

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. N/A
 Re-Bid Other: **Confirmation Purchase** LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1700030 TERM OF CONTRACT 0 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Signs, Banners, & Construction Project Signs

Description: In accordance with Administrative Order 3-38, Internal Services Department (ISD), Design and Construction Services Division (DCS) is requesting approval to execute a confirmation purchase order for Acolite & Claude United Sign Co. in the amount of \$28,126.38 for the purchase of several signs, banners, and construction project signs. Purchases were originally quoted out under Contract No. 0800-0/1, but DCS failed to acknowledge the contract's expiration date.

Issuing Department: Internal Services Contact Person: Richard Bechtold Phone: (305) 375-4365

Estimate Cost: \$ 28,126.38 Funding Source: GENERAL FEDERAL OTHER Internal Service Funds

ANALYSIS

Commodity Codes: 550-62 550-66 _____ _____

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

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

Basis of recommendation: _____

Date sent to SBD: 12/19/2016

Signed: *Sasha Socarras*

Date returned to DPM: _____