



PROCUREMENT FORM

For Procurement Review – Please route Form to Procurement Coordinator

*Please fill out this form completely or it will be returned to you prior to review, approval, or filing.
If a response is not applicable, please use "N/A" – Do Not Leave Blanks.*

Date Submitted for Review: _____

PROCUREMENT PROCESS – NOTE: IGAs, Easements, Lease/Property Acquisition and Development Agreements do not require Procurement Review. However, they must still be seen by Legal Services. All Contracts must be reviewed and signed off by Legal Services, then the Town Manager prior to going to Council.

Contract Type (check one):

☐ Construction

☐ Change Order/
Modification

☐ Contract

☐ On-Call Contract

☐ Amendment

☐ Blanket PO

Other _____

IDENTIFYING INFORMATION: (Please fill in each field)

Requesting Department: _____

Requesting Employee Name: _____

Vendor Name: _____

Vendor Address: _____

Vendor Phone & E-Mail: _____

Brief Summary of the Services to be provided:

Terms:

Start Date: _____ Expiration Date: _____

Contract Amount \$: _____

CONTRACT REVIEW REQUIREMENTS

Designate what method you used to arrive at this contract and whether the item is budgeted for:

Requirements:

☐ Informal (\$1-\$49,999)

☐ \$5k to \$24,999 (3 Verbal Quotes)

☐ \$25,000 to \$49,999 (3 Written Quotes)

☐ Formal - \$50k and above (Invitation to bid/ RFP/Rfq)

☐ Sole Source / Competition Impracticable - \$5k or more
(Include Competition Impracticable/SS Form)

☐ Cooperative agreement (\$5k to \$24,999)

(Must document price is fair and reasonable)

☐ Cooperative agreement (\$25k to \$49,999)

(Must document price is fair and reasonable)

☐ Cooperative agreement (\$50k and more)

☐ Direct Selection per ARS 34-103(D) (under \$500k)

Approval Levels:

☐ Specifically Budgeted

☐ Town Manager Delegated Approval (\$1 to \$24,999)

☐ Town Manager Approval (\$25k to \$99,999)

☐ Town Council Approval (\$100k and more)
(\$50k and more - CIP / Study)

☐ Not Budgeted

☐ Town Manager Approval (\$1 to \$24,999)

☐ Town Council Approval (\$25k and more)

Cooperative Agreement and Contract Number if selected: _____ GL Code: _____

Additional Funding Source? ☐ General Fund – Identify: _____ ☐ Other – Identify: _____

ADDITIONAL COMMENTS? _____

REVIEWED AND APPROVED:

☐ Initiated By/Other: _____ Date: _____

☐ Department Director: _____ Date: _____

☐ Procurement: _____ Date: _____

☐ Finance: _____ Date: _____

☐ Legal: _____ Date: 9/2/22 12:34 EDT

BlueInk Bureau of the Town of Paradise Valley  _____ Date: 9/2/22 18:05 EDT