

REQUEST FOR BID/QUOTE AWARD RECOMMENDATION FORM

From: Purchasing Division Public Works Date 9/14/2023

Department: 3040 Grounds Attn.: _____

Subject: Bid /Quote No. E-28-23 Item/service: Mulch Bid/ Item K

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: 001-3040-530.46-10 Requisition #: _____

Title: Repair & Maintenance/Land Buildings Improvements

2. RECOMMENDATION:

(a) Which bidder do you recommend?

Advanced Mulch Inc.

(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

Signature: Robert A. Mc Caughan Date: 9/14/2023

Title: Public Works Director
(Department Head or Authorized Representative)