

**DEPARTMENT OF PUBLIC WORKS
INTEROFFICE MEMORANDUM**



TO: Felicia Strong-Whitaker, Purchasing
FROM: David Clark, Director *DC*
DATE: October 30, 2025
SUBJECT: 25ITBC1503615A-JWT, Colilert Reagent 18 Supplies

On October 28, 2025, the Department of Purchasing opened the referenced Invitation to Bid (ITBC), receiving one (1) response. IDEXX Distribution, Inc. submitted the overall lowest bid.

Therefore, the Department of Public Works is recommending award to the lowest responsive and responsive bidder IDEXX Distribution, Inc, in the amount of \$245,000. 00

Funding is available in the following accounts: 201-540-5488-1464

cc: Roy Barnes, Deputy Director, Public Works *R. O. B* 10-31-25
Gerald Pace, Deputy Director, Administration, Public Works
Andrenette Whitlow, Material Management Manager, Public Works
Brian Jones, Chief Assistant Purchasing Agent, Purchasing