



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

C15-0069

<b>Date:</b> 10/23/14	<b>Date Required:</b> 11/3/14	<b>Date Received in Procurement:</b> <small>Procurement and Contracts Division Use</small>
<b>Using Agency:</b> Streets & Stormwater Division		<b>Assigned Purchasing Agent:</b> <small>Procurement and Contracts Division Use</small>
<b>Contact Name:</b> Richard H. Davis		<b>Contact Title:</b> Program Manager
<b>Contact Phone Number:</b> X4049	<b>Contact Email Address:</b> richard.davis@cityoforlando.net	

<b>Brief Description of Goods/Services Requested:</b> Piggyback City of Margate, contract 2014-010 Hot-In-Place Asphalt Recycling for various street paving		
<b>Annual Contract:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>One Time Purchase:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Estimated Annual Amount (if Annual Contract):</b> \$ 750,000	<b>Estimated Amount (One Time Purchase):</b> \$
<b>Budget Allocation Checked:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Scope/Specification Document Attached:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Vendor List Attached:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Grant Funds:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Grant Documentation Attached:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

<b>Division Supervisor Signature:</b>	<b>Title (Printed)</b>	<b>Date</b>
<b>Division Manager Signature:</b>	<b>Title (Printed)</b>	<b>Date</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: _____ <small>(Name of Using Agency)</small>	
Authorized Signature _____	Date _____