



C16-0116 (Contract Docs)

City of Orlando
Procurement and Contracts Division
SOLICITATION REQUEST FORM

Date: 11/18/2015	Date Required: 11/18/2015	Date Received in Procurement: 11.18.15 Procurement and Contracts Division Use
Using Agency: Fleet Management		Assigned Purchasing Agent: Lee Donate Procurement and Contracts Division Use
Contact Name: Daryl Greenlee		Contact Title: Fleet Manager
Contact Phone Number: 407.246.3065	Contact Email Address: daryl.greenlee@cityoforlando.net	

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11.18.15
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Brief Description of Goods/Services Requested: Bus and vehicle tire purchases and related services.		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ \$623,844.00	Estimated Amount (One Time Purchase): \$
One Time Purchase: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Budget Allocation Checked: Yes <input checked="" 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) Fleet Manager	Date 11-18-2015
Division Manager Signature: 	Title (Printed) Fleet/Facilities Division Manager	Date 11-18-15

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;">(Name of Using Agency)</div>	
Authorized Signature _____	Date _____