

REQUEST FOR BID/QUOTE AWARD RECOMMENDATION FORM

From: Purchasing Division Tammy Thompkins Date 09/16/2019

Department: Water Treatment Plant Attn.: Jason Mraz/Phil Hyer

Subject: Bid No. T-36-19 Item/service: Carbon Dioxide, Liquid, Bulk Delivered (Co-Op Bid)

Attached is the Bid 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 reasons below, or in an attached memorandum.

1. SOURCE OF FUNDS:

Budgeted Code: 412-3320-533-52-05 Requisition #: _____

Title: Operating Supplies/Chemicals

2. RECOMMENDATION:

(a) Which bidder do you recommend?

Airgas USA LLC

(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 _____ No _____ Not applicable for this bid _____

Signature: BS By for ARB Date: 9-24-19

Title: Utilities Superintendent
(Department Head or Authorized Representative)