

CITY OF CARLSBAD

**AGENDA BRIEFING MEMORANDUM  
PURCHASING RECOMMENDATION**

**Council Meeting Date:**

<b>Department:</b>	<b>BY:</b>	<b>Date:</b>
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**SUBJECT:**  
Description:

<b>SYNOPSIS:</b>	Qty	Total Est. Cost	Total Actual Cost
Budgeted		Est. City Share	Actual City Share
Account #			
Account #			
Account #			
Account #			
		TOTAL	

**BACKGROUND, JUSTIFICATION AND IMPACT:** (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

<b>Requested action to be taken by Council:</b>	<b>Council Action Taken:</b>	<b>Date:</b>
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**Reviewed by City Administrator:**

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

**Reviewed by City Administrator:**

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