



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

Date: 3/15/2017	Date Required: 8/1/2017	Date Received in Procurement Procurement and Contracts Division Use
Using Agency: City Stores, City of Orlando	<i>Cindy</i>	Assigned Purchasing Agent Procurement and Contracts Division Use
Contact Name: David Schaefer	Contact Title: Property Control Supervisor	
Contact Phone Number: 407-246-2090	Contact Email Address: david.schaefer@cityoforlando.net	

03.17.17
3-17-17

Brief Description of Goods/Services Requested: Request piggy back of Contract # 16154 with Applied Industrial		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ 45K	Estimated Amount (One Time Purchase): \$
One Time Purchase: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Budget Allocation Checked: Yes <input type="checkbox"/> No <input type="checkbox"/>	Scope/Specification Document Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	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: <i>David L Schaefer</i>	Title (Printed) David L Schaefer	Date 3/15/2017
Division Manager Signature:	Title (Printed)	Date

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 _____