



Legislation Details (With Text)

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Date	Ver.	Action By	Action	Result
11/15/2016	1	Land Use, Transportation & Infrastructure Committee		

**Contract Request Template (Resolution)**

**Submitted By:**

**Date Submitted:**

**Requesting Agency:**

**Division:**

**Subject Matter Expert Name:**

**Email Address:**

**Phone Number:**

**Item Description (for the Council meeting agendas; 2-3 sentences maximum):**

**NDCC Presentations**

**Affected Council District(s) or citywide?**

**Executive Summary with Rationale and Impact (detailed description of the item and why we are doing it). This can be a separate attachment.**

**Contract Control Number:**

**Vendor/Contractor Name (including any "DBA" and any/all named sub-contractors):**

Name of individual managing contract/overseeing contract performance:

Type and Scope of services to be performed:

Location (if applicable):

WBE/MBE/DBE goals that were applied (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met?

Is the contract new/a renewal/extension or amendment?

Is this a new vendor for this particular contract/service/location or the same vendor who previously held the same contract/service/location?

Was this contractor selected by competitive process or sole source?

If competitive, when was the selection made?

If sole source, justification?

Termination provision for City and for contractor:

**For New contracts**

Term of initial contract:

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term:

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

**For Amendments/Renewals Extensions:**

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

*If length changing*

**What was the length of the term of the original contract?**

**What is the length of the extension/renewal?**

**What is the revised total term of the contract?**

***If cost changing***

**What was the original value of the entire contract prior to this proposed change?**

**What is the value of the proposed change?**

**What is the new/revised total value including change?**

***If terms changing***

**Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)**