

MILTON ACADEMY
CONTRACT APPROVAL FORM

1) Contract for(briefly state service/product): _____

2) Existing Contract is with: Company Name _____ Exp. Date: _____

3) Contract Period(check one): One Time Term: ___/___/20___ - ___/___/20___

4) Three Bids:

Company Name: _____ Location: _____
Primary Contact: _____ Contact Phone(____)____ - _____
Total Cost: \$ _____

Company Name: _____ Location: _____
Primary Contact: _____ Contact Phone(____)____ - _____
Total Cost: \$ _____

Company Name: _____ Location: _____
Primary Contact: _____ Contact Phone(____)____ - _____
Total Cost: \$ _____

5) Was one of the firms Minority owned? Yes No If yes, which one? _____

6) Winner is: # _____. If Winner is not the lowest cost bid, please explain why:

7) The recommended bid is within the approved budget (check one): Yes No

8) References Checked (must be at least one):

Company Name: _____ Phone Number: (____)____ - _____
Individual you spoke to: _____ Positive reference? _____

Company Name: _____ Phone Number: (____)____ - _____
Individual you spoke to: _____ Positive reference? _____

Company Name: _____ Phone Number: (____)____ - _____
Individual you spoke to: _____ Positive reference? _____

9) All proposals attached AND Winning contract meeting policy is attached.

10) Exception to policy requested (provide a brief explanation of the requested exception and an explanation for it):

Signature

Date

For Department Manager Use:

___ Approved

___ Added to Contract Calendar

___ Copy to Office Contract File

___ Not Approved

___ Inadequate Insurance

___ No Certificate of Insurance

___ No CORI provision for work being done in buildings

___ Needs redlined contract changes

___ Exception in #8 not approved

___ Other: _____

Signature

Date

Ad Council member signature (only required if question #10 is completed):

Signature

Date