

BOARD OF CONTRACTS AND AWARDS AGENDA

9:00 AM Wednesday, August 19, 2015 (NO MEETING)

Consent Agenda items shown below

REGULAR AGENDA

N/A

CONSENT AGENDA

GENERAL GOVERNMENT

N/A

PUBLIC UTILITIES

N/A

July 29, 2015

ACTION AGENDA ITEMS RECOMMENDED FOR APPROVAL:

N/A

GENERAL GOVERNMENT ITEMS RECOMMENDED FOR APPROVAL:

N/A

PUBLIC UTILITIES ITEMS RECOMMENDED FOR APPROVAL:

N/A

Chris Larson, City Manager's Office Rep.
PW Engineering Division Manager

Patsy Best, Finance Department
Interim Procurement and Payables Division
Manager

Michael Fitzgerald, City Manager's Office Rep.
Fire Assistant Chief

Terry Ryan, Tacoma Public Utilities Rep.
Power Section Assistant Manager

Glen George, Tacoma Public Utilities Rep.
Water Supply Manager

CONTRACTS AND AWARDS BOARD MEETING SUMMARY

Enter Meeting Date

IN ATTENDANCE:

**BOARD OF CONTRACTS &
AWARDS MEMBERS**

Glen George, Chair of the Board
Patsy Best, Board Member
Roger Edington, Board Member
Terry Ryan, Board Member
Chris Larson, Board Member
Martha Lantz, Legal

MEETING GUESTS

The Board of Contracts and Awards (C&A Board) meeting was called to order at _____ a.m. by Kurtis Kingsolver, Chair of the C&A Board. Introduction of the C&A Board members and other attendees was made.

Spec Number and Description

The Consent Agenda items were approved.

The meeting was adjourned at _____ AM.

**Summary of Bid Protest for Specification No. Enter Spec No
Enter Spec Title**

**Board of Contracts and Awards
Tacoma Public Utilities, Main Floor Conference Room M-1**

Enter Date of C&A Meeting

ISSUE: Insert description of the issue the Board is considering.

INFORMATION CONSIDERED:

The Board of Contracts & Awards considered the following information in reaching its recommendation:

City Proposed Award Correspondence

1. Award recommendation memorandum (a.k.a. "C&A letter"), dated Insert date of C&A Letter, from Insert Name of Department to the Board of Contracts and Awards;
2. C&A Board Meeting notification letter dated Insert date of vendor notice, from Kathy Katterhagen, Purchasing Manager, to Insert protesting vendor name; and
3. C&A Board Meeting notification letter dated Insert date of vendor notice, from Kathy Katterhagen, Purchasing Manager, to Insert recommended vendor name.

Correspondence from Insert protesting vendor name

4. List correspondence here...

Correspondence from Insert recommended vendor name

5. List correspondence here...

Additional Information

6. List additional info here...
7. Testimony of Insert name, dept/company

DISCUSSION:

Insert summary of testimony and discussion.

RATIONALE & RECOMMENDATION:

Insert motion made and rationale for making motion (board member making the motion should state their rationale or just state "In light of discussion..."). List names of the board member that made the motion and who seconded. State whether the motion carried or failed.