

THIS FORM MUST BE COMPLETED AND RETURNED TO THE PROCUREMENT \& CONTRACT SERVICES DIVISION FOR ALL AWARD RECOMMENDATIONS OF $\$ 35,000.00$ AND ABOVE.
FOR AWARD RECOMMENDATIONS REQUIRING COUNCIL APPROVAL, SUBMIT THIS FORM NO LATER THAN THREE (3) WEEKS PRIOR TO THF PIIRI ISHFD COMMISSION AGFNDA ITFM DFADI INFS FRR PURCHASING ITFMS

