



Remit to:
Bennett Fire Products Company, Inc.
P.O. Box 2458
Woodstock, GA 30188

Forest Park Fire Department
Attn: Accounts Payable
4539 Jonesboro Road
Forest Park, GA 30297

Invoice #42624-1
Invoice Date: 4/26/2024

Re: Purchase Order # Chief May

12	Globe Jackets with FPDF lettering and hanging letter patch	\$1,760.00	\$21,120.00
12	Globe Trousers and Suspenders	\$1,227.00	\$14,724.00

Total \$35,844.00

Thanks for the order!
Terms: net 30 days

CITY OF FOREST PARK PURCHASE REQUISITION FORM

RECEIVED

For purchases valued \$1,000 and up

This form must be completed prior to creating a Purchase Order

PO 23-04060

Department : Fire	Requisition Date: 1/24/2024
Prepared By: Dep. Chief David Halcome	

Explanation	
This Requisition is for: <input type="checkbox"/> Services <input checked="" type="checkbox"/> Goods <input type="checkbox"/> Public Works Construction <input type="checkbox"/> Other	12 sets of bunker gear for employees with out a second set of Gear. To be purchased from Bennett Fire products, a local vendor who is one of two vendors in the southeastern region that carry the Globe brand of gear and is already in stock with short wait times for delivery. The other vendor offers specialized gear and equipment only and with wait times up to 10 months for delivery
Justification for Request:	
See attached 4 page(s) or line item(s) and attached specifications pages	

Budget

Attach proof of available funds and provide the following:	
Budget Line Item: Suppression Uniforms 30-61-3510-52-3718 Capital	E 100-60-3510-523718 2 fund codes
Funds Available: \$138,509.00	Cost of goods or services: \$35,844.00

Vendor

New vendors must complete the Vendor/Supplier Information Form and provide a w-9 and E-Verify Affidavit.

Select whether vendor is a new or current vendor of the City and provide the following:	
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Current
Vendor Name:	Bennett Fire Products
Current Vendor Number:	01-022249
If Statewide Contract, provide the following: (Attach one quote. Three quotes are not needed)	
Statewide Contract ID number:	
If Requisition is replacing a current Contract, provide the following:	
Current Contract Number:	Contract Expiration Date:

Solicitation

Complete this section only if a formal bid or RFP advertisement is needed.

Also attach Solicitation Request Form	
Estimated cost of goods or services:	\$38,844.00
Is cooperative purchase option available?	No
Date goods or services are needed:	When Available

Signatures

Department Head Authorization:		Date:	
Purchasing Authorization:		Date:	2/6/24
Finance Director:		Date:	2-5-24
City Manager:		Date:	2-8-24

Instructions:

1. Complete requisition form in its entirety. (No previous versions of the Requisition Form will be accepted)
2. Attach 3 quotes (or justification if 3 quotes could not be obtained) and proof of budgeted funds.
3. Have New Vendors to send Vendor Information Form, w-9, and E-Verify directly to accountspayable@forestparkga.gov
4. Email Requisition form and additional documents to procurement@forestparkga.gov.
5. Once a fully signed requisition has been returned to you, create PO and proceed with purchase.
6. Once service is received, submit signed Requisition, Invoice, and PO to Accounts Payable (copy Procurement) for payment.

Please complete, sign, and return Requisition Form along with all required documents to procurement@forestparkga.gov
 Requisition will not be approved and PO will not be paid if not completed properly.



CITY OF FOREST PARK
DEPARTMENT OF FIRE & EMERGENCY SERVICES

PURCHASE ORDER REQUEST

P.O. Number _____ Line Item Suppression Uniform
300-61-3510-52-3718

Requested By Halcome Date 1/24/24

By Telephone _____ Walk-in _____

Vendor Name Bennett Fire Products

Address P.O. Box 2458
Woodstock, Ga. 30186

Amount \$35,844.00

Description 12 Globe Classix Jackets and 12 Globe Classix Trousers with supenders

Purpose 2nd set of gear for S.King, A.Jackson, S.Ferguson, T.Anderson, C.Drake, W.Valmont, J.Simmons, A.Floyd, Y.Johnson
D.Pollard, N.Morris, G.Hill

Justification 2nd Set of Gear.
(Attach list if applicable)

Number Requested By [Signature] 1/24/2024
(Signature & Date)

Approved By [Signature] 1/24/2024
(Signature & Date)

Department Head [Signature] 1/24/2024
(Signature & Date)

Finance Office Approval _____
(Signature & Date)



CITY OF FOREST PARK
 745 Forest Parkway
 Forest Park, GA 30297
 (404) 366-4720

PURCHASE ORDER

PO Number: 23-04060 **Date:** 04/30/2024

Request #: 23-04060 **Vendor #:** 01-022249

ISSUED TO: BENNETT FIRE PRODUCTS
 P. O. BOX 2458
 WOODSTOCK, GA 30188

SHIP TO: CITY OF FOREST PARK CITY HALL
 745 FOREST PARKWAY
 FOREST PARK, GA 30297

UNITS	DESCRIPTION	G/L ACCOUNT	PROJECT	PRICE	AMOUNT
0.00	12 BUNKER GEAR SETS	300-61-3510-52-3718		0.00	23,000.00
0.00	12 BUNKER GEAR SETS	100-61-3520-52-3718		0.00	12,844.00
	INVOICE 42624-1	AMT: \$35,844.00	DUE: NET 30		

* Taxable item

SUBTOTAL	35,844.00
TOTAL TAX	0.00
TOTAL	35,844.00

Approvals:

Department Head:  **Date:** 5/17/2024

Finance: _____ **Date:** _____

City Manager: _____ **Date:** _____

1. Original invoice plus one copy must be sent to:
 CITY OF FOREST PARK - 745 Forest Parkway - Forest Park, GA 30297.
2. Purchase Order numbers must appear on all packages, packing slips and invoices.
3. The City is exempt from all federal excise and state tax - ID# 58-6002562