

# Purchasing Compliance Checklist

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

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

Effective Date:

Contract Term:

Comments and Notes: