

Brevard Alzheimer's Foundation, Inc.

Section 1: Sub-Recipient Information

Agency: Brevard Alzheimer's Foundation, Inc. Contact: Timothy Timmermann
 Phone: (321) 253-4430 Email: ttimmermann@brevardalz.org
 Address: 4676 N Wickham Road City: Melbourne, FL
 ZIP Code: 32935 County: Brevard

Section 2: Micro Purchase Procurement Documentation

I hereby determine the price quoted by _____ (*supplier name*) for the purchase of this item to be fair and reasonable based on the following:

Check all that apply:

- _____ Comparison of and based on current quotes received for the same or similar item (complete the matrix below).
- _____ Comparison of proposed pricing with pricing from recent purchases of the same or similar item, adjusted by the pertinent Consumer or Producer Price Index or Inflation Rate over the corresponding time period, if appropriate. This includes the same or similar items found on existing state or municipal contracts (identify contract pricing sources and attach supporting documentation).
- _____ Comparison of price components against current industry standards, such as labor rates, dollars per pound, dollars per square foot, etc., to justify the price reasonableness of the whole (attach the analysis which supports the conclusions drawn).
- _____ Comparison with published catalog prices or price lists, commercially-advertised sales prices, or prices obtained through other market research (e.g., internet-based, trade journals, etc.) for the same or similar item commercially available from competing suppliers (complete the matrix below and attach supporting quotes, catalog pages, price lists, advertisements, etc.).
- _____ Comparison of proposed pricing with an in-house price analysis for the same or similar item (complete the matrix below, attach the signed in-house estimate, and explain factors influencing any differences found).
- _____ The quoted price is from a regulated utility (identify the utility in the "Comments" section below).
- _____ Other (e.g., verifiable sales information for the same or similar items sold to the supplier's other customers (discuss in the "Comments" section below and attach supplier's sales information).

SUMMARY MATRIX

Item	Proposed Pricing	Average Market Price	Competitor A	Competitor B	In-House Estimate	Other

(Turn page over for additional information)

Reason for Selection:

The price is fair and reasonable because:

Equitable Distribution & Fair and Reasonable Price Determination:

I, _____ certify that Brevard Alzheimer's Foundation (agency name) distributed this micro purchase equitably among qualified and supplies where geographically reasonable as required by FTA Circular 4220.1F Chapter VI, 3.a(1), (2).

No Cost/Bid Splitting:

I, _____ certify that Brevard Alzheimer's Foundation (agency name) did not reduce the size of this procurement merely to come within the micro purchase limit as required by FTA Circular 4220.1F Chapter VI, 3.a(2)(b).

Federal Clauses:

This procurement is a construction contract? Yes No

If yes, has documentation been provided that the purchase order or contract references the appropriate Federal clauses? Yes No

Section 3: FDOT Internal Use Only

Form completed and signed? Yes No

Price within micro purchase limits? Yes No

Independent cost analysis attached? Yes No

Additional information needed for micro purchase approval? Yes No

If yes describe: _____

Approved by: _____ Date: _____