

CITY OF STOCKTONContract Change Order #: 1Resolution/Motion No. N/A
(If not required enter "N/A")Purchase Order No. 204564
Purchase Order #**INSTALL PEDESTRIAN CROSSINGS AT NINE INTERSECTIONS**
PROJECT NO. PW1715/FEDERAL PROJECT NO. HSIPL-5008(161)
Project Number / Project Name / Activity

Original Contract Price	\$67,919.54
Approved Change Order Total	\$ 0.00
This Change Order	\$ 4,369.69 ✓
Revised Contract Price	\$72,289.23

TO **Bennett Engineering Services, Inc.** (Contractor). You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract.


Additional Work Performed for Above Referenced Project

The City requested the Design Team to conduct a Public Outreach Meeting. This is in addition to the original scope of work and cost of the contract. It is necessary to conduct the Public Outreach Meeting for the Weston Ranch Community to provide information and gather comments on the project.

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

By reason of this proposed change, 0 days extension of time will be allowed.

Accepted Date 7.12.18


(Contractor)

By Leo Rubio, PETitle President

Note: This contract change order is not effective until approved by the City Manager.

APPROVED AS TO FORM & CONTENT:
OFFICE OF THE CITY ATTORNEY

BY Date: 8-16-18

ATTEST:



Christian Clegg

Interim City Clerk, City of Stockton

**Internal Approval Routing**Submitted by:  Project ManagerDate: 7.23.18

Approval by Department Fiscal Division

Date: 07/26/18

Approval Recommended by:

Date: 7/31/18

Approval Recommended by:

Date: 8/10/18

Change Order Approved By:


City Manager, Kurt O. Wilson

Date: 8/21/182018-04-26-5001 P
CDO1

COST PROPOSAL - Amendment Request #1

PROJECT NAME City of Stockton - Install Pedestrian Crossings at Nine Intersections
SUBCONSULTANT Bennett Engineering Services Inc

CONTRACT NO. PW1715/Federal
Project #HSIPL-5008(161)
DATE 06/28/18

DIRECT LABOR: Classification	Name	Range	Hours	Actual Hourly Rate	Total
Principal Engineer	Leo Rubio	64.00 - 120.00	0.0	@ \$ 80.00	\$ -
Project Manager III	Jorge Renteria	40.00 - 55.00	12.0	@ \$ 50.00	\$ 600.00
Engineer III	Carlton Allen	40.00 - 55.00	0.0	@ \$ 50.00	\$ -
Engineer II	Lizette Martinez	22.00 - 42.00	6.0	@ \$ 33.84	\$ 203.04
Engineer I	Staff	22.00 - 42.00		@ \$	\$ -
Engineering Intern	Staff	14.00 - 22.00	0.0	@ \$ 20.00	\$ -
Designer (III & IV)	Staff	26.00 - 45.00	0.0	@ \$ 38.00	\$ -
Designer (I & II)	Staff	18.00 - 30.00		@ \$	\$ -
Administrative	Staff	14.00 - 46.00	1.0	@ \$ 32.00	\$ 32.00

LABOR COSTS:

Subtotal Direct Labor Costs	\$ 835.04
Anticipated Salary Increases	\$ -
TOTAL DIRECT LABOR COSTS	\$ 835.04

FRINGE BENEFITS:

Fringe Benefits

Rate	Total
72.04%	\$ 601.56
TOTAL FRINGE BENEFITS	\$ 601.56

INDIRECT COSTS:

Overhead
General and Administrative

53.22%	\$ 444.41
54.31%	\$ 453.51
TOTAL INDIRECT COSTS	\$ 897.92

FEE (Profit):

10%

TOTAL FIXED PROFIT \$ 233.45**OTHER DIRECT COSTS (ODC):**

Travel / Mileage Costs
Reproduction / Mylars
Postage / Delivery
Utility Locating

Unit(s)	Unit Cost	Total
140	\$ 0.545	\$ 76.30
1	\$ 25.00	\$ 25.00
	\$ 100.00	\$ -
	\$ 1,000.00	\$ -
TOTAL OTHER DIRECT COSTS		\$ 101.30

SUBCONSULTANT COSTS: (see attached detailed cost estimates) \$ 1,700.42**TOTAL COSTS** \$ 4,369.69

Note: Mark-ups are Not Allowed

☐ Prime Consultant☒ Subconsultant☐ 2nd Tier SubconsultantConsultant: Y&C Transportation Consultants, Inc.Project No. PW1715 (Additional Public Mtg) Contract No. HSIPL-5008 (161)Date 6/13/2018**DIRECT LABOR**

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Engineer XII	Daniel Yau	8.0	\$ 96.78	\$ 774.24
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

LABOR COSTS

a) Subtotal Direct Labor Costs

\$ 774.24

b) Anticipated Salary Increases (see page 2 for calculation)

\$ -

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] \$ 774.24

INDIRECT COSTS

d) Fringe Benefits (Rate: 50.20%)

e) Total Fringe Benefits [(c) x (d)] \$ 388.67

f) Overhead & G&A (Rate: 39.86%)

g) Overhead [(c) x (f)] \$ 308.61

h) General & Admin (Rate: 0%)

i) Gen & Admin [(c) x (h)] \$ -

j) TOTAL INDIRECT COSTS [(e) + (g) + (i)] \$ 697.28

FIXED FEE

k) TOTAL FIXED FEE [(c) + (j)] x fixed fee: 10% \$ 147.15

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)

Description of Item	Quantity	Unit	Unit Cost	Total
Auto Mileage	150	Mile	\$ 0.545	\$ 81.75
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

l) TOTAL OTHER DIRECT COSTS \$ 81.75

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

Subconsultant 1:	\$ -
Subconsultant 2:	\$ -
Subconsultant 3:	\$ -
Subconsultant 4:	\$ -

m) TOTAL SUBCONSULTANTS' COSTS \$ -

n) TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l) + (m)] \$ 81.75

TOTAL COST [(c) + (j) + (k) + (n)] \$ 1,700.42

NOTES:

- Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
- Anticipated salary increases calculation (page 2) must accompany.

CALCUATIONS FOR ANTICIPATED SALARY INCREASES
Not Applicable - No Anticipated Salary Increase

Consultant Y&C Transportation Consultants, Inc.

Project No. PW1715 (Additional Public Mtg) Contract No. HSIPL-5008 (161)

Date 6/13/2018

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal	Avg Hourly Rate	5 Year Contract Duration
\$ 774.24	8	=	\$ 96.78 Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	\$ 96.78	+	0%	=	\$ 96.78	Year 2 Avg Hourly Rate
Year 2	\$ 96.78	+	0%	=	\$ 96.78	Year 3 Avg Hourly Rate
Year 3	\$ 96.78	+	0%	=	\$ 96.78	Year 4 Avg Hourly Rate
Year 4	\$ 96.78	+	0%	=	\$ 96.78	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	20.00%	*	8.0	=	1.6	Estimated Hours Year 1
Year 2	40.00%	*	8.0	=	3.2	Estimated Hours Year 2
Year 3	15.00%	*	8.0	=	1.2	Estimated Hours Year 3
Year 4	15.00%	*	8.0	=	1.2	Estimated Hours Year 4
Year 5	10.00%	*	8.0	=	0.8	Estimated Hours Year 5
Total	100%		Total	=	8.0	

4. Calculate Total Costs Including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	\$ 96.78	*	2	=	\$ 154.85	Estimated Hours Year 1
Year 2	\$ 96.78	*	3	=	\$ 309.70	Estimated Hours Year 2
Year 3	\$ 96.78	*	1	=	\$ 116.14	Estimated Hours Year 3
Year 4	\$ 96.78	*	1	=	\$ 116.14	Estimated Hours Year 4
Year 5	\$ 54.12	*	1	=	\$ 43.30	Estimated Hours Year 5
Total Direct Labor Cost with Escalation				=	\$ 740.11	
Direct Labor Subtotal before Escalation				=	\$ 774.24	
Estimated total of Direct Labor Salary Increase				=	\$ (34.13)	Transfer to Page 1

NOTES:

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology).
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Local governments are responsible for applying only cognizant agency or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Daniel Yau Title *: President

Signature:  Date of Certification: June 13, 2018

Email: dyau@vctransportation.com Phone number: (916) 366-8000 x 305

Address: 3250 Ramos Circle, Sacramento, CA 95827

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Attend additional public meeting.

Vendor:	Bennett Engineering Services, Inc.		Date:	06/25/18
Dept:	Public Works		PO Number:	204564
Project #	PW1715/HSPL-5008(161)		Account Number:	308-3020-640-20-61

Original Contract Amount:	\$67,919.54
Original Contract Award Date:	04/24/18
Original Contract Expiration Date:	04/30/21
Contract Amount to date:	\$72,289.23
Authorized CCO Amount to date:	\$4,369.69
Available CCO Funding:	
Contract Expiration to date:	04/30/21

[illegible][illegible]

MEMORANDUM

August 10, 2018

TO: Kurt O. Wilson, City Manager

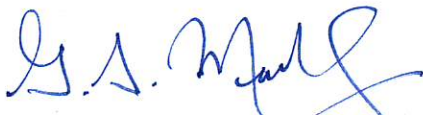
FROM: Gordon A. MacKay, Director
Public Works Department

SUBJECT: **CONTRACT CHANGE ORDER NO. 1 FOR THE INSTALL PEDESTRIAN
CROSSINGS AT NINE INTERSECTIONS, PROJECT NO. PW1715/
FEDERAL PROJECT NO. HSIPL-5008(161)**

Attached for your signature is Contract Change Order (CCO) No. 1 with Bennett Engineering Services, Inc. in the amount of \$4,369.69. The original contract was executed on April 24, 2018, in the amount of \$67,919.54. Award of this contract was approved by the City Manager, as it was less than the threshold amount (\$75,000) required for Council approval.

This CCO No. 1 is to compensate the design consultant for requested additional services of a Public Outreach Meeting for the Weston Ranch Community.

The proposed CCO No. 1 in the amount of \$4,369.69 (attached) is within the City Manager's delegation of authority and is appropriate to be approved administratively under Council Resolution No. 11-0298. The total contract amount is now \$72,289.23.



GORDON A. MACKAY, DIRECTOR
PUBLIC WORKS DEPARTMENT

GAM:EA:HE:DY:MR:cal

Attachments

**CITY OF STOCKTON
PUBLIC WORKS ENGINEERING DIVISION
CONTRACT CHANGE ORDER ROUTING FORM**

PROJECT: Install Pedestrian Crossings at Nine IntersectionsPROJECT NO. PW1715P.O. NO. 204564CONTRACTOR: Bennett Engineering Services, Inc.CCO NO. 1 BALANCING ☐

(Please route to the next person indicated)

COUNCIL APPROVAL REQ. ☐

ROUTING ORDER	DATE APPROVED & FORWARDED	COMMENTS
Bennett Engineering Services, Inc. CONTRACTOR	7-12-18	
Monique Raqueno PROJECT MANAGER	7/31/18 <i>MR</i>	
Dennis Yep ASSISTANT TRAFFIC ENGINEER	7/24/18	
Miguel Mendoza CONTRACT COMPLIANCE	7/26/18	
GRACE PETINES PROGRAM MGR. II – FUNDING AVAILABILITY	gpe 07/26/18	Rec'd & Forwarded
NANCY ARBIOS SUPERVISING OFFICE ASST.	na 7/26/18	
HEBA EL-GUINDY CITY TRAFFIC ENGINEER	7/25/18	
ERIC ALVAREZ DEPUTY PW DIRECTOR/CITY ENGINEER	EA 7/31/18	
CHERYLE LAWSON EXECUTIVE ASSISTANT	CL 8/10/18	
GORDON A. MACKAY PUBLIC WORKS DIRECTOR	GAM 8/10/18	
CITY ATTORNEY'S OFFICE	MM 8/16/18	
PW SUPPORT STAFF		
ADDITIONAL COPIES TO:		

COMMENTS: _____

EXHIBIT 10-C A&E CONSULTANT CONTRACT REVIEWERS CHECKLIST

Date: 07/02/2018 Amendment: ☒ District: 10
 Agency Name: City of Stockton
 Federal or State Project Number: HSIPL 5008(161)
 Local Agency Contract Number/Solicitation Number: PW1715
 Consultant Name: Bennett Engineering Services, Inc
 Original Contract Period: Begin: 04/24/2018 End: 04/30/2021
 Original Contract Dollar Amount: \$ 67,920 Funding: Federal

No.	DESCRIPTION
A.	PROCUREMENT PLANNING
1	Description of need for consultant: _____
2	Local agency contract administrator information
a	Name: _____
b	Phone: _____ Email: _____
3	Do you have a scope of work? --select--
a	Does the scope of work include a consultant in a management support role? --select--
b	Is the schedule specified in the scope of work? --select--
4	Independent cost estimates (23 CFR 172.7(a)(1)(v)(b))
a	What is the total value of independent cost estimate? _____
b	What cost estimating technique was used? --select--
B.	SOLICITATION DOCUMENTS AND ADVERTISEMENT
1	Consultant selection committee and conflict of interest
a	What is the number of panel members? _____
b	Was Conflict of Interest form (EXHIBIT 10-T) signed by all? --select--
c	Was Conflict of Interest form (EXHIBIT 10-T) dated by all? --select--
2	Does the solicitation contain a procurement schedule? --select--
3	Type of contract? --select--
4	Method of payment? --select--
5	Evaluation criteria and weights (EXHIBIT 10-B)
	Were weight values assigned to criteria? --select--
6	Procurement type? --select--
	Length of contract (in years): _____
7	DBE utilization goal setting (Federal-funded only)
a	Was Exhibit 9-D submitted? --select--
b	Was Exhibit 10-I included in solicitation? --select--
c	What is the DBE Utilization Goal (%)? _____
d	If No goal (not Zero goal), explain: _____
e	Was a Good Faith Effort (Exhibit 15-H) approved by LPA? --select--
8	Records of publication for RFP or RFQ
a	Was widespread publication used to advertise the RFP/RFQ (EG newspaper, web posting, Planetbids, etc.)? --select--
	Specify: _____

No.	DESCRIPTION
	b How long was the advertisement period (in days)? _____
9	Records of response to solicitation
	a How many consultants responded to this solicitation? _____
	b Does your agency have a proposal responsiveness checklist? <u> </u> <u>--select--</u>
	c Were records of response documented (e.g. log sheet, copies of time-stamped envelopes, other)? <u> </u> <u>--select--</u>
	Specify: _____
C.	EVALUATION AND SELECTION
1	Documentation of consultant selection
	a How many consultants were evaluated? _____
	b Were evaluation criteria the same as in solicitation? <u> </u> <u>--select--</u>
	c Original score sheets and final rankings
	1. How many score sheets were signed by all? _____
	2. How many score sheets were dated? _____
	d Was Exhibit 10-O1 included in proposal (Federal funded only)? <u> </u> <u>--select--</u>
	e Was Exhibit 10-U submitted if there is a consultant in a management role (if applicable)? <u> </u> <u>--select--</u>
2	Develop top ranked consultants and notify all interviewees
	a Did you notify all candidates of their ranking? <u> </u> <u>--select--</u>
	b Did you conduct oral interviews? <u> </u> <u>--select--</u>
3	Cost proposal
	a Is cost proposal in Exhibit 10-H format or equivalent complete and in the correct form based on the method of payment? <u> </u> <u>--select--</u>
	b Payment Method: <u> </u> <u>--select--</u>
	c Is direct labor cost proposal broken down by job classifications and types of costs and/or rates? <u> </u> <u>--select--</u>
	d Is the ICR for current fiscal year? <u> </u> <u>--select--</u>
	e Are key personnel identified? <u> </u> <u>--select--</u>
	Are "other direct cost" itemized by items of work quantity, unit price and total for each item
	f (EXHIBIT 10-H)? <u> </u> <u>--select--</u>
	g Is fixed fee over 15%? <u> </u> <u>--select--</u>
4	Audit and review documents before contract execution
	a Was proposed ICR submittal sent to A&I for acceptance (EXHIBIT 10-K)? <u> </u> <u>--select--</u>
	b What is A&I's ICR decision? <u> </u> <u>--select--</u>
	c Does the final cost proposal reflect the adjusted or accepted ICR? <u> </u> <u>--select--</u>
5	Record of cost/profit negotiations
	a Did you verify elements of the cost proposal from the top-ranked consultant? <u> </u> <u>--select--</u>
	b Did you return remaining concealed cost proposals after successful cost negotiation or dispose of in accordance with written policies and procedures approved by Caltrans? <u> </u> <u>--select--</u>
	c Did you perform a cost analysis (wage rates, fixed fee, other direct costs, indirect costs and profits)? <u> </u> <u>--select--</u>
	d Did you document your profit negotiations? <u> </u> <u>--select--</u>
6	Mandatory fiscal and federal provisions (EXHIBIT 10-R) (Federal-funded only)
	a Are all mandatory fiscal and federal provisions included in contract? (Article IV to XVII) <u> </u> <u>--select--</u>
	b What mandatory provisions are not verbatim? _____
	c Was Exhibit 10-O2 completed and included in the contract? <u> </u> <u>--select--</u>
7	Specify if sole source:
	Was a public interest finding (EXHIBIT 12-F) prepared by local agency and approved by DLAE? <u> </u> <u>--select--</u>

No.	DESCRIPTION
8	Was price used as an evaluation factor? --select--
9	What Policies and Procedures have been adopted? --select--
a	Date adopted Caltrans procedure (CPM or LAPM Ch.10) (mm/yyyy):
b	Has Caltrans approved local agency's policies and procedures? --select--
10	Method of payment in contract? --select--
11	Does contract awarded match that of solicitation? --select--
D. FOR CONSULTANT CONTRACT AMENDMENT ONLY	
1	Amendment number: <u>1</u>
2	Start date: <u>07/02/2018</u> End date: <u>04/30/2021</u>
3	Type of original contract: <u>Project-specific</u>
4	Was small purchase used for original procurement? YES
5	What is A&I's ICR decision? Accepted
6	Total amended contract amount: <u>\$ 72,289.23</u>
7	Description of need for amendment: To conduct a Public Outreach Meeting for the the Weston Ranch Community to provide information on the project and gather comments/feedback.
8	Has the scope of work changed? NO
9	Does the revised scope of work include a consultant in management support role? NO
10	Was Exhibit 10-U submitted if there is a consultant in management support role? NO

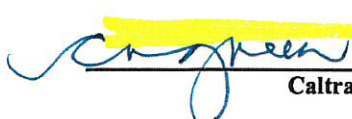
Note: Please submit EXHIBIT 10-C using fillable PDF along with a signed copy via email.

I certify the information I provided on and in connection with this form is true, accurate and complete and supporting documents are filed in our office filing system. I also understand that any false statements or omissions on this document may be grounds for disqualification from federal and/or State funding.


Local Agency Contract Administrator

7/2/18
Date

I have reviewed the Exhibit 10-C Consultant Contract Reviewers Checklist but I have not reviewed the supporting documentation in detail. The Exhibit 10-C checklist appears to have been prepared in accordance with Chapter 10 "Consultant Selection" of the Local Assistance Procedures Manual. I have not conducted a comprehensive review of the supporting documentation and cannot, therefore, attest that there are no errors, ambiguities, or omissions in the Exhibit 10-C checklist. Caltrans assumes no liability for any defect in the Exhibit 10-C by virtue of its review of this checklist.


Carol Green (916) 651-8909
Caltrans DLA

7/10/2018
Acceptance Date

Monique Raqueno

From: Green, Carol N@DOT <carol.green@dot.ca.gov>
Sent: Tuesday, July 10, 2018 11:19 AM
To: Monique Raqueno
Cc: Singh, Parminder@DOT
Subject: D10: Acceptance -D10- HSIPL 5008(161) - Bennett Engineering - Amend 1
Attachments: 7-10-2018 Signed -HSIPL 5008(161) Exhibit 10-C Amendment 1pdf.pdf

Hi Monique,

Please be informed that Exhibit 10-C, amendment 1 for Bennet Engineering Services, Inc. has been accepted. Attached is the signed Exhibit 10-C for your file and reference.

Please let me know if I can be of further assistance.

Thanks,
Carol Green
A&E Oversight Engineer (D6, 8, 9, 10)
(916) 651-8909

RECEIVED

City Manager
Date Received
AUG 24 2018City of Stockton
City Manager's Office

ATTACHMENT C

CONTRACT ROUTING FORM

City Clerk
Date Received
AUG 24 2018Contract Number 2018-04-26-S001 P CCO1

(For Clerk's Use)

CITY CONTRACT TYPE (select one)

- ☐ Original ☒ Amendment/Change Order ☐ Grant
☐ Subdivision Agreement ☐ Other _____

CONTRACT INFORMATION

Contract Amount: \$ 4,369.69Contract Title: CCO No. 1 for the Install Pedestrian Crossings at Nine Intersections, Project No. PW1715/Vendor/Other Party: Bennett Engineering Services, Inc.Federal Project No. HSIPL-5008(161)Contract Start Date: 4-24-18Contract End Date: 4-30-21Contract Term: 3 yrsCOUNCIL APPROVAL REQUIRED? ☐ Yes ☒ No (provide account # if no) 308-3020-640.20-61/PW1715Council approval required for contracts over \$ 75,000for FISCAL YEAR: 2018-19Motion/Resolution/Ordinance No: n/aMust be Attached ☐

REQUIRED DOCUMENTS (The following documents shall be submitted with the signed contract when required):

Business License Required? ☒ Yes ☐ No Business License No. 18-0022156Bonds Required? ☐ Yes ☒ NoInsurance Required? ☒ Yes ☐ NoNotary Required? ☐ Yes ☒ No Recordation Required? ☐ Yes ☒ No

Mandatory Routing Order

1 DEPARTMENT: Public Works

DEPARTMENT HEAD APPROVAL

Project Mgr: Monique Raquenoext: 8613Staff: Chyerle Leachext: 8412Forwarded to: Procurementon: 8-13-18by: Chyerle Leach

2 PROCUREMENT

Approved () Name/Signature: JUSTIN DUPEEForwarded to: Riskon: 8-15-2018by: JUSTIN DUPEE

3 VENDOR/OTHER PARTY

Signed (2) originals on: 7-12-18Forwarded to: COSon: 7-12-18by: Bennett Engineering, Service Inc.

4 RISK SERVICES

Insurance on: 8-16-18by: mbBonds approved on: 8-16-18by: mbForwarded to: City Attorneyon: 8-16-18by: mbRM #: 19-044

5 CITY ATTORNEY

Approved as to Form and Content on: 8-16-18by: CLMForwarded to: City Manageron: 8-20-18by: CLM

6 CITY MANAGER

Signed by City Manager on: 8/24/18Forwarded to: City Clerkon: 8/24/18by: CLM

7 CITY CLERK

City Clerk attested on: 8-28-18Returned (1) original(s) to dept. on: 8/28/18by: CLMRetained (1) original(s) for City's file. Hard Copy on file? Yes ☒ No ☐

OB # _____

8 ORIGINATING DEPARTMENT: Public Works

Requisition No. _____

Original sent to vendor on: _____

by: _____

Copy of contract to be retained by department. Original on file in the Clerk's office.

Copy of contract sent to Purchasing on: _____

by: _____

9 PROCUREMENT: Purchase Order No. _____

PUR No. _____

2018-04-26-S001 P CCO1