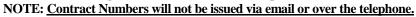
## **CONTRACT COVER SHEET**

For Contract Review - please route Contract through Finance – Procurement Dept. A contract number will be assigned when it starts the review process.





Please fill out this form completely or it will be returned to you prior to review, approval, or filing in LaserFiche. If a response is not applicable, please use "N/A" - <u>Do Not Leave Any Blanks</u> .	
Date Submitted for Review:  Type (check one):	
Construction Contract Contract Development Agreement	Change Order/Modification #NA Drop Down  Amendment #NA Drop Down  Other (classes execution)
Easement Lease/Property Acquisition Other (please specify):  IDENTIFYING INFORMATION: (Please fill in each field)	
Requesting Dept., Contact Name, Ext. #: Police Department, Jennifer Calovini X7805 Contractor Name, Address, Tel. No.: City of El Mirage, Attn: Bill Balafas 480-635-7224, william.balafas@gilbertaz.gov 75 E Civic Center Drive, Gilbert AZ 85296 Assigned Contract Number: CON – 21-5851	Brief Summary of the Services to be provided: Participation in AZ Child Abduction Response Team Terms: Start: Upon Execution Expire: 6/30/2030 Contract Amount: \$ -0- Council Date: 01/04/2021 COAC # 2021-7150 N/A   City Clerk's Office Use – Retention Date:
Link to:  REVIEWED AND APPROVED:	
	Contracts/Procured Services
	All documents
City Manager: Date:	When required
CONTRACT REVIEW REQUIREMENTS	
<u>PROCUREMENT PROCESS</u> — NOTE: IGAs, Easements, Lease/Property Acquisition and Development Agreements <u>do not</u> require Procurement Review. However, they <u>must</u> still be seen by Legal Services. All Contracts must be reviewed and signed off by Procurement or the City Manager & Legal Services prior to going to Council.	
Designate what method you used to arrive at this contract and whether the item is budgeted for:	
<ul> <li>Less than \$5000 ☐ \$5,000 to \$50,000 − 3 written quotes ☐ Cooperative Agreement ☐ On-Call /Task Order</li> <li>Formal Solicitation, Incl. Solicitation Number: OP</li> <li>Other − please name (e.g., sole source, demo, etc. &amp; attach RAP (Request for Alternate Procurement) approved by Procurement Manager.</li> </ul>	
Budgeted:	
Additional Funding Source?	
Grant/Other – Identify: *Attach all supporting documentation for funding source.	
ADDITIONAL COMMENTS? Provide two signed copies to Jennifer Calovini. Thank you.	
INSURANCE & BONDS (To be completed by Procurem Insurance Certificate:  Bid Bond:  Performance Bond:  Payment Bond:  Attached  Attached  Attached  Attached  Attached	Initial         Date:           Initial         Date:           Initial         Date:

Changes are required to this contract/document as follows: \_\_\_\_\_