



Purchase Estimate Submission Cheat Sheet

Complete PE Submission Package will include:

- ✓ Completed Std. 66 Purchase Estimate Request Form
- ✓ Referenced supplier product literature
- ✓ Referenced supplier or quote used to determine dollar value of purchase
- ✓ Drawings or blue prints to be provided in bid document
- ✓ Administrative requirements
 - ◆ Special warranty provisions
 - ◆ Inspection and acceptance requirements
 - ◆ Special delivery instructions
 - ◆ Alternate Protest Process (APP)
 - ◆ Other applicable language or requirements to be included in bid document
- ✓ Applicable waivers or approvals
 - ◆ PIA
 - ◆ Telecom
 - ◆ Fleet Administration
 - ◆ OSP
- ✓ Additional Information
 - ◆ Item can be purchased on CMAS or other Statewide contract
 - ◆ Documentation of research supporting SB/DVBE waiver request
 - ◆ Federal or ARRA Funds

