

**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 24, 2017

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

Project Name: Debris Removal, Disposal, Cleaning and Flowmeter Services in Influent Conduit at Baby Creek CSO Facility

Contract Number: GLWA-CON-219

Project Owner: Suzanne Coffey, Chief Planning Office, Interim Chief Operating Officer

Recommended Vendor: LGC Global, Inc.

Operations & Maintenance Budgeted:  Yes  No      Authorized Capital Project:  Yes  No

**Part 2 – Compliance with Procurement Policy**

Proposed Contract Length (Section 3.5) Seven (7) months

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

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