

**ITB AWARD RECOMMENDATION / INTENT TO AWARD**

To: Jenni Morejon

From: Procurement Specialist: Elizabeth Cohen

Date: 12/10/13

ITB #: 832-11280 Item/Service: Board Up Services

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? Kedeco Enterprises, LLC

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.

Assured Contracting LLC (the Incumbent), proposal of \$47,750.00, was submitted with plywood as the material, not the new material of shatter resistant polycarbonate as required in the ITB.

(attach an additional sheet if further comment or explanation is required)

PRINT NAME Jenni Morejon  
Department Director or designee

SIGNATURE [Signature]  
Deputy Director of Finance

SIGNATURE [Signature]

DATE 12-13-13

DATE 12/17/13

**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 12/17/2013*

Over \$10,000 YES  NO