

RFP/RFQ AWARD RECOMMENDATION / INTENT TO AWARD

To: Peter Jarman, Central Accounting

From: Procurement Specialist: Richard Ewell

Date: 08/09/12

RFP #: 725-11027

Item/Service: Fixed Asset Inventory

Attached is a tabulation for subject items/services requisitioned by your department. Please complete the applicable portions of this form in order that proper presentation and recommendations may be made. Please return this form to the Procurement Specialist as soon as possible.

1. PROCUREMENT COMMENTS:

2. RECOMMENDATION:

A. Which proposal do you recommend? Specialty Property Appraisals LLC

B. Does this meet specifications as per your request and as advertised? YES NO

If No, is the variance considered: MINOR or MAJOR

Explain:

C. Is the recommendation the top ranking firm? YES NO

PRINT NAME Douglas R. Wood
Department Director or designee

SIGNATURE [Signature]
Deputy Director of Finance

SIGNATURE [Signature]

DATE 9/7/12

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3. PROCUREMENT ACTION/RECOMMENDATION(S):

THIS FORM MUST BE COMPLETED AND RETURNED TO THE PROCUREMENT SERVICES DIVISION FOR ALL AWARD RECOMMENDATIONS OF \$25,000 AND ABOVE. FOR AWARD RECOMMENDATIONS REQUIRING COMMISSION AWARD APPROVAL, SUBMIT THIS FORM NO LATER THAN THREE (3) WEEKS PRIOR TO THE PUBLISHED COMMISSION AGENDA ITEM DEADLINES FOR PURCHASING ITEMS.

Over \$25,000 YES NO