



Requisition Checklist Form

Requisition # _____ Vendor Name _____

Project Description _____

Note: If the overall expense is in a higher threshold, please utilize the section for the higher threshold. For example, if you purchase a chemical and the overall expense is in excess of \$25,000 and you have City Commission approval, please utilize the section for expenses over \$25,000, even if the Requisition for this specific purchase is under \$25,000. For instance, if you spend \$30,000 a year for a chemical and your Requisition is being made for a partial year that will result in total amount for the Purchase Order under \$25,000, you will still fill out the section for expenses over \$25,000. In addition, if you use a contract for Copier Maintenance which was approved by Commission for all city-wide departments as the expenses were over \$25,000, however the annual costs for your Department is less than \$5,000, you should create a Requisition for the expense utilizing the section for expenses greater than \$25,000.

In addition, please note that the Finance Department has advised that the SmartStream system does not have Funds Control for Deposit Accounts, as these accounts are not in the City's Budget, as a result a Purchase Order cannot be made to encumber those funds. In addition, Deposit Accounts are exempt from Competitive Bidding.

A) Splitting Orders		Answers	
A.1	Are these goods or services going to be purchased in any separate requests that are not addressed in this specific request? If YES, you should revise this request to address all of the additional purchases that you intend to make. The combined/aggregate total should determine which section below should be followed. Intentional splitting of orders to circumvent the Procurement Thresholds are strictly prohibited.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B) Expenses \$5,000 or less		Answers	N/A <input type="checkbox"/>
B.1	In general, requisitions are not required for purchases under \$5,000 unless the Vendor or Department requires a Purchase Order, or it has a related agreement. Is the Vendor or Department requiring a Purchase Order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B.2	Does this require an agreement? If so, you must attach a copy of the executed agreement with a clear breakdown of the agreement costs to explain how the requisition/purchase order total was derived?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

C) Expenses between \$5,000.01 and \$25,000.00		Answers	N/A <input type="checkbox"/>
C.1	Is a purchasing matrix attached? (required if comparing multiple quotes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.2	Does this require an agreement? If so, you must attach a copy of the executed agreement with a clear breakdown of the agreement costs to explain how the requisition/purchase order total was derived?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.3	Are at least 3 written quotes attached? Note: Expenses between \$5,000.01 and \$7,500.00 only require 3 verbal quotes, therefore 3 written quotes would only be necessary for expenses between \$7,500.01 and \$25,000.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.4	Is this Exempt from Competitive Bidding? (See section "F" below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.5	Did this follow proper procurement procedures? Note: If "No" is selected for C.3 and C.4 or C.5, then the Procurement Procedures Not Followed Explanation Form must be completed and attached, along with any other related situations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.6	If this purchase is for the Charter Schools, is the Assistant City Manager's approval attached?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
C.7	If this purchase is for memberships, dues and subscriptions, is the City Manager's approval attached?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>



C.8	If this purchase is for a capital asset, is the City Manager’s approval, asset acquisition form and asset tag attached (regardless if Commission approved)? Note: Object codes that start with “6” represent assets, please confirm with Finance if you are unsure if the purchase is for a capital asset. In addition, please note that City Manager approval will be needed for assets in the amount of \$1,000 or more, however only purchases exceeding \$5,000 will require a PO.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
C.9	Is this a Blanket or Open Purchase Order? Note: A blanket or open purchase order, is a purchase order in which the Department can place an order with the supplier to allow multiple delivery dates over a period of time, often negotiated to take advantage of predetermined pricing. It is normally used when there is a recurring need for expendable goods, however quantities for each item cannot be easily determined.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.10	Is this a Tax Saver Project? If so, please see section “E” below. Note: Please note that Tax Saver Projects are typically for large construction projects, in which the City buys materials directly, in order to reduce the costs due to taxes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D) Expenses \$25,000.01 and greater		Answers N/A <input type="checkbox"/>	
D.1	Commission Approval must be attached. Note: If this is an emergency, City Manager’s approval must be attached indicating that the item will be brought to Commission for ratification.	Attached <input type="checkbox"/>	
D.2	Did this follow proper procurement procedures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D.3	Does this require an agreement? If so, you must attach a copy of the executed agreement with a clear breakdown of the agreement costs to explain how the requisition/purchase order total was derived?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D.4	Is this a Tax Saver Project? If so, please see section “E” below. Note: Please note that Tax Saver Projects are typically for large construction projects, in which the City buys materials directly, in order to reduce the costs due to taxes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D.5	Is this Exempt from Competitive Bidding? If so, please see section “F” below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D.6	If this purchase is for a capital asset, is the asset acquisition form and asset tag attached? Note: Object codes that start with “6” represent assets, please confirm with Finance if you are unsure if the purchase is for a capital asset.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

E) Tax Saver (Construction Projects)		Answers N/A <input type="checkbox"/>	
E.1	Commission Approval of the main Construction Project must be attached.	Attached <input type="checkbox"/>	
E.2	PO Change Order Form must be attached.	Attached <input type="checkbox"/>	
E.3	The PO for the Main Construction Project must be attached.	Attached <input type="checkbox"/>	
E.4	Exhibit A “Owner Direct Purchase Request Form” must be attached.	Attached <input type="checkbox"/>	
E.5	Quote from the supplier must be attached.	Attached <input type="checkbox"/>	
E.6	Certificate of Entitlement must be attached.	Attached <input type="checkbox"/>	

F) Exempt from Competitive Bidding		Answers N/A <input type="checkbox"/>	
F.1	Please check one of the following boxes. Per § 35.18 (C), only the following situations are exempt from the competitive bid and competitive proposal requirements: <input type="checkbox"/> (1) Emergency purchases (City Manager approval required) <input type="checkbox"/> (2) Professional services <input type="checkbox"/> Check this box if the Professional services is for architectural, engineering, landscape architectural, or surveying and mapping services where the basic construction cost is estimated to exceed \$325,000 <u>or</u> for when the planning or study activity cost is estimated to exceed \$35,000 ,		



as these services would **not be exempt** from competitive bidding, pursuant to FL Statute 287.055 "CCNA."

(3) City standard, Single-Source and Sole Source commodities/services (Note - Additional documents such as Sole Source Letters, Sole Source City Standard Justification Form, Notice to Sole Source, etc. may need to be attached. Please contact the Procurement Department for assistance regarding this requirement.)

(4) Disaster preparedness

(5) Utilization of other governmental agencies' contracts

(6) Cooperative purchasing

(7a) Academic program reviews, lectures or seminars by individuals, professional development programs, training, and continuing education seminars

(7b) Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration

(7c) Artistic services which are original and creative in character and skill in a recognized field of artistic endeavor such as music, dance, drama, painting and sculpture, photography, culinary arts, fashion design and the like

(7d) Maintenance service and repair of equipment. When considered to be in the best interest of the city and recommended by the using department and the services to be performed are by the equipment manufacturer, manufacturer's service representative or a distributor of the manufacturer's equipment, the services may be procured without following the competitive sealed bid process

(7e) Advertising in newspapers, periodicals, television, radio, billboards, other formal advertising media

(7f) Utilities including but not limited to electric, water and communications

(7h) Copyrighted materials, including computer software

(7i) Software licensing and maintenance with the company from which the software was purchased, or its authorized representative

(7j) Educational books, technical publications or other type trade journals

(7k) Governmental, professional or organizational membership dues or fees

(7l) Shipping, freight and postage charges

(7m) Entertainment services; performing artists, entertainment & amusements at festivals, special events

(7n) Field trip expenditures, including but not limited to tickets to events such as museums

(7o) Donated funds, pass through funds and deposit accounts, including but not limited to funds collected from students to pay for prom, class rings, etc., funds raised by the parent teacher associations for a specific purpose and sanitation funds collected from Home Owner Associations

(7p) Food, clothing and other promotional items purchased for resale or distribution to the public

(8) Best interest of the city. Purchases of and contracts for commodities or services are exempt from this section when the **City Commission declares by a simple majority affirmative vote** that the process of competitive bidding and competitive proposals is not in the best interest of the city. The City Commission shall make specific factual findings that support its determination, and such contracts may be placed on the City Commission consent agenda.

(9) Insurance. Purchases of insurance through the city's agent of record are exempt from the sealed competitive solicitation requirements of this subchapter. For purposes of this paragraph, "insurance" shall include third party administrative services in situations in which the city is self-insured. In addition, any liability claims up to \$50,000 can be approved with the combined approval of the City's Risk Manager, City Attorney and the City Manager without the City Commission's approval. All liability claims in excess of \$50,000 shall require the City Commission's approval.

(7g) Other – The foregoing enumeration of services deemed to be exempt from the competitive procurement requirements is not intended to be an exhaustive or exclusive list. The City Manager or his or her designee may determine if a contractual service must be procured through the competitive procurement process if not expressly indicated herein

F.2 Please provide an explanation of why it falls within the given exemption category (Explanation can be provided on the purchasing matrix comments section, a separate memo or e-mail attached to the Req.)