

Purchasing Compliance Checklist

36.02 (A)

Amount: \$25,000 and above

- ✓ (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

- ☒ 36.03(A) \$25,000 and above
☐ 36.03(B) Multiple acquisitions \$25,000 and above

- (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

- (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:

Bid Award 2016-014 Janitorial Supplies - Lowest bid on each item