

**CONTRACT ROUTING FORM**

**INSTRUCTIONS:** **Use this cover sheet to circulate all contracts for review and approval in the order shown below.**

**TO BE COMPLETED BY INITIATING DEPARTMENT PROJECT MANAGER:**

**Contracting Department:** Click here to enter text.

**Project Manager:** Click here to enter text.

**Extension:** Click here to enter text.

**Contractor Name:** Click here to enter text.

**Contractor’s Contact:** Click here to enter text.

**Contact’s Email:** Click here to enter text.

[ ]  **FPPC: Check if Contractor/Consultant must file Form 700**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | RESPONSIBLE DEPARTMENT | DESCRIPTION | COMPLETEDDATE | REVIEWER Check/Initial |
| 1 | Project Manager | a. Email PINS Introductory Notice to Contractor b. Email contract (in Word) & attachments to City Atty c/o Laraine.Gittens@cityofsanrafael.org | Click here to enter a date.Click here to enter a date. | [ ] [ ]  |
| 2 | City Attorney | a. Review, revise, and comment on draft agreement and return to Project Managerb. Confirm insurance requirements, create Job on PINS, send PINS insurance notice to contractor  | Click here to enter a date.Click here to enter a date. |  [ ]  \_\_\_\_  [ ]  \_\_\_\_ |
| 3 | Project Manager | Forward three (3) originals of final agreement to contractor for their signature  | Click here to enter a date. |[ ]
| 4 | Project Manager | When necessary, \* contractor-signed agreement agendized for Council approval \*PSA > $20,000; or Purchase > $35,000; orPublic Works Contract > $125,000**Date of Council approval**  | [ ]  N/AOrClick here to enter a date. | [ ]  |
|  | **PRINT** | **CONTINUE ROUTING PROCESS WITH HARD COPY** |  |  |
| 5 | Project Manager | Forward signed original agreements to City Attorney with printed copy of this routing form |  |   |
| 6 | City Attorney | Review and approve hard copy of signed agreement |  |    |
| 7 | City Attorney | Review and approve insurance in PINS , and bonds (for Public Works Contracts) |  |   |
| 8 | City Manager / Mayor  | Agreement executed by Council authorized official |  |   |
| 9 | City Clerk | Attest signatures, retains original agreement and forwards copies to Project Manager |  |   |