

CITY OF LOS ANGELES
HARBOR DEPARTMENT - PURCHASING DIVISION

BID TRANSMITTAL

TO: Emil Zordilla
Engineering

DATE: November 12, 2010

PURCHASE REQUISITION NO: G-5118

BID NO: F-712

DESCRIPTION: PRE-OWNED FURNITURE FOR HAB 5th FLOOR and
PORT POLICE at WATER STREET

Attached for your review are the bids and price summary related to the above described item. Your approval signature is required to proceed with the procurement process. A recommendation for award must be made to the lowest bidder that is in compliance with all specifications. If you are recommending an award away from the lowest bidder, please identify the alternate bidder and include a justification below.

LOWEST BIDDER: Corporate Office Interiors
Total \$ 641,315.00 (not including tax)

ALTERNATE RECOMMENDATION:

JUSTIFICATION:

Approval: _____
(signature)

Date: _____ Phone: _____

Purchasing this item is delayed until this form is signed and returned to Purchasing staff. If this purchase is over \$150,000 a draft board report must accompany this form.

What happens after Purchasing receives my signed Bid Transmittal?
If purchase is less than \$100K, a PO will be drafted and award made as recommended.
If purchase is between \$100K-\$150K, winning bid is forwarded to City Attorney for review and then forwarded to Senior Manager for signature.
If purchase is more than \$150K, winning bid and draft board report is forwarded to City Attorney for review. Award cannot be initiated until after the Board approves the purchase. It is the end-user's responsibility to notify Purchasing that an item is approved by the Board.

If you have any questions regarding this bid, please contact Leticia Caldera at x0403.