it is either a replacement or an additional item, and any other pertinent information which might be requested by the City Commission. This memo should also contain a detailed justification if you are rejecting a low bidder (see below).

1. SOURCE OF FUNDS:

Budgeted Code: 420 7398 522 65-12

Title: 10121 Replacement Utilities Field Office

2. RECOMMENDATION:

(a) Which bidder do you recommend?

Roof Painting By Hartzell, Inc.

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

Yes X 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 X No

Not applicable for this bid

Signature: 

Date: 11/22/16

Title: 
(Department Head)