



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

Date: <b>11/19/2015</b>	Date Required: <b>12/07/2015</b>	Date Received in Procurement: <b>11-19-2015</b> <small>Procurement and Contracts Division Use</small>
Using Agency: <b>Transportation Engineering Div</b>		Assigned Purchasing Agent: <b>Brian Ferrer</b> <small>Procurement and Contracts Division Use</small>
Cost Center/Project/Grant: <b>TRE0006_C, TRE0012_P</b>		
Contact Name: <b>Benton Bonney</b>		Contact Title: <b>Transportation Systems Manager</b>
Contact Phone Number: <b>407-246-3626</b>	Contact Email Address: <b>benton.bonney@cityoforlando.net</b>	

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Brief Description of Goods/Services Requested: <b>Construction and Repair of Fiber Optic Cables</b>		
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): \$ <b>350,000</b>	Estimated Amount (One Time Purchase): \$
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"/> <small>Brevard Co B-4-15-65</small>	Vendor List Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Grant Funds: Yes <input type="checkbox"/> No <input type="checkbox"/>	Grant Documentation Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Division Supervisor Signature: 	Title (Printed) <b>Transportation Systems Mgr</b>	Date <b>11/19/2015</b>
Division Manager Signature: 	Title (Printed) <b>Depty PW Dir/City Transportation Engineer</b>	Date <b>11/19/2015</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: <div style="text-align: right;"><small>(Name of Using Agency)</small></div>	
Authorized Signature _____	Date _____