



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

**CATS
NO.:** 45846

PROJECT: Engineering Consulting Services – Cross Bayou Canal Flood Control Improvements

RFP NUMBER: 145-0035-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: _____ **PRODUCT ONLY**
This is an annual contract. Estimated Expenditure: \$740,000

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. C. Mancuso, Interim Director R. McKenzie, Ops Mgr	10/16	<i>[Signature]</i>	Please confirm total contract term – 312 days from NTP + 21 days for Review = 333 consecutive calendar days?	<i>[Signature]</i>
2.	DEI – Eng & Tech Support Ivan Fernandez Merry Celeste Greg Cutrone Dan Glaser	10/5/14 10/24/14 10/20/14	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>	ALL DOES ALL CD - SEE BLUE FLAG RECOMMEND REVISING SAMPLE CONTRACT TEMPLATE. SEE PREVIOUS RED-LINE MARKUPS. See tabbed red lines.	<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. 10/1/14 Initial and Date Funding is available for this project.
Provide title of funding source Permy - Drainage & Stormwater Mgmt

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)	11-13-14	<i>[Signature]</i>	Pls see changes p 17-19	HIGH RISK NOT HIGH RISK
4.	BCC Finance Attn: Cassandra Williams	11/10/14	<i>[Signature]</i>		
5.	Legal Attn: Miles Belknap	11/18/14	<i>[Signature]</i>	Requested Purchasing assist in incorporating comments in sample agreement	
6.	Executive Director Attn: David Scott	10/28/14	<i>[Signature]</i>		
7.	Asst. County Administrator Attn: J. Lauro	11/21/14	<i>[Signature]</i>		

RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: **Ruby McKenzie** at Extension 43795
In order to meet the following schedule, please return your requirements to Purchasing by: **10/24/14**

TENTATIVE DATES	Advertise:
Bid Opening:	Contract Approval

SO AT 1/1/17