



Memorandum

Date: June 6, 2019
To: Diane Palmer Boeck – Director of Procurement and Project Management
From: Josh Mathewes - Inventory Control /Asset Disposal Supervisor
Subject: Award of Bid #2019-0340-C Small Water Meter Boxes

It is the recommendation from Inventory Control/ Asset Disposal (ICAD), based on inventory requirements and Public Works specifications, to award Bid 2019-0340-C to Bass and Hays Foundry, Inc.

Bass and Hays Foundry, Inc. bid meets specifications and is the only vendor who provided pricing for this bid.

Total estimated expenditure for 2019-0340-C is \$65,928 annually.

Failure to award this bid could result in extended lead times, higher procurement costs and the inability to provide inventory in an emergency or maintenance situation.

The specifics of this bid are on file with the Purchasing Division.