



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: