



City of Orlando
Procurement and Contracts Division
SOLICITATION REQUEST FORM - CONSTRUCTION

Date: 1/7/15	Date Required: 1/26/15	Date Received in Procurement: Procurement and Contracts Division Use
Using Agency: Streets & Stormwater Division		Assigned Purchasing Agent: Procurement and Contracts Division Use
Contact Name: Richard H. Davis		Contact Title: Program manager
Contact Phone Number: 4049	Contact Email Address: richard.davis@cityoforlando.net	

Brief Description of Goods/Services Requested: PIGGYBACK OF SEMINOLE COUNTY, CONTRACT # IFB-603096-14BJC, PAVEMENT MANAGEMENT PROGRAM FOR HOT-IN-PLACE ASPHALT FOR VARIOUS STREET PAVING PROJECT		
Workday Name/Number for the Project:		
Engineers Estimate: \$ _____	Questionnaire Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Scope/Specification Documents located: No _____ (file path)
Budget Allocation Checked: Yes <input checked="" type="checkbox"/> No <input 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"/>	
Fed Grant Funds: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	NOTE: MUST VERIFY FEDERAL DEBARRMENT LIST PRIOR TO EXECUTION OF CONTRACT ...WWW.EPA.GOV.	

Division Supervisor Signature: Richard H. Davis	Title (Printed) Program Manager	Date 1/7/14
Division Manager Signature: Lisa Henry	Title (Printed) Division Manager	Date 1/7/14

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: