

MEMORANDUM

Purchasing #22-030
August 30, 2022

To: Gregory P. Harrison, City Manager
Through: Carla R. Byrd, General Services Director
From: Jeffery English, Purchasing Agent
Subject: Approval to Award E-20-22, Cartridge Filters

Contract Need/Background

Invitation to Bid (ITB) E-20-22 was issued to establish an annual, open-end contract for the purchase of membrane plant cartridge filters to be used by the Utilities Department at the Water Treatment Plant. Bid award is recommended to the lowest responsive and responsible bidder.

Attached are copies of a memorandum and the bid award recommendation form submitted by the Utilities Department, the bid tabulation, and bid solicitation document.

Bidders List

The Bidders List was created by using companies/firms suggested by the requesting department, companies/firms that have responded to prior bids and companies that have registered as bidders.

Number of companies/firms responding with complete bids.....1

Advertising

The Bid was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The bid package was also posted on the City's eBid System for download by interested companies/firms and sent to all registered bidders by email.

Funding

The project will be funded from budgeted funds in account 412-3320-533.46-30 – Water Treatment Plant, Repair & Maintenance/Machinery & Equipment.

Award Recommendation

After reviewing the responses to this bid with the Utilities Department, it is recommended the award for E-20-22 be made to the lowest responsive and responsible bidder, American Melt Blown & Filtration, Inc., in the estimated annual amount of \$118,560.00 for the bid.

Enclosures
cc: file