



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS NO.: 46062

PROJECT: Engineering Consulting Services – Airport Landside and Parking Lot Improvements

RFP NUMBER: 145-0020-NC(RM)

TYPE: Purchase Contract Other: CCNA Construction-Less than \$100,000 One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 15-19 PRODUCT ONLY
This is an annual contract. Estimated Expenditure: \$1-1.2 M

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. J. Lauro, Director C. Mancuso, Asst Director R. McKenzie, Ops Mgr	11/10	<i>[Signature]</i>	Are there any reports or exhibits that should be associated with this RFP's video to consultants?	<i>[Signature]</i>
2.	Airport N. Lagos, Director Jeff Noa S. Yarley – Eng	11/17 11/12 11/7/2014	<i>[Signature]</i>	Delete Federal Provisions No FAA Grant Funds - go	<i>[Signature]</i>

Using Dept please provide below information:

- A. Yes, funding for this project is using grant funding. No, funding for this project is not using grant funding.
If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.
- B. _____ Initial and Date Funding is available for this project.
Provide title of funding source _____
- C. Please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Email)

3.	Risk Management Director Attn: Virginia E. Holscher (Check applicable box at right)	11-21-14	<i>[Signature]</i>	See changes in Section C. Ins. Regs	<input checked="" type="checkbox"/> HIGH RISK <input type="checkbox"/> NOT HIGH RISK <input type="checkbox"/> RISK
4.	BCC Finance Attn: Cassandra Williams	12/1/14	<i>[Signature]</i>		<i>[Signature]</i>
5.	Legal Attn: Miles Belknap	12/9/14	<i>[Signature]</i>	Purchasing provide draft agreement revised for Engineering	<i>[Signature]</i>
6.	Executive Director AKA Attn: David Scott	12/11/14	<i>[Signature]</i>		
7.	County Administrator Mark Woodward	12/15/14	<i>[Signature]</i>		

RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: **Ruby McKenzie** at Extension 4-3795
In order to meet the following schedule, please return your requirements to Purchasing by:

<u>TENTATIVE DATES</u>	Advertise: TBD
Bid Opening:	Contract Approval