



City of Orlando
Procurement and Contracts Division
SOLICITATION REQUEST FORM

Date: 2/19/16	Date Required:	Date Received in Procurement: 2/29/16 Procurement and Contracts Division Use
Using Agency: Streets and Stormwater		Assigned Purchasing Agent: Lee Donate Procurement and Contracts Division Use
Cost Center/Project/Grant: STW0003_c		
Contact Name: Marvin Montgomery	Contact Title: Supervisor	
Contact Phone Number: 407-246-2089	Contact Email Address: marvin.montgomery@cityoforlando.net	

DB
02/15/16

Brief Description of Goods/Services Requested: Piggyback the new Lake county Agriculture chemical contract.		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ 200,000	Estimated Amount (One Time Purchase): \$
One Time Purchase: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Budget Allocation Checked: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Scope/Specification Document Attached: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Vendor List Attached: Yes <input checked="" type="checkbox"/> No <input 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"/>	

Division Supervisor Signature: <i>Marvin Montgomery</i>	Title (Printed) STORMWATER SUPERVISOR	Date 2/26/16
Division Manager Signature: <i>[Signature]</i>	Title (Printed) STW DIVISION MGR.	Date 2/29/16

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>C16-0189</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 _____