

Contract Information/Requisition

Contract Type:

- ☐ Short Form
 ☐ Professional Services
 ☐ Construction – Long Form
 ☐ Emergency
☐ Amendment
 ☐ Maintenance
 ☐ Construction – Short Form

Contractor Information:

Firm Name _____ Vendor # _____

Address _____

Phone _____ Contact Name _____ Email _____

Council Authorization:

☐ Staff Report (attached)
 Council Mtg Date/Item # _____
 Annual Contract \$ _____

Terms of Contract:

Start Date _____ Expiration Date _____ ☐ W-9 Form

Amendment Date _____ Close-out Date _____

Bid Process:

☐ Formal Bid
 ☐ Informal Bid
 ☐ Sole Source (justification attached)
 ☐ Other _____

Construction Contracts:

☐ Bonds (attached) _____
 ☐ Prevailing Wage

Risk Management: (ratings attached)

☐ Standard insurance requirements
 Risk Manager's Signature _____

Insurance Modified: ☐ General _____ ☐ Endorsement _____

☐ Auto _____ ☐ Professional _____

☐ Worker's Comp _____
☐ Subrogation _____
☐ E & O _____

DESCRIPTION	PRICE
TOTAL	

ACCOUNT NUMBER	BUDGET AVAILABLE
TOTAL	

Form completed in accordance with City's Fiscal Policy _____ Date _____

Preparer Signature

REQUIRED	REQUIRED OVER \$5,000	REQUIRED OVER \$25,000
DEPT HEAD	FINANCE DIRECTOR	CITY MANAGER