



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

Date: <b>4/20/2017</b>	Date Required: <b>5/15/2017</b>	Date Received in Procurement:  <small>Procurement and Contracts Division Use</small>
Using Agency: <b>Orlando Police Department</b>		Assigned Purchasing Agent:  <small>Procurement and Contracts Division Use</small>
Cost Center/Project/Grant: <b>OPD0001_C &amp; OPD0007_C</b>		
Contact Name: <b>Jay Carr</b>		Contact Title: <b>Property Supervisor</b>
Contact Phone Number: <b>407-246-4108</b>	Contact Email Address: <b>jay.carr@cityoforlando.net</b>	

Brief Description of Goods/Services Requested: <b>Point Blank Body Armor with Trauma Plates</b>		
Annual Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> One Time Purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Estimated Annual Amount (if Annual Contract): \$ <b>180,000.00</b>	Estimated Amount (One Time Purchase): \$
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 type="checkbox"/> No <input checked="" 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: 	Title (Printed) <b>Claudio Rosado</b>	Date <b>4/20/2017</b>
Division Manager Signature: 	Title (Printed) <b>DC Susan L. Manney</b>	Date <b>4/21/17</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; margin-right: 100px;"><small>(Name of Using Agency)</small></div>	
Authorized Signature _____	Date _____