





**City of Orlando**  
**Procurement and Contracts Division**  
**SOLICITATION REQUEST FORM**

Date: <b>01/13/2014</b>	Date Required: <b>02/03/2014</b>	Date Received in Procurement: <b>01.15.14</b> <small>Procurement and Contracts Division Use</small>
Using Agency: <b>ORLANDO POLICE DEPARTMENT</b>		Assigned Purchasing Agent: <b>Brian Ferrier</b> <small>Procurement and Contracts Division Use</small>
Contact Name: <b>JAY CARR</b>		Contact Title: <b>PROPERTY SUPERVISOR</b>
Contact Phone Number: <b>407-246-4108</b>	Contact Email Address: <b>JAY.CARR@CITYOFORLANDO.NET</b>	

Brief Description of Goods/Services Requested: <b>Body Armor (Protective Vest)</b>		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ <b>\$150,000</b>	Estimated Amount (One Time Purchase): \$ <b>N/A</b>
One Time Purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Budget Allocation Checked: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Scope/Specification Document Attached: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vendor List Attached: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Grant Funds: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Grant Documentation Attached: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Division Supervisor Signature: 	Title (Printed) <b>SUPPORT SERVICES MANAGER</b>	Date <b>1/13/14</b>
Division Manager Signature: 	Title (Printed) <b>Deputy Chief Carl Metcalfe</b>	Date <b>1/13/14</b>

If you need assistance with any part of this form please call (407) 246-2291. Please forward this above completed form with specifications and vendor list to the Procurement and Contracts Division for review and processing.

**Note:** When solicitation package is created, it will be returned for your final review and signature below.

<b>FINAL SOLICITATION REVIEW AND SIGN-OFF BY DIVISION MANAGER</b>	
The Solicitation package (Bid / RFP # _____) as prepared by the Procurement and Contracts Division has been reviewed and approved by _____ on the date indicated below: <div style="text-align: right;"><small>(Name of Using Agency)</small></div>	
Authorized Signature _____	Date _____