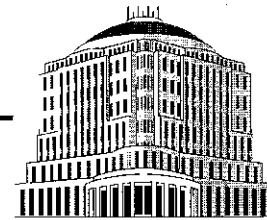




# CITY OF ORLANDO



## MEMORANDUM

**DATE:** 9/6/2016

**TO:** David Dunn, Division Manager,  
Fleet & Facilities Management Division

**FROM:** Lee Donate, Purchasing Agent II  
Procurement and Contracts Division

**SUBJECT:** Bid Submittals and Award Recommendation

**BID NUMBER/TITLE:** IFB16-0371, Vehicle Wash and Detail Service

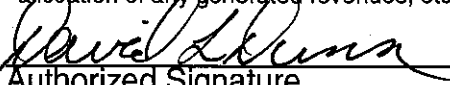
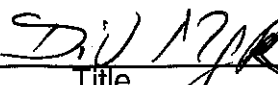


The bids for the subject solicitation were opened on August 31, 2016. Procurement and Contracts have reviewed the bid submittals for responsiveness. Please see the attached Bid submittals and Bid Tabulation Sheet. Pending final review by your office and MWBE, if applicable, the recommendation of award is as follows:

| Line Item(s) | Recommended Award  | Amount:     |
|--------------|--------------------|-------------|
| All          | Wash Depot 1, Inc. | \$65,970.00 |
|              |                    |             |
|              |                    |             |
|              |                    |             |
|              |                    |             |

Once submittals have been fully evaluated by you and the Office of MWBE, please sign below to acknowledge your concurrence of this recommendation of award and return at your soonest convenience. In addition, forward a Fiscal Impact Statement\* (in Word format) to the assigned Purchasing Agent.

Procurement will then prepare the Council Agenda for award approval and the timely development of the Contract.

\*A Fiscal Impact Statement must be provided to the assigned Purchasing Agent cite funding source; original approval date and contract amount, Documentary Number, applicable recurring costs (e.g., operating & maintenance); allocation of any generated revenues; etc.



  
 Authorized Signature Title Date  
  
 Department