ITB AWARD RECOMMENDATION / INTENT TO AWARD

To: Rick Keiser, Information Technology Services

From: **Procurement Specialist:** Richard Ewell

Date: 09/09/13

ITB #: 742-11281 **Item/Service:** Cut Paper

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? Mac Papers

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.

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

PRINT NAME Mike Maier
Department Director or designee

SIGNATURE

DATE 09/17/13

SIGNATURE
Deputy Director of Finance

DATE 9/18/13

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 9-18-13 SGT

Over $10,000 YES ☑ NO ☐

Less than $20,000 for the year.

FORM G-105 Rev. 11/3/10