



CITY OF ORLANDO

MEMORANDUM

Date: March 14, 2017

To: David Billingsley, Chief Procurement Officer
Office of Business & Financial Services

Thru: David Dunn, Fleet & Facilities Division Manager
Office of Business & Financial Services

From: Jim Peters, Assistant Construction Manager
Office of Business & Financial Services

**SUBJECT: OUC CONTRACT RFP16 4218-2 OQ ASPHALT AND CONCRETE SERVICES
ALL TERRAIN TRACTOR SERVICE, INC.**

Facilities Management is requesting to PIGGYBACK the above mentioned contract. The terms, conditions, language and pricing is agreed by Facilities Management and will help us better our customer service to our clients by having an annual contract with fixed pricing in place. If granted, Facilities will fund the use as needed. The annual estimated dollar amount needed by Facilities is \$300,000.00 per year based on prior needs. Please consider this message an official request from Facilities Management.

Jim Peters / Asst. Const. Manager

Please contact me at 321-231-1756 if you have any questions regarding this proposal.



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Attachments: Solicitation Request Forms and Quotes from two Vendors.

cc: w/o attachments

Joe Hinely, Assistant Division Manager, Fleet/Facilities Management
Kenneth Marcum, Facilities Project Manager, Fleet/Facilities Management