



Legislation Text

File #: 16-1157, Version: 2

**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.)