



For City Clerk Office Use Only

Contract No.: \_\_\_\_\_

PW Project No.: \_\_\_\_\_

Resolution/Ord. No.: \_\_\_\_\_

**CONTRACT/AGREEMENT TRANSMITTAL**

Please complete this form, print on **GREEN** paper and forward to the City Clerk's Office with original document.

**ALL CONTRACTS MUST BE EXECUTED BY THE CONTRACTOR PRIOR TO CITY PROCESSING**

**COUNCIL ACTION REQUIRED?**

**COUNCIL MTG DATE:**

**ITEM #:**

DOCUMENT TITLE:

CONTRACTOR:

DEPT. CONTACT NAME/EXT:

**CITY ATTORNEY APPROVAL:** City Attorney signature **REQUIRED** before forwarding to City Clerk.

City Attorney has signed originals

City Attorney signature not needed.

**INSURANCE CERTIFICATE:** **MUST** be approved by Risk Management before contracts are executed.

Certificates have been requested.

Original certificates have been approved by Risk Manager.

Not applicable

**EXECUTION:** Forward original/s with exhibits to City Clerk.      Number of originals:

All additions, changes, deletions to contract form have been initialed.

**ALL** exhibits attached (list exhibits):

Contract has no exhibits.

**After the document is completely executed, City Clerk will retain one original and email a copy to the contractor, unless requested otherwise.**

Contractor Name/Email Address:

**SPECIAL INSTRUCTIONS:**