

DEPARTMENTAL APPROVAL REQUEST - REQUEST FOR PROPOSALS (RFP)

Bid #			
Commodity			
Department			
Budget Code			
Source of Funding	Operating	Capital	Multiyear Capital
Purpose			
Proposals Submitted By	Vendor Name		
Expected Value	As shown	Value shown is an estimate only for a year period. The City does not guarantee to buy any specific quantities or dollar value.	
Contract Duration			
Recommendation			
Proposals Obtained By			
Manager or Designate		Date	
Deputy City Manager		Date	

- * In cases where the procurement value is \$50,000 or above Council approval is required. The entire procurement value must be calculated to determine this threshold including any possible contract extensions.
- * Where departments have used an RFP to purchase commodities they are responsible to send the information to Council for approval by using this form.
- * A purchase order will not be created until all documentation, including Council approval, has been provided with an approved requisition.

