

Elk Grove Police Department

Request to Purchase

The Quotation Information section must be completed and approved by your supervisor before being sent to the Purchasing Unit for placement of the order. You will be notified when the items are received. If the order is 'Best Interest', complete the Best Interest Justification section as well as the Quotation Information section.

QUOTATION INFORMATION			LOWEST QUOTE		2ND QUOTE		3RD QUOTE	
VENDOR NAME/ADDRESS			Proforce					
PHONE #			(825) 776-7192					
WEB SITE ADDRESS			proforceonline.com					
VENDOR REPRESENTATIVE NAME			Stephen Dartt					
QTY	UNIT	DESCRIPTION Please attach photo of product from a catalog or web page.	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
8	ea	TSR X26 Extended battery	\$40.75	\$326.00		\$0.00		\$0.00
12	ea	TSR X2 Performance power mag battery	\$52.95	\$635.40		\$0.00		\$0.00
1	ea	Handling	\$9.95	\$9.95		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
SUBTOTAL pg 1				\$971.35		\$0.00		\$0.00
TAX			\$0.00	\$77.71		\$0.00		\$0.00
\$0 - 1000	1 Informal Bid Supervisor / Commander Signatures		SHIPPING		\$0.00		\$0.00	
\$1001 - 4,999	3 Informal Bids Supervisor / Commander Signatures		TOTAL COST		\$1,049.06		\$0.00	
\$5,000 and over	3 Formal Bids ALL SIGNATURES		BEST INTEREST <input type="checkbox"/> Unique Item <input type="checkbox"/> Previous Purchase Contract #:					

Submitted By/ Division: _____

Supervisor Signature: _____

Commander: _____

Contract Manager: _____

Budget Coordinator: _____

Chief: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Funds Verified By:

Account # For Purchase

Grant Funding?

Yes ☐ No ☐

Grant Name:

Attach a copy of the grant

BIDS - Informal bids can simply be prices found on websites, or in catalogs. They cannot be prices received from vendors over the phone. Formal bids must be received from the vendor on their company letterhead, in the form of a quote. Attach prices and/or quotes to this request.

BEST INTEREST - Please submit an IDC, along with this Request, detailing the reason for the purchase.

Once commander finishes form, give form and backup documentation to Contract Manager, Nicole York-Singh.

ELK GROVE POLICE DEPARTMENT
Request to Purchase--Continuation

[illegible]

Whenever possible, get quotes from vendors in Elk Grove!