

Purchasing Compliance Checklist

Amount:

36.02 (A)

- (1) Competitive Bid Lowest Responsive Bid
- (2) RFP Selection Committee Recommendation
- (2) RFQ
- (2) Letter of Interest

36.02 (B)

Written Quotes attached

City Commision Approval:

36.03(C)

- (3) Professional Service
- (4) Speciality Good
- (5) Emergency Acquisition
- (6) (a) Sole Source Sole Source Letter
- (6) (b) City Standard
- (7) Other Government Contract Entity who awarded contract
- (8) Cooperative Letter certifying best price
- Contract Term of award:
Competitively Bid

36.03(A) \$25,000 and above

36.03(B) Multiple acquisitions \$25,000 and above

- (11) Best Interest Best Interest Resolution

36.09

Revenue generating contract

36.06

Change Order

Original Commission Approval Date:

Amount approved:

Contract Yes No

Proposed
Contract Term:

Effective Date:

Comments and Notes: