BID AWARD RECOMMENDATION FORM

From:	Purchas	sing Division	Jeff English		Da	ate	9/27/22					
To: _	Grounds	s Division of Pu	ublic Works	Department	Attn.:	Anth	nony Orlando					
Subjec	t: Bid N	No. E-27-22	Item/sei	vice: 9- Play	ground mu	ulch						
form ir approv	order t al, as ap	hat proper pres	entation and recom or response should l	mendations may	y be made	to the	partment. Please complete this e City Commission for its m to the Purchasing Division					
used fo might b	r, statin se reque	g that it is eithe	er a replacement or y Commission. Th	an additional ite	em, and an	y oth	to be purchased, what it will be er pertinent information which detailed justification if you are					
1.	SOURCE OF FUNDS:											
	Budge	eted Code: 00	01-3040-530-4610		_							
	Title:	Repair & Ma Improvemen	aintenance/ Land, B	ldg	_							
2.	RECOMMENDATION:											
	(a) Which bidder do you recommend?											
		Advanced Mulch Inc.										
	(b)	Is the recomme	ended bid the lowes	at 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)											
		Yes X	No	Not appli	icable for t	his bi	id					
Signatı	ıre:	RobertAMC	Caughan		_ Date:	9/2	27/2022					
Title:	Public	Works Director	()		<u> </u>							
	(Dena	rtment Head)										

BID AWARD RECOMMENDATION FORM

From:	Purchasing	Division	Jeff English			D	ate	9/27/22			
To: Grounds Division of Public Works Department Attn.: Anthony Orlando											
Subject	: Bid No.	E-27-22	Iten	n/service:	Mulch-	1,2,3,4,	5,6,7,	8,10,11,12			
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: _001-3040-530-4610										
	Title: Repair & Maintenance/ Land, Bldg Improvements										
2.	RECOMMENDATION:										
	(a) Which bidder do you recommend?										
	Ea	East Coast mulch									
	(b) Is the recommended bid the lowest bid received?										
	Ye	es 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 re	eferences we	ere required, w	ere they ch	ecked?						
	Ye	es X	No		Not applica	able for	this b	id			
Signatu	re: Rob	etAMc	Caughon			Date	: 9/2	27/2022			
Title:	: Public Works Director										
	(Departme	ent Head)									