

**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: Valve Exercising Water System Transmission Main      Contract Number: GLWA-WS-695C

Project Owner: Biren Saparia

Recommended Vendor: Tooles Contracting Group

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