

# 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

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

✓ (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