

## CITY OF CARLSBAD

# **AGENDA BRIEFING MEMORANDUM PURCHASING RECOMMENDATION**

Council Meeting Date:

<b>Department:</b>	<b>BY:</b>	<b>Date:</b>																																			
<b>SUBJECT:</b> <b>Description:</b>																																					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"><b>SYNOPSIS:</b></td> <td style="width:30%; text-align: center;">Qty</td> <td style="width:30%; text-align: center;">Total Est. Cost</td> <td style="width:10%;"></td> <td style="width:30%; text-align: center;">Total Actual Cost</td> </tr> <tr> <td></td> <td style="text-align: center;">Budgeted</td> <td style="text-align: center;">Est. City Share</td> <td></td> <td style="text-align: center;">Actual City Share</td> </tr> <tr> <td></td> <td style="text-align: center;">Account #</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Account #</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Account #</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Account #</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">TOTAL</td> <td></td> <td></td> </tr> </table>			<b>SYNOPSIS:</b>	Qty	Total Est. Cost		Total Actual Cost		Budgeted	Est. City Share		Actual City Share		Account #					Account #					Account #					Account #						TOTAL		
<b>SYNOPSIS:</b>	Qty	Total Est. Cost		Total Actual Cost																																	
	Budgeted	Est. City Share		Actual City Share																																	
	Account #																																				
	Account #																																				
	Account #																																				
	Account #																																				
		TOTAL																																			
<b>BACKGROUND, JUSTIFICATION AND IMPACT:</b> (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)																																					
<b>Requested action to be taken by Council:</b>	<b>Council Action Taken:</b>	<b>Date:</b>																																			
<b>Reviewed by City Administrator:</b>																																					

<b>POST BID/RFP RECOMMENDATION</b>	<b>Council Meeting Date:</b>
<b>Requested action to be taken by Council:</b>	<b>Council Action Taken:</b>
<b>Date:</b>	
<b>ADDITIONAL INFORMATION:</b>	
<b>Reviewed by City Administrator:</b>	

ATTACHMENT(S):    Specifications    Bid/RFP Summary    Other: