

****NOTE: THIS FORM MUST BE SUBMITTED TO DDC ALONG WITH ALL PAYMENT REQUISITIONS FOR CITY REIMBURSEMENT OF DISCRETIONARY FUNDED EQUIPMENT AND/OR VEHICLE PURCHASE PROJECTS.****



Procurement Affirmation

Insert Funding Recipient's Full Corporate Name Here:

Funding Recipient hereby affirms that it has read all of the provisions provided in the Funding and Security Agreements (the "Agreements") of the City of New York (the "City"), and acknowledges its obligation to abide by the terms and requirements set forth in the Agreements with respect to the procurement of the City-Funded Equipment and/or Vehicles.

Funding Recipient shall purchase City-Funded Equipment, Vehicles and/or procure other services for the costs of which Funding Recipient intends to seek reimbursement from the City from the vendor(s) whose bid(s) provide the most advantageous combination of price, quality and fitness for the intended purpose. Before purchasing the City-Funded Equipment or procuring services for the costs of which Funding Recipient intends to seek reimbursement from the City, as authorized by the Project Budget approved by the City, Funding Recipient shall make a reasonable effort to obtain bids from three (3) vendors and shall accept the lowest bid for all items to be reimbursed by the City.

1) **Bid Requirement:** Has your organization received bids from at least three (3) vendors with respect to all of the City-Funded Equipment and/or Vehicles noted in the Project Budget?

Yes ___ No ___

- a. If Yes, please attach a list with the names of at least three (3) vendors and prices. (Please label as Attachment 1.)
- b. If No, please attach a written explanation why your organization does not have three (3) vendors.

2) **Vendor Selection Rationale:** Has your organization accepted the lowest bid with respect to all of the City-Funded Equipment and/or Vehicles noted in the Project Budget?

Yes ___ No ___

- a. If No, please select the reason below that best matches your organization's rationale and also attach a written explanation why your organization did not choose the lowest bidder. (Please label as Attachment 2.)
 - ___ Product specification(s) best met organization's needs.
 - ___ Needed to match compatibility with existing equipment and/or vehicles.
 - ___ Sole provider or manufacturer of necessary item.
 - ___ Pursuant to a City, State or National Purchasing Contract.
 - ___ Other reason: _____

3) **Vendor Identification:** Please identify the vendors that your organization has chosen or intends to select for the project.

- a. **Note: Must attach a list of all the vendors** your organization has chosen to use with this affirmation. (Please label as Attachment 3.)

4) **Vendor Affiliation:** Are the selected vendors affiliated to your organization and/or any of your organization's staff?

Yes ___ No ___

- a. If Yes, did you first obtain the City's written approval? If so, please explain how the transaction consists of an arms-length transaction. (Please label as Attachment 4.)

I solemnly declare and affirm under penalties of perjury that the contents of this affirmation and its attachments are true and correct to the best of my knowledge and information. I also hereby affirm that I am the Chief Financial Officer of the Funding Recipient and that I possess the legal authority to make this affirmation on behalf of the Funding Recipient.

FUNDING RECIPIENT'S
CHIEF FINANCIAL OFFICER:

By: _____
Name: _____
Title: _____
Date: _____

Subscribed and sworn to before me:

This ___ day of _____ 20__

Notary Public

Commission Expires: _____ 20__