

BID REQUEST TRANSMITTAL FORM

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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

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 **Specifications** Prepared By: Approved By:

DELIVERY CONTACT PERSON: PHONE #: ADDRESS:

RFP & RFQ Evaluation Committee:

** Attach Approval of Committee from the City Manager

Funds for this Item have been approved as follows:

A. \$ Acct. No. Dept.

(Operating Budget)

Project

B. \$ 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

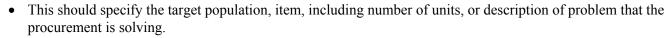
3. Scope of Services

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



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 Lytxleg'Tgs wlt go gpw'

Brand Name Specific: YES

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 Do not include selection criteria.""

Official Price Sheet		
Attach a price sheet, if applicable		

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

Project/Department Terms & Conditions