

REQUEST FOR USAGE OF A STATE, FEDERAL OR COOPERATIVE CONTRACT

******* THIS SECTION FOR PURCHASING ONLY *******

FILE NUMBER (assigned by Purchasing only): _____

RECOMMENDED: _____ DENIED: _____ (SIGNED/DATED PURCHASING AGENT)
(a denial requires a written explanation)

**COMPLETE THE PURCHASE INFORMATION SECTION BELOW
& THE JUSTIFICATION MEMO ATTACHED.**

SUBMIT WITH ALL PERTINENT BACKUP FOR APPROVAL BEFORE CREATING A REQUISITION.

PURCHASE INFORMATION

PROPOSED VENDOR: _____

ESTIMATED AMOUNT: \$ _____

(Attach quote and/or applicable backup. Your quote/applicable backup must have the contract number on it)

STATE, FEDERAL, or COOPERATIVE CONTRACT NUMBER: _____

EXPIRATION DATE OF CONTRACT: _____

(At least the first two pages of the contract, evidencing the terms, must be provided.)

PRIOR ST or CP NUMBER ISSUED: _____

(N/A if not applicable. Any existing agreement/contract must also be provided)

_____(Signature – Contracting Officer/Manager) Dated: _____

_____(Signature – Department Head or BOE Authorized Personnel) Dated: _____

NOTE:

In the event the procurement exceeds Twenty-Five Thousand Dollars (\$25,000.00), the Contracting Officer shall contact the City Attorney's Office for advice as to whether any contract related to such state, federal or other cooperative contract or bid is sufficient or requires any modification.

BE ADVISED: As the Contracting Officer, it is your responsibility to ensure that the City is protected with regard to bonding, insurance, and state and federal wage requirements.

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JUSTIFICATION MEMO

TO: City Purchasing Agent

SIGNED (Contracting Officer):

DATE:

WHAT IS BEING PURCHASED AND WHY IS USAGE OF STATE, FEDERAL or COOPERATIVE CONTRACT IN THE BEST INTEREST OF THE CITY? (e.g., best price, faster delivery, etc.)
(provide supporting documents):

IF CONTRACT HAS MULTIPLE VENDORS LISTED, WHAT CRITERIA WAS USED IN VENDOR SELECTION?

IF PURCHASE IS ESTIMATED TO BE **LESS** THAN \$25,000.00, EXPLAIN WHY THE COOPERATIVE AGREEMENT IS BEING UTILIZED INSTEAD OF THE INFORMAL QUOTE PROCESS

IF PURCHASE IS ESTIMATED TO BE **MORE** THAN \$25,000.00, WHY CAN'T THIS GO OUT TO BID?
(What due diligence was utilized to determine this is in the best interest of the City? e.g., cost analysis, etc.)

WHAT PAGE(S) OF DESIRED CONTRACT APPLY TO THIS PURCHASE?
(provide all pages pertaining to vendor, item(s) being purchased & price schedules)

NOTE: IF THIS PURCHASE IS GRANT FUNDED, COPIES OF THE PAGES OF THE GRANT WHICH CONTAIN THE TERMS AND PURCHASING REQUIREMENTS OF THE GRANT MUST BE PROVIDED.

ADDITIONAL INFORMATION/EXPLANATION (if any)

NOTE: FAILURE TO SUBMIT SUFFICIENT JUSTIFICATION AND DOCUMENTATION WILL RESULT IN A REJECTION OF THE REQUEST