

ITB AWARD RECOMMENDATION / INTENT TO AWARD

To: Gayle (Dean) Scheon, Police Department

From: Procurement Specialist: Michael F. Walker, Manager, Procurement and Contracts

Date: 7/22/13

ITB #: 132-11245 Item/Service: Shirts, Embroidered or Silk Screened

Attached are apparent low bid(s) and a tabulation for subject items/services requisitioned by your department. Please complete the applicable portions of this form in order that proper presentation and recommendations may be made. Please return this form to the Procurement Specialist as soon as possible.

1. PROCUREMENT COMMENTS:

2. RECOMMENDATION:

A. Which bids do you recommend? SIDELINE APPAREL, INC. #1-30 Global Trading #31-36

B. Does this meet specifications as per your request and as advertised? YES NO

If No, is the variance considered: MINOR or MAJOR

Explain:

C. Is the recommendation the lowest bid received? YES NO

D. List the bids that are low but which you believe DO NOT meet specifications and list reasons why each does not meet specifications; please attach a memorandum of explanation to this form if necessary.

KIRK W. BUFFINGTON, CPPO, C.P.M., MBA
DIRECTOR OF FINANCE

PRINT NAME: Lisa James G. Scheon
Department Director or designee

SIGNATURE: [Signature]

DATE: 7/22/13

SIGNATURE: [Signature]
Deputy Director of Finance

DATE: 7/22/13

3. PROCUREMENT ACTION/RECOMMENDATION(S):

THIS FORM MUST BE COMPLETED AND RETURNED TO THE PROCUREMENT SERVICES DIVISION FOR ALL AWARD RECOMMENDATIONS OF \$10,000 AND ABOVE.
FOR AWARD RECOMMENDATIONS REQUIRING COMMISSION AWARD APPROVAL, SUBMIT THIS FORM NO LATER THAN THREE (3) WEEKS PRIOR TO THE PUBLISHED COMMISSION AGENDA ITEM DEADLINES FOR PURCHASING ITEMS.

Posted 7/23/13

Over \$10,000 YES NO