



U.S. Communities Contract No. 110171
Playground Equipment at Henderson Park
DEPARTMENTAL RECOMMENDATION FORM

User Department's Recommendation

User Department Name: Recreation, Parks & Cultural Affairs

Recommended Bidder: Kompan, Inc. meets our approval.

Project Amount This Term: \$108,278.05 + \$5,413.91 (Contingency) = \$113,691.96

Funding:

General Park Bond 2006 3 Digit Fund Code _____

CIP Line Item No. (if applicable): _____

Requisition# 703510

Justification:

MARVIN F. BILLUPS JR
Name, Title Date

M.F. Billups, Jr. 5/4/17
Department Director Date

INTERDEPARTMENTAL
MEMORANDUM

TO: (Insert Name, Title, Department)
FROM: Agent Name, Title, Team
SUBJECT: ITB No. 300XXXX – XXXXXXXXXXXXX (ITB Name)
DATE: (Insert Date)

It is requested that you do the following:

1. Please review the attached bids associated with the above referenced solicitation and provide your award recommendation. You are looking for the lowest, responsive and responsible bidder. Your review should ensure that you are confident that your recommended supplier(s) can in fact provide the goods and services required.
2. Please provide the following information in the space provided on page two:
 - a. Specific justification why in your professional opinion the recommended vendor should be awarded the contract.
 - b. Advise of any problems in connection with the selected vendor(s), if any exist.
 - c. If you find bidders who offer lower prices than your recommended supplier(s), then you must provide specific justification why they are either non-responsive* (did not follow the instructions found in the solicitation) or non-responsible** (not able to perform/deliver as minimally required according to the scope of work found in the solicitation).

**Note – The Department of Purchasing and Contracting is ultimately responsible in determining if a bidder is non-responsive, but input/feedback from the user department is always important to us.*

***Note – The user department and the Department of Purchasing and Contracting must mutually agree before determining if a bidder is non-responsible.*

3. Return required documents within (Insert # of Days) business days.

If you have any questions, please call me at (Direct Office Number).

ITB No. 300XXXX – XXXXXXXXXXXXX (ITB Name)