

CITY OF BENICIA CONTRACT/AGREEMENT ROUTING SHEET

Date: _____ From: _____ Department: _____

Contract ID # (Assigned by OpenGov) : _____ Vendor #:

Contract/Project Title:

If applicable, please include: (check all that apply)

- ☐ Original/Master Agreement for Reference (for Amendments to Agreements & Task Orders)
- ☐ Signed Resolution (if contract amount is over \$100k (\$200k for Public Works contracts))
- ☐ Request for proposal documentation (formal RFP if > \$50k, informal if < \$50k)
 - ☐ [Purchase Exception Request Form](#) (ie. sole source documentation)
- ☐ Insurance* – *Add project to MyCOI and link to vendor/add vendor if it's a new vendor*
 - ☐ Insurance exemption (see [link](#) for policy)
- ☐ W9 (if this is a new vendor, send W9 to Finance A/P requesting the vendor setup in Munis)

Vendor POC email: _____

G/L Information *(Required for all contracts with any expenses):*

FY	(Project #) ORG – OBJ (ex. 0103100-7008)	\$ Amount

City Staff member responsible for validating services received: _____

Notes or if contract template was altered/changes requested by vendor, list explanation of changes below and if City Attorney's office has reviewed/approved them (or "N/A" if none).

*If Workers Compensation insurance is not required, the Workers Compensation Exemption form will need to be signed by consultant/contractor and submitted with contract.

**Contact Lindsay Sagastume to request waiving or lowering of any insurance requirements.

Insurance Approved/Exempted by Finance Procurement: _____