



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS NO.:
47757

PROJECT: Fuel: Gasoline & Diesel (Co-op)

BID NUMBER: 145-0387-B(PF)

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:18-22 **PRODUCT ONLY**
This is an annual contract. Estimated Expenditure: \$44M (5 year contract)

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, Manager	7/24	<i>[Signature]</i>		
2. <i>Revised 8/15</i>	<u>Real Estate Management</u> Andrew Pupke	8/15	<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.	<u>Risk Management Director</u> Attn: Virginia E. Holscher (Check applicable box at right)	8/10/15	<i>[Signature]</i>	<i>See Sect. C Attached</i>	HIGH RISK
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RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: **Patti Fontaine** at Extension 4-3147
In order to meet the following schedule, please return your requirements to Purchasing by: **ASAP**

TENTATIVE DATES	
Advertisement:	Opening:

Revised July 2015 (all types)

