



City of Orlando
Procurement and Contracts Division
SOLICITATION REQUEST FORM

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|---|---|---|
| Date: 01/31/2018 | Date Required: ASAP | Date Received in Procurement: <small>Procurement and Contracts Division Use</small> |
| Using Agency: Water Reclamation/WAS0007/CIP0200_P | | Assigned Purchasing Agent: <small>Procurement and Contracts Division Use</small> |
| Contact Name: Jaime Birmingham | | Contact Title: Business Manager |
| Contact Phone Number: 407-246-2129 | Contact Email Address: jaime.birmingham@cityoforlando.net | |

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| Brief Description of Goods/Services Requested: Smoke testing, water abatement program, repair broken cleanouts with patented cleanout plug which prevents inflow. | | |
| 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): \$ \$200,000 | Estimated Amount (One Time Purchase): \$ |
| 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"/> |
| Grant Funds: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Grant Documentation Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

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| Division Supervisor Signature: | Title (Printed): Business Manager | Date: 1/31/18 |
| Division Manager Signature: | Title (Printed): Division Manager | Date: 1/31/18 |

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.

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| 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: <div style="text-align: right;"><small>(Name of Using Agency)</small></div> | |
| Authorized Signature _____ | Date _____ |