

# 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

☒ 36.03(A) \$25,000 and above

(4) Speciality Good

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

(5) Emergency Acquisition

(6) (a) Sole Source      Sole Source Letter

(6) (b) City Standard

✓ (7) Other Government Contract      Entity who awarded contract Florida Sheriff's Association

(8) Cooperative      ✓ Letter certifying best price

Contract Term of award: 10/01/2015 to 09/30/2016

✓ 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:

Utilization of FSA contract to purchase Clean and Safe truck with Aerial Bucket for \$113,271.25