



City of Orlando
Procurement and Contracts Division
SOLICITATION REQUEST FORM

Date: April 17, 2015	Date Required: May 11, 2015	Date Received in Procurement: Procurement and Contracts Division Use
Using Agency: Transportation Engineering Div		Assigned Purchasing Agent: Procurement and Contracts Division Use
Cost Center/Project/Grant: TRE0013_P Intelligent Transportation System (ITS)		
Contact Name: Steve Jones	Contact Title: Traffic Operations Manager	
Contact Phone Number: 407-246-2673	Contact Email Address: steven.jones@cityoforlando.net	

Brief Description of Goods/Services Requested: Traffic signal controllers, cabinets, and associated hardware components and software		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> One Time Purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ 300,000	Estimated Amount (One Time Purchase): \$ N/A
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 type="checkbox"/> No <input checked="" type="checkbox"/> Seminole County Contract IFB-602211-15
Grant Funds: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Grant Documentation Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Division Supervisor Signature: Benton Bonney, PE	Title (Printed) Transportation Systems Manager	Date 04/20/2015
Division Manager Signature: Charles A Ramdatt, PE, PTOE	Title (Printed) Deputy Public Works Director/City Transp Engr	Date 04/20/2015

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:
(Name of Using Agency)

Authorized Signature _____ Date _____