

**INVITATION FOR BID SUMMARY REPORT
AND AWARD RECOMMENDATION**

Date: September 3, 2019

Bid Number and Title: IFB 20-09 Town of Vienna Capital Lease

Bid Opening Date and Time: August 20, 2019, 11:00 AM

Bids Opened by: Gina Gilpin, Purchasing Agent

Witnessed by: Marion Serfass, Director of Finance

Total Bids Received: Four (4)

Bids were received from four (4) vendors for the subject IFB. The results of the bids are detailed on the Bid Tabulation, attached.

Sandy Spring Bank was the low bidder with an interest rate of 1.904%, and has been determined to be responsive and responsible by the Finance Director.

Award is recommended to be made to:

Sandy Spring Bank
9910 Main Street
Fairfax, VA 22031