

ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 03/21/16
FOR CITY COUNCIL MEETING OF 03/30/16

ISSUE:

12. Request for Approval of Amendment No. 8 to Professional Services Agreement – Airport Terminal Expansion at Santa Fe Municipal Airport; Molzen-Corbin & Associates, Inc. (Mary MacDonald)

FINANCE COMMITTEE ACTION:

Approved as discussion item.

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

Approved with direction to staff.

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR VILLAREAL	X		
COUNCILOR IVES	X		
COUNCILOR LINDELL			X
COUNCILOR HARRIS		X	
CHAIRPERSON DOMINGUEZ	X		

4-13-15

**ACTION SHEET
ITEM FROM THE
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING
OF
MONDAY, FEBRUARY 22, 2016**

ITEM 6

CIP PROJECT #611B – AIRPORT TERMINAL EXPANSION

- REQUEST FOR APPROVAL OF AMENDMENT #8 TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOLZEN-CORBIN & ASSOCIATES, INC. IN THE AMOUNT OF \$23,668.07 (MARY MACDONALD)

PUBLIC WORKS COMMITTEE ACTION: Approved

FUNDING SOURCE: 52810.572960

SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:

VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO			
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	Excused		
COUNCILOR DOMINGUEZ	X		
COUNCILOR IVES	X		

City of Santa Fe, New Mexico

memo

DATE: February 15, 2016

TO: Public Works, CIP and Land Use Committee and Finance Committee

VIA:



Isaac J. Pino, P.E., Public Works Department Director

David Pfeifer, Facilities Division Director *On Behalf of D.P. Pfeifer*

FROM: Mary MacDonald, Project Administrator, Facilities Development Section *mm*

ISSUE: **Airport Terminal Expansion CIP Project # 611B**
Amendment # 8 to PSA (Exhibit 1) Molzen-Corbin & Associates, Inc. \$23,668.07

A. Background:

The Professional Services Agreement (PSA) with Molzen – Corbin & Associates, Inc. was approved by City Council in June, 2012 as a four year contract, to be renewed each year at the option of the Owner. The previously approved Amendments #1 through #7 are described on the first page of Amendment #8 (Exhibit 1). Amendment # 7 authorized Molzen-Corbin to provide minimum basic services during construction.

B. Scope of Work:

Amendment #8 would authorize the consultant to provide additional detailed designs, evaluation of change order proposals and other construction support for recently required (1) changes in the secured passenger area by TSA, (2) changes to the concession counters in the public area required by the Airport manager, and (3) construction of multiple office spaces for United Airlines, with a new access from the ticket counter area. It also authorizes the work of coordinating with City Historic Preservation about exterior changes to the building during construction.

C. Schedule:

Construction started 1/11/2016; project schedule is Exhibit 2.

D. Budget:

Funds for Amendment #8 in the amount of \$22,081.00 plus tax at the rate 0.071875 in the amount of \$1,587.07, for a total of \$23,668.07 is available in Business Unit 52810. The attached BAR, Exhibit 3, will transfer \$23,669.00 from Business Unit/Line Item (BU/LI) 52810.572970 (Exp-Airport-Terminal Upgrd/WIP Construction) to BU/LI 52810.572960 (WIP Design). The Summary of Contracts is Exhibit 3.

E. Action:

We request you approve this Amendment #8 for Molzen-Corbin & Associates, Inc. in the amount of \$23,668.07 and approve the attached BAR.

Exhibits: (1) Amendment #8
(2) Project Schedule
(3) BAR
(4) Summary of Contracts

xc: Becky Casper, Airport Division
Kent Freier, PE, Molzen-Corbin & Associates
Project/book file

**CITY OF SANTA FE
AMENDMENT #8 TO
PROFESSIONAL SERVICES AGREEMENT**

Amendment No. 8 (the Amendment) to the CITY OF SANTA FE PROFESSIONAL SERVICES AGREEMENT, dated June 16, 2012 (the "Agreement"), between the City of Santa Fe (the "Owner") and Molzen-Corbin & Associates, Inc., (the "Engineer"). The date of this amendment shall be the date when it is executed by the City and the Engineer.

RECITALS:

- A. The City of Santa Fe entered a Professional Services Agreement ("PSA") with Molzen-Corbin & Associates in June, 2012, for the purpose of acting as the airport consulting engineer. The original agreement term was a four year contract to be renewed each year at the option of the Owner. In the original agreement, 17 Task Orders in-progress were carried forward from the expiring PSA with Molzen-Corbin and 11 new Task Orders were added. The Not-To-Exceed (NTE) compensation for the original contract was \$3,289,097.44.
- B. Amendment #1 extended the contract for a second year from July 31, 2013 to July 31, 2014. Amendment #1 also increased the compensation by \$182,873.70 to \$3,471,971.14.
- C. Amendment #2, executed effective September 11, 2013, did not extend the term, but added Task Orders 114 and 115 and increased compensation by \$240,411.57 to a total current contract cost NTE \$3,712,382.71.
- D. Amendment #3 to the PSA extended the contract for the third year with an effective term of August 1, 2014 to July 31, 2015.
- E. Amendment #4 to the PSA added Task Orders 107R and 119 and increased compensation by \$468,257.68 to a total current contract cost NTE \$4,180,640.39.
- F. Amendment #5 to the PSA added Task Order 119R, for completion of the construction drawings and specifications for the airport terminal improvements to be constructed in 2016, and increased compensation by \$137,989.34, including tax, to a total current contract cost NTE \$4,318,629.73.
- G. Amendment #6 to the PSA extended the contract to the fourth year with an effective term of August 1, 2015 to July 30, 2016.
- H. Amendment #7 to the PSA added Task Order 121, for basic construction phase services for the airport terminal improvements to be constructed between Jan. 11th and June 9,

2016, and increased compensation by \$49,483.11, including tax, to a total current contract cost not to exceed \$4,368,112.84.

I. Amendment #8 adds the Task Order summarized in Paragraph 1 of this Amendment.

H. Pursuant to Article 18 of the Agreement, for good and valuable consideration, receipt and sufficiency of which are acknowledged by the parties, the City and the Engineer agree as follows:

1. ENGINEER'S COMPENSATION

Article 3 states that the Engineer's compensation is the sum total of individual Task Orders as approved by the Engineer and the Owner. The following changes to the Engineer's Compensation are hereby made effective upon signature of this Amendment and the Task Order by both parties:

Task Order Number 124, Airport Terminal Renovations Design, Exhibit A1, is added as follows:

Subtotal	\$ 22,081.00
NMGRT at 7.1875%	\$ 1,587.07
Total	\$ 23,668.07

2. AGREEMENT IN FULL FORCE

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment #8 to the City of Santa Fe Professional Services Agreement effective this ___ day of ____, 2016.

CITY OF SANTA FE:

ENGINEER:
MOLZEN-CORBIN &
ASSOCIATES, INC.

JAVIER M. GONZALES, MAYOR

ADELMO ARCHULETA,
PRESIDENT & CEO

ATTEST:

NM Taxation & Revenue
CRS # 01305771005
City of Santa Fe Business
Registration # 16-42293

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

KAB 2/15/16
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR S. RODRIGUEZ
FINANCE DIRECTOR

52810.572960
Business Unit / Line Item

TASK ORDER FOR
 PROFESSIONAL SERVICES AGREEMENT BETWEEN
MOLZEN-CORBIN & ASSOCIATES (ENGINEER)
 AND CITY OF SANTA FE (OWNER), DATED July 30, 2012.

TASK ORDER NO. 124

TASK TITLE: Terminal Building Renovations Design

The Owner directs the Engineer/Architect to provide services as described below:
Design changes per TSA direction, design changes for United Airlines added space, coordination of
Design with Landmark status, additional construction meetings.

The Engineer/Architect estimates the period of performance to be as follows:
 Services to be rendered within 120 days after receipt of written notice to proceed from Airport

The Engineer/Architect will be paid a lump sum fee as stated as based upon the following estimates the level of effort as follows:

Manhours: (specify estimated manhours per position and billing rate)

Manhour & Fee Estimate:

Principal Architect	22.0 Hrs.	\$ 175.00 /hr =	3,850.00
Registered Architect	76.0 Hrs.	\$ 110.00 /hr =	8,360.00
Arch. Designer	22.0 Hrs.	\$ 95.00 /hr =	2,090.00
Sr. Civil Engineer	6.0 Hrs.	\$ 165.00 /hr =	990.00
Electrical Sr. Eng.	32.0 Hrs.	\$ 165.00 /hr =	5,280.00
Admin/Support	2.0 Hrs.	\$ 75.00 /hr =	150.00

Subconsultants and Other Reimbursable Expenses:

In House Copies 4,000 @ 0.11	440.00
In House Color Copies 20 @ 1.00	20.00
In House Color Copies 11X17 20 @ 2.00	40.00
In House Large Format Prints 100 @ 3.00	300.00
Mileage 600 @ 0.560	336.00
Meals	100.00
Postage	25.00
Supplies	100.00

SUBTOTAL	22,081.00
NMGRT @ <u>7.1875</u> %	1,587.07
ESTIMATED TASK ORDER TOTAL	\$ 23,668.07

Proposed by ENGINEER/ARCHITECT Recommended By _____ Approved by CITY _____
 Date 7/29/16 Date _____ Date _____

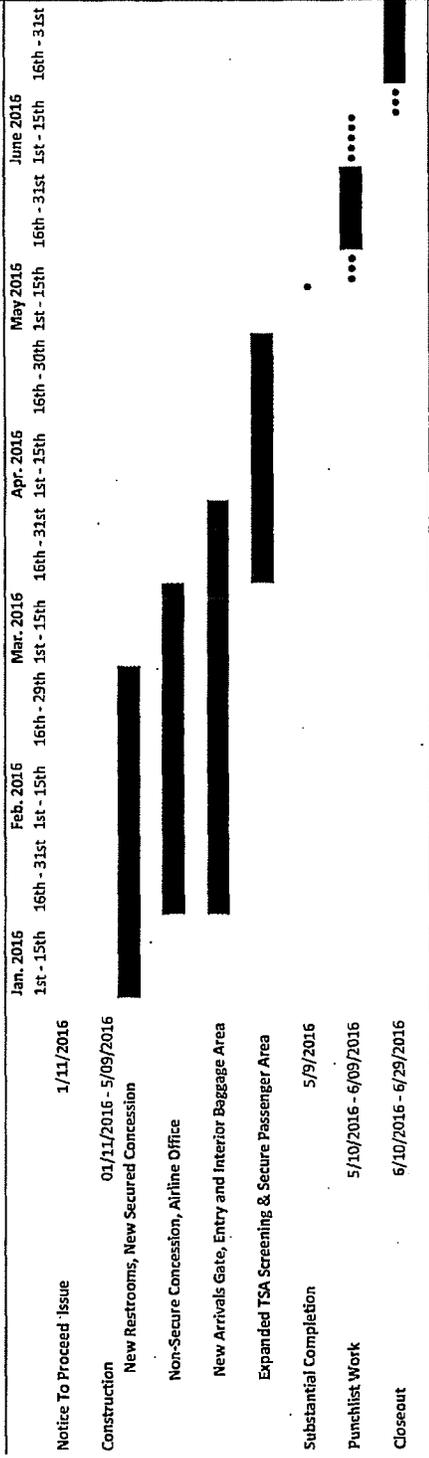
Aviation		
Department	Project	P.O. No.

For Client Use Only

EXHIBIT
AI

Airport Terminal Improvements CIP Project # 6118
 Date: Feb. 12, 2016

Current Phase: Construction
 PROJECT SCHEDULE

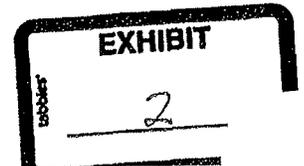


tabbles
EXHIBIT
 2
 8

Airport Terminal Improvements CIP Project # 6118
 Date: Feb. 12, 2016

Current Phase: Construction
 PROJECT SCHEDULE

	Jan. 2016 1st - 15th	Feb. 2016 16th - 31st	Mar. 2016 1st - 15th	Mar. 2016 16th - 29th	Apr. 2016 1st - 15th	Apr. 2016 16th - 31st	May 2016 1st - 15th	May 2016 16th - 30th	June 2016 1st - 15th	June 2016 16th - 31st
Notice To Proceed Issue		1/11/2016								
Construction										
New Restrooms, New Secured Concession										
Non-Secure Concession, Airline Office										
New Arrivals Gate, Entry and Interior Baggage Area										
Expanded TSA Screening & Secure Passenger Area										
Substantial Completion										
5/9/2016										
Punchlist Work										
5/10/2016 - 6/09/2016										
Closeout										
6/10/2016 - 6/29/2016										



16-03002 PW

John 3/11/16

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
Public Works / Facilities / Facilities Development				Feb. 12, 2016		
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept. Use Only)-->		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Exp-Airport-Terminal Upgrd/WIP Construction	52810.572970		CR		23,669	
Exp-Airport-Terminal Upgrd/WIP Design	52810.572960		DR	23,669		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 23,669	\$ 23,669

Additional funds are required in WIP Design for an increased scope of work for design support during construction.

Further details are on the Public Works/Finance Committees memo dated 2/12/2016.

Mary MacDonald <i>MM</i> Prepared By Date: 2/12/2016	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	<i>[Signature]</i> Budget Officer Date: 3/1/16
David Pfeifer <i>DP</i> Division Director Date: 2/12/2016		<i>[Signature]</i> Finance Director Date: 3-10-2016
Department Director Date:		City Manager Date:



City of Santa Fe Summary of Contracts, Agreements, & Amendments

Section to be completed by department for each contract or contract amendment

- | | | | |
|---------------------------------|--------------------------|-----------------------------|---|
| 1 FOR: ORIGINAL CONTRACT | <input type="checkbox"/> | CONTRACT AGREEMENT | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/> |
| MAINTENANCE AGREEMENT | <input type="checkbox"/> | LICENSE AGREEMENT | |
| LEGAL SERVICES AGREEMENT | <input type="checkbox"/> | MEMORANDUM OF UNDERSTANDING | |
| MEMORANDUM OF AGREEMENT | <input type="checkbox"/> | JOINT POWERS AGREEMENTS | |
| GRANT AGREEMENTS | <input type="checkbox"/> | CONTRACT AMENDMENT | |

2 Name of Contractor Molzen-Corbin & Associates, Inc.

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$3,289,097.44

Termination Date: July 31, 2013

Approved by Council Date: July 11, 2012

or by City Manager Date: _____

Contract is for: Engineering services required by FAA for Airport

Amendment # 8 to the Original Contract# 12-0619

Increase/(Decrease) Amount \$ 23,668.07

Extend Termination Date to: no extension

Approved by Council Date: (pending)

or by City Manager Date: _____

Amendment is for: Additional designs and construction phase services for Airport Terminal Improvements, CIP Project # 611B

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

(Amendments # 5 & 6 are listed on page 3)

Amount \$ 468,257.68 Amendment # 4 Termination Date: no extension

Reason: Task Orders 107R Airport Master Plan & 119 prelim. Design airport terminal

Amount \$ 0.00 amendment # 3 Termination Date: 07/31/2015

Reason: extend time of contract

Amount \$ 240,411.57 amendment # 2 Termination Date: no extension

Reason: Task Orders 114 and 115, work related to Runways

Amount \$ 182,873.70 amendment # 1 Termination Date: 07/30/2013

Reason: Task 112, runway work and Task 113, passenger facil. Charges application

Total of Original Contract plus all amendments: \$ 4,391,780.91

EXHIBIT

4



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP RFQ Sole Source Other

6 **Procurement History:** RFP 12/21/P, April 27, 2012---fourth year of four year contract
example: (First year of 4 year contract)

7 **Funding Source:** Exp-Airport-Terminal Upgrd/WIP Design **BU/Line Item:** 52810.57296

8 **Any out-of-the ordinary or unusual issues or concerns:**
BAR attached to memo will transfer from LI 572970 to LI 572960
(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Mary MacDonald *MM* Phone # 955-5934

Division Contract Administrator: David Pfeifer

Division Director: David Pfeifer, Facilities Division Director *On Behalf of DP J-*

Department Director: Isaac J. Pino, PE, Public Works Department Director

10 **Certificate of Insurance attached.** (if original Contract)

11 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity:** Original agreement based on RFP

12 **Prior year's contract amount?:** N/A

13 **Describe service impact from an ongoing commitment to the contractor:** N/A

14 **Why staff cannot perform the work?:** The work needs licensed professional engineers with a depth of experience in designing commercial Airports

15 **If extending contract, why?:** N/A

16 **Was a Santa Fe company awarded contract? If not, why?:** N/A

17 **Has the contract has been approved as to form by City Attorney's Office?:** yes

18 **Is this for City Manager or Council approval?:** City Manager

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

Amount \$ 49,483.11 amendment # 7 Termination Date: no extension
Reason: basic construction phase services for Airport Terminal Improvements, CIP # 611B

Amount \$ 0.00 Amendment # 6 Termination Date: 07/30/2016
Reason: to extend the termination date of the agreement

Amount \$ 137,989.37 amendment # 5 Termination Date: no extension
Reason: design the short term improvements to the Airport Terminal



CERTIFICATE OF LIABILITY INSURANCE

MOLZE-1 OP ID: EH

DATE (MMDDYYYY)
12/29/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Liability Insurers, Inc. 6101 Moon St. NE, Suite 1000 Albuquerque, NM 87111 Bob Dean	CONTACT NAME: Bob Dean PHONE (Ac. No./Ext): 822-8114 FAX (Ac. No): 822-0341 EMAIL: ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers P&C of America INSURER B: New Mexico Assurance Co INSURER C: XL Specialty Insurance INSURER D: INSURER E: INSURER F:
INSURED Molzen Corbin & Associates Inc. Bob Robeda 2701 Miles Road SE Albuquerque, NM 87106	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBS INSD WVD	POLICY NUMBER	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		6806811L457	12/31/2015	12/31/2016	EACH OCCURRENCE: \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP Agg \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BA6811L598	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION: \$ 10000		CUP7910Y754	12/31/2015	12/31/2016	EACH OCCURRENCE: \$ 4,000,000 AGGREGATE: \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	64411.108	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab		DPR9800850	12/31/2015	12/31/2016	Ea Claim 2,000,000 Aggregate: 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Santa Fe Municipal Airport, Open End Engineering Services

CERTIFICATE HOLDER Santa Fe Municipal Airport P.O. Box 909 Santa Fe, NM 87504	MISCEL 1 CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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FINANCE DEPARTMENT-FINANCE COMMITTEE

Finance Packet Checklist

The following information should be included in all packets to ensure your item is not pulled.

Contracts/Agreements/Grants/BARS/Bids/RFP's Memo	YES	NO	N/A
Address memo to Finance Committee-Initialed by all Staff	<input checked="" type="checkbox"/>		
Provide explanation if and when Budget available	<input checked="" type="checkbox"/>		
Include Funding Source-Business Unit and Line Item	<input checked="" type="checkbox"/>		
Include approval term if requesting more than 1 yr	<input checked="" type="checkbox"/>		
Verify term in memo matches term of Contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Include Vendor awarded the contract	<input checked="" type="checkbox"/>		
Include Bid/RFP # in memo	<input checked="" type="checkbox"/>		
Submit Electronic /PDF packet to Finance	<input checked="" type="checkbox"/>		
Submit Originals to the City Clerk's office	<input checked="" type="checkbox"/>		
Contracts and Agreements (Amendment)			
Attach initialed Memo addressed to Finance Committee	<input checked="" type="checkbox"/>		
Need approval from legal-must be "Approved As To Form" by City Attorney	<input checked="" type="checkbox"/>		
Include CRS # in contract	<input checked="" type="checkbox"/>		
Include Business Registration # in contract	<input checked="" type="checkbox"/>		
Attach Summary of Contract and Agreement Form	<input checked="" type="checkbox"/>		
Attach Certificate of Insurance	<input checked="" type="checkbox"/>		
Attach Procurement Checklist	<input checked="" type="checkbox"/>		
Submit single sided copy of contract to Finance	<input checked="" type="checkbox"/>		
Submit Electronic /PDF packet to Finance	<input checked="" type="checkbox"/>		
Forward Originals to the City Clerk's office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bids/RFP's/Agreements/Grants			
Route all contracts, MOU's and agreements through Purchasing 1st for "Procurement Checklist"	<input checked="" type="checkbox"/>		
Forward to City Attorney for "Approved as to Form" Approval	<input checked="" type="checkbox"/>		
Forward complete contract to Budget Officer for review and approval	<input checked="" type="checkbox"/>		
Forward BARS-to Accounting for review and signature (Grants or Special Projects)	<input checked="" type="checkbox"/>		
Forward all other BARS directly to Budget Office for review and approval	<input checked="" type="checkbox"/>		
Contracts >\$50k forward to Finance Committee-all others forward to Finance Department	<input checked="" type="checkbox"/>		

Handwritten notes:
 (Ka - signed memo w/ Pw Committee
 just for this FY
 contract term expires end of this FY
 Pw Committee packet of 2/22 online

Handwritten note: not this one, per Yolanda G.