

# DEPARTMENT RECOMMENDATION OF BID (ITB, RFP, BEB, RFQ) INTENDED AWARD

To: **Purchasing, Box 32**Attn: Gayle Dykeman (Buyer)Bid #: CODE-210035-GDBid Due Date: May 6, 2021Bid Title: Special Magistrate to Hear Code Violation Cases
☐ **NO AWARD – REJECT ALL BIDS**

Justification for No Award:

- ☐ Bids over budget  
☐ Only one bid received  
☐ Other (provide detailed explanation: \_\_\_\_\_)

**IMPORTANT:** The blackout period is in effect until the contract is awarded including City Commission approval. Violation of this provision shall result in disqualification of the bidder/vendor.

☒ **RECOMMENDATION FOR INTENDED AWARD**

If straight low bid (no evaluation – i.e. construction, materials):

Recommended Bidder: \_\_\_\_\_

Bid award amount: \$ \_\_\_\_\_

Justification for the Recommendation: \_\_\_\_\_

**OR**

If BEB/RFP/RFQ (turn in evaluation notes, comments points, etc.). Recommended Ranking:

<u>Vendor</u>	<u>Ranking</u>
_____	1
_____	2
_____	3

Bid award amount: \_\_\_\_\_

Justification for the Recommendation:

Two bids received. One did not have the minimum qualifications. The other bidder is currently in the position and doing a good job.

I hereby certify the recommended straight low bidder/vendor ranked No. 1 is the most responsive and responsible bidder meeting all requirements, certifications, forms, and/or minimum criteria/qualifications listed below (include qualifications/requirements directly from ITB, RFP, BEB, RFQ document):

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Recommended by: Peter F. BackhausPhone: 352-393-8486

SIGNATURE

Peter F. Backhaus

PRINTED NAME

Title: Neighborhood Enhancement ManagerDate: 06/09/21

**IMPORTANT:** The Project Manager is responsible for initiating, completing and executing the contracts. Fully signed (including City Attorney and City Commission approval) contracts are forwarded to Purchasing for the issuance of a purchase order.

City Commission required: ☐ Yes City Commission meeting on \_\_\_\_\_ (date confirmed of approved agenda item).  
☐ No City Commission approval is not required: \_\_\_\_\_ (Indicate Policy exemption section (i.e. Sec 7.1(c))

Vendor is active in the Advantage Financial System – **Department is responsible to obtain appropriate documentation to activate vendor.**