

AIRPORT CONTRACT ROUTING FORM
Loveland / Fort Collins
RE: Airport Stelio Parking Kiosk Refurbishment

AIRPORT
TOPICKUP

LOVELAND (Please route the attached contract as follows (check applicable box once complete):

- Loveland City Attorney's Office – Sunita Sharma**
 1. Please approve the attached three (3) original agreements as to form.
 2. Forward all agreements to Public Works Director's Office as appropriate.
- Loveland Public Works Director's Office**
 1. Please sign the attached three (3) original agreements.
 2. Return all original documents and forward to Loveland City Clerk's Office.
- Loveland City Clerk's Office**
 1. Please attest the attached three (3) original agreements.
 2. Return three (3) fully executed documents to Airport.

Notes/comments:

FORT COLLINS (Please route the attached contract as follows (check applicable box once complete):

- Fort Collins City Attorney's Office – Steve Mason**
 1. Please approve the attached three (3) original agreements as to form.
 2. Forward all agreements to Fort Collins Purchasing Manager's Office as appropriate.
- Fort Collins City Purchasing Manager's Office**
 1. Please sign the attached three (3) original agreements.
 2. Forward all agreements to Fort Collins City Clerk's Office.
- Fort Collins City Clerk's Office**
 1. Please attest the attached three (3) original agreements.
 2. Retain one original for City Clerk's file!
 3. Contact Larry Mack at 970-203-5382 to pick-up remaining 2 contracts

Notes/comments:

AIRPORT (Please route the attached contract as follows (check applicable box once complete):

- Airport**
 1. Airport to retain one (1) fully executed copy in Vendors file.
 2. Send one (1) fully executed original agreement to Loveland City Clerk's Office for filing.
 3. Send one (1) fully executed original to Henry Bros. Electronics, Inc.

AIRPORT PROCUREMENT CONTRACT ROUTING FORM

All steps in this process are **mandatory**. Attach completed routing form to contracts and route as indicated below. Initial and date each line as completed. Please allow at least one week for processing.

Contract Administrator: Larry Mack
 Project Name: Airport Stelio Parking Kiosk Refurbishment Project Manager: Larry Mack
 Account #: 018-5503-409-03-69 Project #: AP1108
 Who should sign? (Circle one) City Manager or Department Director / Other (insert name) Keith Reester
 Project Manager's Change Order Authority (if contract above \$1,000,000): N/A
 Are State/Federal grant funds being used? Yes No
 Date item was approved by City Council or LUC, if applicable: N/A

Budget Balance Available	(Less) Contract Amount	Remaining Balance
\$20,700	\$6,278.85	\$14,421

Initial	Date	
Contract Administrator		
<i>J.M</i>	8/8/11	Complete section above. Prepare four original contracts and send to contractor for completion. Inform contractor that they should not date the contracts. Check vendor list on the iSeries system. If contractor is not listed, send a W-9 form and letter to be completed by contractor and returned with the completed contracts. Upon receipt of the executed contracts, ensure completion (notarization, appropriate exhibits, certificate of insurance attached to EACH original contract, etc.), and route as indicated below. Send originals with quote/bid/sole source documentation to the Purchasing Office.
Purchasing Office		
<i>CO</i>	8/9/11	Verify accuracy of account and project numbers. Verify that adequate funds have been appropriated. Verify that all purchasing policies have been followed and documented. <i>sole source</i> Check Excluded Parties List System. (www.epls.gov) Add contract to City Clerk's Routing Checklist. Send originals to Risk Management.
Risk Management		
<i>BR</i>	8/9/11	Verify accuracy of certificate of insurance. Return to Airport. Send to City Attorney's Office.
Airport		
<i>AS</i>	8/9/11	Send originals to City of Fort Collins , then City of Loveland for signatures including City Attorneys, City Managers or Department Director, and City Clerk's Offices. City Clerks to retain original fully executed originals for files upon completion.
City Manager's Office or Department Director / Other		
<i>KR</i>	8/10/11	See above under "Airport"
City Clerk's Office		
<i>SR</i>	8/11/11	See above under "Airport"
Contract Administrator		
		Ensure that both Fort Collins and Loveland City Clerk's have retained one original agreement for files.
		Return one fully executed original to the contractor.
		Place one photocopy in the Department's project file.
		Send one photocopy to the Purchasing Office.
Purchasing Office		
		Produce a purchase order. Place a photocopy of the contract in the project file.
		If Federal/State grant funds are being used, provide copies of the purchase order and contract to Accounting.

If you have any questions, please contact the Purchasing Office at 962-2696. Thank you.