

**REQUEST FOR BID/QUOTE AWARD RECOMMENDATION FORM**

From: Purchasing Division: Jeff English Date: December 8, 2021

Department: Facilities Maintenance Dept. Attn.: George Buenaventura

Subject: Bid /Quote No. E-23-21 Item/service: City Hall Re-Roof Project

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: 302-7302-530.65-12 Requisition #: \_\_\_\_\_

Title: City Hall Re-Roof Project

2. RECOMMENDATION:

(a) Which bidder do you recommend?

Advance Roofing 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: December 8, 2021

Title: Facilities Maintenance Operations Director  
(Department Head or Authorized Representative)