

CONTRACT SUMMARY TO ACCOMPANY REQUESTS FOR CONTRACT APPROVAL BEFORE SUBMISSION TO CLERK OF COUNCIL

Requesting Department or Agency: Name of Contact Person: Telephone Number: Email Address:			
		Initials of Sponsoring Councilmember(s):	
			PROVIDE THE FOLLOWING CONTRACT DETAILS
		1.	The purpose and need for the contract:
2.	The parties involved:		
3.	The obligations, expectations, and deliverables of the parties involved:		
4.	The duration of the contract:		
5.	The cost and any fiscal implications of the contract for the City:		
6.	Describe disadvantaged business enterprise (DBE) participation:		

Reference: Council Rule 57 & City Code Section 70-10