

InterOffice Memorandum

July 22, 2015

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Award of Bid: Services, Maintenance: HVAC Contractor/IFB No. 2015-141

Upon evaluation of submitted bids, I recommend that the bid for Services, Maintenance: HVAC Contractor, be awarded to 3D Mechanical Service, lowest bidder meeting specifications. This contract shall become effective October 1, 2015 through and including September 30, 2016 with the option of two (2) one (1) year renewals.

Budgeted funds totaling approximately \$99,363 are allocated in various 7541 HVAC Maintenance accounts.

If I can be of further assistance please do not hesitate to contact me at extension 5331.