



City of Orlando
Procurement and Contracts Division
SOLICITATION REQUEST FORM

Date: 1-26-15	Date Required: ASAP or 15 Days	Date Received in Procurement: <small>Procurement and Contracts Division Use</small>
Using Agency: FIN / FACILITIES		Assigned Purchasing Agent: <small>Procurement and Contracts Division Use</small>
Cost Center/Project/Grant: FAC0001 - C		
Contact Name: Jim Peters		Contact Title: Asst. Construction Manager
Contact Phone Number: 321-231-1756	Contact Email Address: james.peters@cityoforlando.net	

Brief Description of Goods/Services Requested: Roofing Services Garland / DBS		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> One Time Purchase: Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ \$ 626,000.00	Estimated Amount (One Time Purchase): \$ N/A
Budget Allocation Checked: Yes <input type="checkbox"/> No <input type="checkbox"/>	Scope/Specification Document Attached: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Vendor List Attached: Yes <input type="checkbox"/> No <input checked="" 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) Asst. Const. Manager	Date 1-26-15
Division Manager Signature: 	Title (Printed) Div Mgr	Date 1-26-15

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.

FINAL SOLICITATION REVIEW AND SIGN-OFF BY DIVISION MANAGER	
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 _____