## PROCUREMENT SPECIALIST: DATE: ITB#: ITEM / SERVICE: Attached are apparent low bid(s) and a tabulation for subject items/services requisitioned by the department. **RECOMMENDATION:** A. Which vendor is recommended for Award? YES B. Does this meet specifications as per the department's request and as advertised? NO If NO, is the variance considered: MINOR **MAJOR** Explain: C. Is the recommendation the lowest bid received? YES NO D. List the Bids that are low but DO NOT meet specifications and list reasons why each does not meet specifications: attach a memorandum of explaination to this form if necessary. (Attach an additional sheet if further comment or explaination is required.) Date: Procurement Manager or designee THIS FORM MUST BE COMPLETED FOR ALL AWARD RECOMMENDATIONS OF \$10,000 AND ABOVE. Over \$10,000 YES NO

ITB AWARD RECOMMENDATION / INTENT TO AWARD