# Purchasing Compliance Checklist

**Amount:** $25,000 and above

**36.02 (A)**

✓ (1) Competitive Bid ✓ Lowest Responsive Bid

(2) RFP
(2) RFQ Selection Committee Recommendation

(2) Letter of Interest

**36.02 (B)** Written Quotes attached

**City Commision Approval:**

☑ 36.03(A) $25,000 and above

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

**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

(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: 01/05/2016 to 01/05/2017

Effective Date:

Comments and Notes:

Bid Award 2016-018 - Cooperative Chemical Bid - Chemicals - Multiple Vendors