

**TRACIE DAVIES**  
Director

MEMORANDUM

TO: Joe Lombardi  
Director of Finance and Management

FROM: Tracie Davies  
Director of Public Utilities

DATE: October 13, 2016

RE: BID RECOMMENDATION – Diesel Powered Backhoe Loader  
BID PROPOSAL – RFQ 001630

The Purchasing Office opened formal bids on June 30, 2016 for the purchase of a Diesel Powered Backhoe Loader for the Division of Water. Two bids (2) bid were received.

The Division of Water recommends the award be made to Hy-Tek Material Handling, Inc. as the lowest responsive and responsible and best bidder. The award amount for this equipment is \$108,875.00.

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

