DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  ☐ OTR  ☐ Sole Source  ☐ Bid Waiver
☐ Re-Bid  ☑ Other

Previous Contract/Project No.  

Confirmation Purchase

LIVING WAGE APPLIES:  ☑ YES  ☐ NO

Requisition No./Project No.:  RQID1800136  

TERM OF CONTRACT  One-Time

Requisition /Project Title:  Disposable Inserts

Description:  Corrections depleted its allocation due to the fluctuation of the inmate count which varies on a day to day basis. In an effort for the facilities to serve the inmates, delivery of disposable inserts were made on a continual basis. The amount requested herein is to cover services already rendered.

Issuing Department:  ID  
Contact Person:  Sherry Clentscale  
Phone:  305-375-5482

Estimate Cost:  $ 185,320  
Funding Source:  General Funds

ANALYSIS

Commodity Codes:  640-60

Contract/Project History of previous purchases three (3) years
Check here ☑ if this is a new contract/purchase with no previous history.

EXISTING  2ND YEAR  3RD YEAR

Contractor:

Small Business Enterprise:

Contract Value:

Comments:

Continued on another page (s):  ☐ Yes  ☑ No

RECOMMENDATIONS

SBE  
Set-aside  Sub-contractor goal  Bid preference  Selection factor

Basis of recommendation:

Signed:  Sherry Clentscale  
Date sent to SBD:  06/28/2018

Date returned to PMS: