

**AWARD RECOMMENDATION  
Goods & Services (Bids)**

**\*\* IMPORTANT:** Award of each bid is a time sensitive process. Our objective is to expedite all bid awards for the customer (you). It is critical that the bid review is completed quickly and this completed/signed award recommendation sheet is returned to Purchasing without delay. (Please hand carry or fax to Purchasing).

**Please help us to help you by completing this process in the shortest possible time frame. – THANK YOU!**

TO: Richard Ryan

FROM: Don Wolfe  
Buyer

BID NO. 078-17DW

OPENING DATE 11/07/2017

TITLE Washer and Dryer Installed

DEPARTMENT Facilities

1.	<u>Washington Automated</u>	<input checked="" type="checkbox"/>	10.		<input type="checkbox"/>
2.		<input type="checkbox"/>	11.		<input type="checkbox"/>
3.		<input type="checkbox"/>	12.		<input type="checkbox"/>
4.		<input type="checkbox"/>	13.		<input type="checkbox"/>
5.		<input type="checkbox"/>	14.		<input type="checkbox"/>
6.		<input type="checkbox"/>	15.		<input type="checkbox"/>
7.		<input type="checkbox"/>	16.		<input type="checkbox"/>
8.		<input type="checkbox"/>	17.		<input type="checkbox"/>
9.		<input type="checkbox"/>	18.		<input type="checkbox"/>

The firms cited above have submitted competitive bids. Award shall be made to the low responsive and responsible bidder. Please review the attached information and submit your award recommendation to the Buyer named above at your earliest convenience. **Award cannot be made until this form is received in Purchasing.**

I have reviewed the bid information and recommend award to the low responsive and responsible bidder, Washington Automated, in the amount of \$ 16,625.31.

Cindy Hart  
Authorized Dept/Div. Manager

11/8/2017  
Date

Federal Suspension/Debarment

It is the understanding of the Purchasing Division that this purchase/contract will not utilize federal dollars. If, however, federal funds are utilized, it is the responsibility of the requesting/owner Department (you) to verify that neither the contractor/vendor nor any subcontractors are suspended or debarred by the General Services Administration from participation in contracts funded with federal dollars (verify at [www.sam.gov](http://www.sam.gov)).