



CITY OF ORLANDO



MEMORANDUM

DATE: June 1st, 2020

TO: Cheryl Pilkington, Parks Grounds Maintenance Program Manager
Parks Division

Beth G Gruber, Landscape Architect Sr-Park Planner
Families Parks And Recreation

FROM: Varun Desai, Purchasing Agent II
Procurement and Contracts Division

SUBJECT: Award Recommendation Letter


BID NUMBER/TITLE: IFB20-0206 for City of Orlando Park Signs

The bids for the subject solicitation were opened on May 18th, 2020. Procurement and Contracts have reviewed the bid submittals for responsiveness. Please see the attached Bid Tabulation Sheet. Pending final review by your office, the recommendation of award is as follows:

Line Item(s)	Recommended Award	Amount:
All Items	Vital Signs of Orlando, Orlando, FL	\$454,825.00 /year

Once submittals have been fully evaluated by you, please sign below to acknowledge your concurrence of this recommendation of award and return by June 5th, 2020.

Procurement will then prepare the documents for award and the timely development of the Contract(s).


Authorized Signature _____ Title Grounds Maintenance Program Manager Date 6-3-2020
FPR
Department _____

PROCUREMENT AND CONTRACTS DIVISION

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