

Contract Routing Procedure

1.0 CONTRACT PREPARATION

- 1.1 Use the templates provided on the Citywide Contract Management Intranet page to fill out the appropriate contract/amendment document.
- 1.2 Reference “Tips” provided below to ensure contract is complete prior to obtaining signatures.
- 1.3 Work with contractor/ vendor to obtain required insurance and wet signatures.
- 1.4 Complete appropriate Routing Form. Attach two originals of the contract, insurance, and other necessary documentation.
- 1.5 Obtain Department Head signature on routing sheet.
- 1.6 Provide to City Clerk’s Office for routing and issuance of a contract number.

2.0 CONTRACT ROUTING

- 2.1 City Clerk’s Office will review the contract for completeness and being routing process
 - Date Stamp Contract Routing Sheet
 - Provide a Contract number
 - Complete pre-routing quality check
- 2.2 Routing Process Begins
 - Routed to all required signatories
 - Contract is logged as it moves through each department (Log is available as a view-only document on Citywide Contract Management Intranet Page.
 - Once complete – One executed contract will be filed in the City Clerk’s Office and one will be returned to the department for the outside party

***NOTE: City Attorney has limited availability for this process on Thursdays and Fridays**

Helpful Tips:
Provide two original wet signed versions for routing (This provides a fully executed original for both parties)
Ensure contract pages are all one-sided
Number all pages (ex: Page 1 of __)
Complete routing sheet
Double check attachments/exhibits are correctly labelled and included
Change Orders follow a simplified routing process – obtain Change Order routing form on intranet