
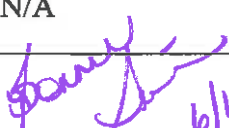


MANATEE COUNTY GOVERNMENT INTENT TO AWARD

SUBJECT	Manatee County Business Cards	DATE POSTED	MC <u>6/18/15 sg</u> DS _____ CC _____
PURCHASING REPRESENTATIVE	Bonnie Sietman, Sr. Buyer  x3046	DATE CONTRACT SHALL BE AWARDED	Contingent upon the acceptance of Purchasing Official (7 days)
DEPARTMENT	All Manatee County Departments / Division	CONSEQUENCES IF DEFERRED	N/A
SOLICITATION	RFQ #15-1646BLS	AUTHORIZED BY DATE	 6/19/2015

NOTICE OF INTENT TO AWARD

Notice of Intent to Award, Request for Quotation #15-1646BLS Business Cards, to the lowest, responsive, responsible quoter Keeton's Office Supply Company Inc., located in Bradenton, FL.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

- This procurement is for Manatee County Business cards on an "as required" basis.
- The intent of this Request for Quotation (RFQ) is to establish a single award to the lowest, responsive, responsible quoter meeting specifications.
- The annual estimated expenditure is \$25,000.00
- The County solicited Request for Quotation #15-1646BLS from May 19, 2015 through June 1, 2015, appropriate quotation procedures were followed.
- Notice of RFQ #15-0039BS was directly solicited to six local vendors, solicited on MyManatee.org, and the Manatee County Chamber. The vendor registration site provided a vendor.
- One quotation was received from Keeton's Office Supply Company Inc.
- On June 4, 2015 Nick Azzara and I met with Keeton's to review the quotes specifications and prepare a written procedure for ordering business cards on-line.

ATTACHMENTS (List in order of attached) •		FUNDING SOURCE (Acct Number & Name)	<input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
COST	Annual Estimate \$25,000.00	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	5010003698-595000