

BID AWARD RECOMMENDATION FORM

From: Purchasing Division Cassandra LeMasurier Date 2/9/2017

To: Risk Management Department Attn.: Cindy Lawrence

Subject: Bid No. L-22-17 Item/service: Excess Insurance

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: 506-5520-596-45-85

Title: Other Insurance Premium

2. RECOMMENDATION:

(a) Which bidder do you recommend?

Arthur J. Gallagher Risk Management Services, 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        No        Not applicable for this bid       

Signature: 

Date: 2/16/17

Title: Acting Human Resources Director  
(Department Head)