



MEMORANDUM AWARD RECOMMENDATION

TO: Missie Barletto, Deputy Director Program and Project Management, Public Works Department

FROM: Theresa Webb, Chief Purchasing Officer

SUBJECT: 100' Christmas Tree Foundation

DATE: July 21, 2017

Per your request, the Purchasing Department issued ITBC No. 2017-060 for 100' Christmas Tree Foundation. 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 MBR Construction, Inc. Attached is a copy of the tabulation and the bid from the company for your review. Please provide your feedback on this recommendation to award to MBR Construction, Inc. by July 24, 2017.

This item is scheduled for the August 8, 2017 Commission meeting, if your approval is received by the date requested. Otherwise, award will be delayed for a minimum of two weeks.

Funding Account Number:

Funding will be provided by the Community Redevelopment Agency (CRA) following an amendment to the existing Interlocal Agreement with the City of Delray Beach.



Recommendation approved. Proceed with Commission approval.



Recommendation not approved.

Comments:

Handwritten signature of Margaret Barletto in blue ink.

Department Head

Handwritten date 7/21/17 in blue ink.

Date