

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 A, B, L, and M

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 Building Improvemens

2. RECOMMENDATION:

(a) Which bidder do you recommend?

East Coast Mulch

(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 Mc Caughen Date: 9/14/2023

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