

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: Three year agreement with one two
year renewal period

Effective Date: 01/05/2016

Comments and Notes:

Bid Award 2016-028 to Unifirst Corp. for uniform rentals