

MEMORANDUM

Parks and Recreation

To: Otis Thomas, General Services Director

From: Missy Kitts, Recreation Manager 

Thru: Mark Beaudreau, Recreation Programs Administrator 

Date: March 22, 2017

RE: Award to Bid # L-24-14, Relocatable Lighting

Bid #L-24-14 was issued for the purchase of relocatable lighting for the Cultural Center. The Parks, Recreation and Cultural Arts Department recommends the lowest, responsive bidder for this one time purchase of \$90,222 be awarded to Stage Equipment and Lighting, Inc.

Please prepare an Agenda item to the City Commission for approval of the bidder at the next Commission meeting, the funding for these services will be available from Capital Project Furnishings 302-7417-530-65-10.

Please contact me if there are any questions or concerns.

Thank you in advance.

BID AWARD RECOMMENDATION FORM

From: Purchasing Division Cassandra LeMasurier Date 3/21/2017

To: Parks, Recreation & Cultural Arts Department Attn.: Missy Kitts

Subject: Bid No. L-24-17 Item/service: Cultural Center Relocatable Lighting

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: 302-7414-530-64-10

Title: Capital Project Furnishing

2. RECOMMENDATION:

(a) Which bidder do you recommend?

Stage Equipment and Lighting, 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 X

Signature: *Alan A. Bean* Date: 3-22-17

Title: Recreation Programs Administrator