

# BID AWARD RECOMMENDATION FORM

From: Purchasing Division Jeff English Date 11/22/16  
To: Engineering Department Attn.: Tammy Good  
Subject: Bid No. E-04-17 Item/service: Construction of Community Park Youth Basketball Court

Attached is the Bid Tabulation for subject item/service requisitioned by your department. Please complete this form in order that proper presentation and recommendations may be made to the City Commission for its approval, as appropriate. Your response should be typed. Please return this form to the Purchasing Division within three weeks of receipt.

This form must be accompanied by a memorandum explaining the item/service to be purchased, what it will be used for, stating that it is either a replacement or an additional item, and any other pertinent information which might be requested by the City Commission. This memo should also contain a detailed justification if you are rejecting a low bidder (see below).

1. SOURCE OF FUNDS:

Budgeted Code: 302-7559-572.65-12 w/attached Budget Adjustment

Title: Basketball CT Comm PK

2. RECOMMENDATION:

(a) Which bidder do you recommend?

C-Square Construction

(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: Tammy Good Date: 11-30-2016

Title: Project Manager III  
(Department Head)

John S. Smith 12/1/16  
CITY ENGINEER



ACCOUNT DESCRIPTION	FND	DP	DV	SUB	EL	OB	AVAILABLE FUNDS	CURRENT BUDGET	* INCREASE	* DECREASE	REVISED BUDGET
16-281 Basketball CT	302	75	59	572	65	12			27,000		
07-930 Pub Safety Bldg	302	73	08	522	65	12				27,000	
TOTAL									27,000	27,000	

**\* USE WHOLE DOLLARS ONLY**

## REASON

These funds are necessary to install a second court requested by the Parks & Recreation Board.

12/1/16  
Department Head

Adjustment is within total budget of department  
Adjustment requires only City Manager approval  
Adjustment requires City Commission approval

## Adjustment approved at City Commission Meeting of

		AUDITED BY	INPUT BY	CONTROL NO.
Finance Director	Date	Budget Office	Date	City Manager Date