



City of Orlando
Procurement and Contracts Division
SOLICITATION REQUEST FORM

Date: 3/9/16	Date Required: 3/28/16	Date Received In Procurement: 03.10.16 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	

3/10/16
Lee Donate
3/11/16

Brief Description of Goods/Services Requested: purchase and/or installation of municipal vehicle equipment		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ \$650,000.00	Estimated Amount (One Time Purchase): \$
One Time Purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
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 checked="" type="checkbox"/> No <input type="checkbox"/> City of Miami contract to piggyback
Grant Funds: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Grant Documentation Attached: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

[Handwritten Signature]

Division Supervisor Signature: <i>[Signature]</i>	Title (Printed) Fleet Manager	Date 3-9-16
Division Manager Signature: <i>[Signature]</i>	Title (Printed) DIU Mgr	Date 3-9-16

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 # <u>16-0219</u>) 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 _____