



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS NO.: 47608

PROJECT: Security Guard Services (CO-OP)

BID NUMBER: 145-0311-B (JJ)

TYPE: Purchase Contract Other: 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: 16-20 **PRODUCT ONLY**

This is a sixty (60) month contract. Estimated Expenditure: \$1,700,000.00

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	<u>Purchasing Dept.</u> J. Lauro, Director C. Mancuso, Asst. Director J Just, PA	7/2	<i>cm</i>		
2.	<u>Public Works Operations</u> Lori James, Ops Sys Mgr. <u>Lisa Tatro, Contract Spec.</u>	7/9/15 7/9/15	<i>L James</i> <i>L Tatro</i>	<i>we anticipate very little or no use of this contract due to external changes</i> <i>Comments throughout</i>	
3.	<u>Airport Dept.</u> Thomas Jewsbury, Director Mark Sprague, Ops Mgr	7/15/15 7/14/15	<i>Tom Jewsbury</i> <i>M Sprague</i>	<i>Comments in RED</i>	
4.	<u>Real Estate Mgmt. Dept.</u> Andrew Pupke, Director <u>Amantia Kempton, Dept Admin Mgr</u>	07/29/15 07/27/15	<i>AP</i> <i>AKempton</i>	<i>Comments signed AK.</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 VARIOUS
- C. Please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Email)

5.	<u>Risk Management Director</u> Attn: Virginia E. Holscher (Check applicable box at right)				HIGH RISK
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RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: Jim Just, Procurement Analyst Coordinator at Extension 43205
In order to meet the following schedule, please return your requirements to Purchasing by: **ASAP**

TENTATIVE DATES	
Advertisement: 06/30/15	Opening: 07/30/15



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5.	<u>Risk Management Director</u> Attn: Virginia E. Holscher (Check applicable box at right)	7/15/15	<i>GWJ</i> <i>on behalf of VZH</i>	<i>See Changes Sect. C. Tax. Req.</i>	HIGH RISK
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