

**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 vendor 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: **MINOR** **MAJOR**

Explain:

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

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:** \_\_\_\_\_  
Procurement Manager or designee

**Date:** \_\_\_\_\_

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

Over \$10,000 **YES** **NO**

Sourcing Event 619-0: HCD Rehab: Judy Grubbs  
 Number of Bids Received: Two (2)

Line #	Item Description	VENDOR			Dixie Construction, Inc.			Assured Contracting, LLC		
		Quantity	Unit of Measure	Unit Price	Response Amount	Unit Price	Response Amount	Unit Price	Response Amount	
1	FULL HOME GENERAL ELECTRICAL	1.00	LS	\$ 4,500.00	\$ 4,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	
2	IMPACT WINDOW INSTALLATION	1.00	EA	\$ 2,100.00	\$ 2,100.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	
3	GUEST BATHROOM FIXTURE UPGRADES	1.00	LS	\$ 4,900.00	\$ 4,900.00	\$ 8,900.00	\$ 8,900.00	\$ 8,900.00	\$ 8,900.00	
4	ELECTRICAL OUTLETS	6.00	EA	\$ 250.00	\$ 1,500.00	\$ 66.67	\$ 400.00	\$ 400.00	\$ 400.00	
5	TENT FUMIGATION – WHOLE HOUSE	1.00	LS	\$ 3,600.00	\$ 3,600.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
<b>Total Bid Amount:</b>					<b>\$ 16,600.00</b>			<b>\$ 24,600.00</b>		

**AWARD**

**NOTE:**

Basis of Award: Award will be made to the lowest priced, responsive, and responsible bidder based on the total bid price (sum of all items).

The homeowner, Judy Grubbs, has a grant-approved amount of \$20,000.00. The lowest responsive and responsible bid received was submitted by Dixie Construction, Inc., in the amount of \$16,600.00. The bid is within the approved grant funding amount, and HCD concurs with proceeding with the award of the project to Dixie Construction, Inc.