

**Great Lakes Water Authority
Operations and Resources Committee
Procurement Transmittal Checklist**

For Procurements that Meet the Criteria of GLWA Procurement Policy Section 7 – Approvals
(All Section References are to the GLWA Procurement Policy)

For the Committee meeting date of: January 10, 2018

Part 1 - Proposed Procurement Information (See also attached Board Letter)

Project Name: Facilities Maintenance Services

Contract Number: GLWA-CON-223

Project Owner: Philip Kora

Recommended Vendor: Lakeshore Global Company (LGC)

Operations & Maintenance Budgeted: Yes No

Authorized Capital Project: Yes No

Part 2 – Compliance with Procurement Policy

Proposed Contract Length (Section 3.5) 2 years

Type of Procurement (Section 3)

Emergency Procurement

Cooperative Purchase

Single Source

Sole Source

Competitively Bid (Section 3): Yes No

Financial viability of vendor evaluated (Section 3.1)?: Yes No

Project milestones provided (Section 3.1)?: Yes No

Risk Management, Insurance, Bonding Evaluated? (Sections 5.3 to 5.5): Yes No

Evaluation Team Members (Section 6.1) : Construction Contract – No Evaluation Team

Does Vendor have prior suspension/disbarment (Section 9): Yes No

Any exceptions to bidding process or vendor performance considerations not noted in GLWA Board letter?

Yes No

Legal Disclosure: Yes No

Part 3 – Legal Review

Contract Status: Negotiated

In negotiations

To be negotiated

Material Proposed Contract Exceptions: Yes No

Part 4 – Committee Action

Recommend to GLWA Board for Approval? Yes No

Not recommended for approval at this time (staff to provide further information)

Not recommended – staff may present to GLWA Board