

Procurement Request Form

Required for Purchases of \$25,000 or more.

Department / Divison	
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Contact Name & Title	
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Contact Phone & Email	
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1) Name of current vendor, and date current contract expires.

2) What is the good or service you are looking to procure?

3) How long of a contract are you looking for?

4) What is the annual amount you anticipate spending on this good or service?

5) What is the source of funding for this procurement?

6) Are there any restrictions on the funds (i.e. grant agreement, state or federal regulations, etc.)?

6a) If answered yes to #6 , please explain the restrictions

7) When do you anticipate awarding the contract?

8) Is the good or service exempt from the competitive bidding process?

If yes to #8, continue in this section, if no skip to question #9

8a) Please select the specific exemption

8b) Please provide detailed explanation to your exemption selection

9) Does the good or service involve a public works project (construction, alteration, demolition, or repair work)?

If yes to #9, continue in this section, if no skip to question #

9a) Does the Illinois Prevailing Wage Act apply to this procurement?

9b) Please explain your departmental procedures to ensure compliance with Prevailing Wage

9c) Does the Disadvantaged Business Enterprise (DBE) or City of Waukegan Business Program provision apply to this procurement?

9d) Please explain your departmental procedures to ensure compliance with the DBE and/or City of Waukegan Business Program.

10) Do you plan to hold a pre-bidders conference?

11) Will you be requiring a performance bond for this contract?

12) Please provide any additional information you feel is pertinent to this procurement