

MEMORANDUM

TO: Paul Rakosky  
Director of Finance and Management

FROM: Greg J. Davies  
Director of Public Utilities

DATE: July 20, 2015

RE: BID RECOMMENDATION – TECH II OFFICE FURNITURE  
BID PROPOSAL #SA005832/BI006578

The Purchasing Office opened formal bids on April 23, 2015 for the purchase of Tech II Office Furniture for the Division of Water. Two (2) bids were received.

After a review of the bids, the Division of Water recommends the award be made to Charles Ritter Company, the lowest, responsive and best bidder for All Items for an award amount of \$38,192.40.

Per Section 4.2 (Sampling & Evaluation) Samples were requested and received by both bidders. The samples provided by SRM Entertainment Group LLC dba Cubicle By Design failed to meet specifications in section 3.2.2. Per the part number requested, the product surface should have a thickness of 1 1/8". Samples that SRM Entertainment Group LLC dba Cubicle By Design provided was 1" thick which does not meet specifications.

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

