

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: September 13, 2017

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

Project Name: Capital Improvement Program (CIP) Implementation Assistance and Related Services

Contract Number: GLWA-CS-166

Project Owner: Gaylor Johnson – Chief Procurement Officer

Recommended Vendor: PMA Consultants, LLC

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

Part 2 – Compliance with Procurement Policy

Proposed Contract Length (Section 3.5) three (3) Years with two (2) one year renewals

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