

# 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

(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: One year with two one year optional  
renewal periods

Effective Date: 01/05/2016

Comments and Notes:

Bid Award 2016-021 for utility parts to Lehman Pipe and Plumbing, HD Supply Waterworks, Municipal Waterworks and Ferguson Enterprises