

## PROCUREMENT REQUEST SUBMISSION FORM

### IMPORTANT – PLEASE READ:

1. This form is REQUIRED for a new Agreement, Amendment, Purchase of Goods or Public Works contract.
2. Every field MUST be completed. If form is incomplete, your request will be sent back for action, which will cause delays and possible resubmittal.
3. Attach this form to SAP REQUISITION in **MS WORD** format. Requisition not required if there are no costs associated with the request.

REQUESTING DEPARTMENT	
<b>Requisition Submitted by / Tel. Extension</b>	S. Nichols x6531 L. Estrada x 8034, C. Starns x6331
<b>Project Point of Contact / Tel. Extension</b>	Sharalynne Nichols 6531
<b>Department</b>	General Services
<b>Requisition #</b>	43502
<b>Type of Request</b>	<input type="checkbox"/> <b>Purchase of Goods</b> under \$25k; and <input type="checkbox"/> <b>Service</b> (i.e. install, training) <input type="checkbox"/> <b>Purchase of Hardware/Software</b> <input type="checkbox"/> <b>TCO Analysis</b> (required) <input type="checkbox"/> <b>Agreement</b> <input checked="" type="checkbox"/> <b>Amendment – Provide Current Agmt.</b> <div style="text-align: right;">FO or PO #:4500022507</div> <input type="checkbox"/> <b>Public Works (defined on <a href="#">BPC 110</a>)</b> <span style="color: red;"><b>Must complete Public Works Form below</b></span>
VENDOR INFORMATION	
Fields in grey only apply to Public Works and Prevailing Wage work such as maintenance and installation. Contact Procurement in advance of submitting a request if unsure if these requirements apply.	
<b>Project Title</b>	Harbor Police Department Fuel Cards Amendment No. 1
<b>Company Legal Name</b>	Fleetcor Technologies Operating Company LLC, d.b.a. Fuelman
<b>Company's W-9</b> <small>Provide D2 #, or Link W-9 to Requisition. Form must be signed.</small>	D2 1651859
<b>Company Contact Name, Title</b> <b>Physical Address Line 1</b> <b>Physical Address Line 2</b> <b>DO NOT PROVIDE a P.O. BOX</b> <b>Phone</b> <b>Email</b>	Mark Roberts, Director- Bids & Contracts FleetCor Technologies/Comdata North America Fuel (NAF)- Strategic Accounts 543 Cox Road, Suite C-2 Gastonia, NC 28054 (704) 853-2662 Direct Line (704) 674-6848 Mobile (678) 350-9404 Fax Email: markroberts@fleetcor.com
<b>Company's Signatory Name &amp; Title</b>	Mark Roberts, Director- Bids & Contracts
<b>Company's Signatory's Email</b> <small>* email is required to route document for electronic signature via DocuSign</small>	Email: markroberts@fleetcor.com

<p><b>Do any of the services fall under Prevailing Wage? Verify with vendor before submitting request.</b></p>	<p style="text-align: right;">Page 2 of 4 D</p> <p><input type="checkbox"/> Services include Public Works, Maintenance, Installation, Repair, Inspection, Land Surveying, Materials Testing and additional services under Labor Code 1720 (a) 1.</p> <p><input checked="" type="checkbox"/></p>
<p><b>License #</b> Provide License No. if applicable to Public Works, Maintenance, Surveying, Materials Testing, etc.</p>	<p><i>Obtain from vendor</i></p>
<p><b>DIR Registration #</b> Provide DIR Registration No. if applicable to Public Works, Maintenance, Surveying, Materials Testing, etc.</p>	<p><i>Obtain from vendor</i></p>
<p><b>DIR Registration # for Subs</b> Provide DIR Registration No. for Subcontractors if applicable to Public Works, Maintenance, Surveying, Materials Testing, etc.</p>	<p><i>Obtain from vendor</i></p>
<b>PROCUREMENT DETAILS</b>	
<p><b>Total Amount</b> Must match requisition</p>	<p>\$420,000.00</p>
<p><b>Grant Funded?</b> If yes, provide requirements language.</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p>
<p><b>Requires Board Approval?</b></p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO      If yes, provide requested Board Meeting date: _____</p>
<p><b>Port Signatory?</b> Who from the Port will sign?</p>	<p>Marcus J. Cromartie Director General Services</p>
<p><b>Agreement Start Date/Delivery of Goods Date</b></p>	<p>12/12/18</p>
<p><b>Agreement End Date</b></p>	<p>3/31/21</p>
<p><b>Agreement Scope of Services</b> OR <b>Purchase Item Specifications</b></p>	<p>D2# (in MS Word format) <i>This is a required field for agreements and purchases. A vendor quote will not suffice.</i></p>
<p><b>Agreement Fee Schedule</b> OR <b>Bid Schedule</b></p>	<p>Fuel pricing listed on application.</p>
<p><b>Exhibits and/or Drawings (if applicable)</b></p>	<p>Signed Application- D2:1647296</p>
<p><b>Notes to Procurement:</b></p> <p>Extend end date from 12/11/20 to 3/31/21 Add \$70K to agreement amount. This is an amendment to extend ESC Region 19 Allied States Cooperative agreement. D2 link to signed application included in form. Signed by Marco Cromartie on 8/25/20 D2:1647296 GS Amendment for D2 1651868</p>	



**READ AND COMPLETE CHECKLIST BELOW BEFORE SUBMITTING****Public Works Thresholds based on California Public Contract Code and BPC 110**

Up to \$60k– Direct negotiated

Over \$60k and up to \$200k – Informal Contract requires bidding

Over \$200k – Formal Contract requires bidding AND Board approval.

*Public Contract Code sections 20116 and 20657 prohibit the **splitting** of a contract into smaller work orders or projects to avoid the requirement of competitively bidding a project.*

**Roles**

**Project Manager** – For purposes of this project, the requesting department’s point of contact is considered the Project Manager and is Procurement’s sole point of contact. Creates and owns the Technical Specs or Summary of Work and Bid Schedule. Responsible for submitting a complete and accurate request. Responsible for the Close Out Process (see below).

**Procurement Analyst** – Procurement staff member assigned to public works request. Facilitates the bidding process and generates contract. Liaison between requesting department and vendors. Ensures timely processing of bidding and/or contract.

**Requesting Department Checklist**

- For Direct Negotiated contract, contact vendor(s) and ensure quote includes costs associated with *Longshoreman Insurance, DIR Registration, Prevailing Wages, bonds, etc.*
- Complete [Summary of Work](#). This is just a standard template but please modify it to fit your needs.
- Reach out to Risk Management (Diane Caminite) and send a copy of the scope of work for review. Specific insurance may be required.
- Revise the Summary of Work if needed and send to the selected vendor for review to determine final cost.
- Complete a Procurement Request Submission Form (above)
- Create an SAP requisition
- Attach the following documents to the requisition: Procurement Request Submission Form, Summary of Work, Bid Schedule (fees).
- Ensure the requisition is approved.
- Upon completion of the public works project a [Notice of Completion](#) and [Final Inspection Letter](#) must be completed. See [Public Works Close Out Process](#) procedure.

**Acknowledgement**

Project Manager \_\_\_\_\_

Date \_\_\_\_\_