



BID REQUEST TRANSMITTAL FORM

DATE:

FROM:

TO: Purchasing Agent

Requested Bid Type: ITB RFP RFQ APO Construction

DELIVERY REQUIRED: YES NO Delivery Timeframe:

ITEM DESCRIPTION:

PROJECT TIMELINE:

ASAP is not acceptable

SPECIAL NOTES/CONSTRAINTS: *Current bid expiring, City Manager Project, New Project, etc.* **Urgent** (Requires CM Approval)

SUGGESTED VENDORS: Name	Address City/State/Zip	Email
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We have thoroughly examined and approved the attached specifications, and herewith request that the Purchasing Division advertise for bids on the above item shown. No standard product, reputable dealer or reputable contractor has been written out of these plans and specifications.

Brand specific items must be explained: (if brand names are not used complete section with "N/A")

Specifications
Prepared By:

Specifications
Approved By:

DELIVERY
ADDRESS:

CONTACT PERSON:
PHONE #:

RFP & RFQ Evaluation Committee:

**** Attach Approval of Committee from the City Manager**

Funds for this Item have been approved as follows:

A. \$	Dept.	Acct. No.
(Operating Budget)		
B. \$	Project Desc.	Acct. No.
(Special Project)	(Name)	

Plans & Specifications Reviewed & Approved By:
(Purchasing Agent)

Information to Provide

1. Brief Description

- This should be a brief description (no more than 2 pages) that gives enough information to get a sense of what you are trying to procure.
- It should include the problem the procurement is trying to solve or the service/good that it is seeking to purchase.
- This section should also outline the market research that informs the City/department's assumptions for the procurement.
- This section should not include requirements.

2. Definitions

- Define any acronyms or terminology that needs to be defined

3. Scope of Services

3.1 Goal This should be 1-2 sentences that state what the goal of the procurement

3.2 Terms of Award

Type of Award: Contract One time Purchase If a contract, how long of a term?
Do you wish to award to one , multiple , primary, secondary vendor(s)?

3.3 Problem Description or Target Population or Item

- This should specify the target population, item, including number of units, or description of problem that the procurement is solving.

3.4 Outcomes Desired

- This should identify what the outcomes of the procurement will be (e.g., better user experience for website, long-lasting road surfacing, etc).
- These outcome metrics should be able to clearly measure progress against the goals listed above.
- These outcomes can also be used to formulate selection criteria.

3.5 Minimum Qualifications

- This should cover qualifications of the company or person. Licenses, certifications, years of experience, etc.
- Anything listed as a must or shall is a requirement and will disqualify the vendor if they do not meet it.

3.6 Item Specifications/Minimum Requirements

Brand Name Specific: YES NO

- Vj ku'uj qwf "eqxgt 'y g'f gcku'qh'gcej 'r ctv'qh'y g'r tqlge0
- Y j cv'y qtni{ qw'ctg'tgs wtkpi "y g'xgpf qt'vq'f qA
- Cp{ y j pi "hugf "cu'c'o wuv'qt'uj cm'ku'c'tgs wtkgo gpv'cpf "y knif kus wcrkh{ "y g'xgpf qt'kh'y g{ 'f q'pqv'o ggv'k0
- Do not include selection criteria. ""

Project/Department Terms & Conditions

This should cover any policies that are specific to this project/purchase or to your department.

Official Price Sheet

Attach a price sheet, if applicable