



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

| ACCOUNTING UNIT | ACCOUNT | ACTIVITY | CATEGORY | BUDGETED AMOUNT |
|-----------------------|---------|----------|----------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL BUDGETED AMOUNT | | | | |

DEPARTMENT HEAD: DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends award to the lowest responsible, responsive bidder in the amount of \$.

PURCHASING MANAGER: DATE:

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: DATE:

CITY MANAGER: DATE: