

PIERCE TRANSIT CONTRACT COVER SHEET

Contractor: Email:			Deadline for Review: Effective Date: Expiration Date:		
PT - RFP IFB RFI RFQ Contract Quote			Sole Source? Yes No <i>If yes, <u>must</u> attach approved sole source justification</i> FTA FUNDS? Yes No ILA (Interlocal Agreement)? Yes No		
Description of Project: Amount (for full term of contract) \$ Not to exceed Multi-year? Yes No If yes, how many years?			Contract Reviewer: <i>(Please initial, date, and route to next reviewer)</i> _____ Purchasing _____ CFO _____ General Counsel _____ Sr Legal Assistant/Contracts Coordinator (mail/email to contractor) Contract Signatory: _____ CEO _____ Sr Legal Assistant/Contracts Coordinator (mail/email to contractor) <i>Note: Contract review and signature process may take 7-10 days, possibly longer if negotiations are needed.</i>		

Assigned Purchasing staff (if applicable) _____

Department Contact/Coordinator _____

Attach copy of Board approved Resolution if applicable

Date approved by Board of Commissioners: _____

Date approved by Finance Committee: _____

Fact Sheet # _____