

# ITB AWARD RECOMMENDATION / INTENT TO AWARD

Procurement Specialist:

Date:

ITB #:

Item/Service:

Attached are apparent low bid(s) and a tabulation for subject items/services requisitioned by the department.

## RECOMMENDATION:

A. Which bid is recommended for Award?

B. Does this meet specifications as per the department's request and as advertised?

YES   
NO

If No, is the variance considered:  or

Explain:

C. Is the recommendation the lowest bid received?

YES  NO

\*\*5% local business preference has been applied to Molloy Bros. bid making them lowest cost, responsive and responsible bidder

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

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

SIGNATURE

Director of Finance or designee

DATE

THIS FORM MUST BE COMPLETED FOR ALL AWARD RECOMMENDATIONS OF \$10,000 AND ABOVE.

Over \$10,000 YES  NO