

MEMORANDUM

TO: Paul Rakosky
Director of Finance and Management

FROM: Greg J. Davies
Director of Public Utilities

DATE: December 9, 2013

RE: BID RECOMMENDATION – Electric Forklift
BID PROPOSAL #SA005183

The Purchasing Office opened formal bids on November 26, 2013 for the purchase of an Electric Forklift for the Division of Water. Three (3) bids were received.

After a review of the bids, the Division of Water recommends the award be made to M H Equipment Company the lowest, responsive and best bidder for both Items 1 and Item 2 for an award amount \$25,115.30. It should be noted that the company included a separate attached quote to their bid proposal (Quote No: 91-35373991) that stated on page 3 that factory freight was included, and then on page 4 stated local freight was not included. The Purchasing Office contacted the vendor on December 3, 2013 to clarify the freight terms. On December 3, 2013 the Purchasing Office was contacted by M H Equipment Company and stated that the forklift would be delivered FOB the Dublin Road Water Plant at the price quoted within the bid proposal. The clarification received is in compliance with the City's standard terms and conditions.

Thank you for your cooperation in this matter. Should you have any questions please contact Pam Davis at 645-6041.

