



## MEMORANDUM AWARD RECOMMENDATION

**TO:** John Morgan, Environmental Services Director  
**FROM:** Theresa Webb, Chief Purchasing Officer  
**SUBJECT:** Recommendation of Award for ITB 2017-029  
**DATE:** February 17, 2017

Per your request, the Purchasing Department issued ITB 2017-029 for Atlantic Avenue Decorative Lights. After completing the due diligence review to confirm the bidders meet the minimum qualifications and submitted the required forms and documentation, a bid tabulation was completed. The lowest responsible, responsive bidder is Torres Electrical Supply Company, Inc. Attached is a copy of the tabulation for your review. Please provide your feedback on this recommendation to award to Torres Electrical Supply Company, Inc. by February 24, 2017.

This item will be scheduled for the March 28, 2017 Commission meeting if your approval is received by the date requested. Otherwise, award may be delayed for a minimum of two weeks.

**Funding Account Number:**  
(Please provide account number and title)

334-4144-592.64-90  
Decorative Street Lights



Recommendation approved. Proceed with Commission approval.



Recommendation not approved.

Comments:

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Handwritten signature of John Morgan in black ink.

Department Head

2/17/2017

Date