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RECOMMENDATION

Date: February 15, 2017

To: Gary Warren
James Fisher

From: Cathleen Timmerman, Contract Administrator

Re: Bid #17-015R

All,

Upon review of all bids, it is our recommendation to use Gall's to supply our Uniforms and Accessories in support of our Fire and EMS Departments. Please see attached Bid Tabulation.

Your signature on this form attests that you are in agreement with the recommendation and will enter a contract. Purchasing will gladly help in entering the contract. Based on our bid, our initial agreement will begin after Council approval (April 1, 2017). We will need funding to cover our needs from April 1 thru September 30, 2017 and then October 1, 2017 thru September 30, 2018. Both departments will need to break out each of their own FYs.

In order for City Council to approve on March 14, 2017, the following deadlines must be met:

1. February 23, 2017: A signed vendor agreement must be presented to the City Attorney's office.
2. March 1, 2017: A draft data sheet and related documents will need to be provided to Bridget Kramer. Be sure to note the two fiscal years and the

Please note that any purchases related to this bid must not begin until a contract has been issued.

I, _____, agree with the above recommendation.

Signed: _____ Date: _____

Attached: Bid Tabulation/Comparison

Please sign and return to Purchasing Department.