

# PROFESSIONAL SERVICES AGREEMENT COVER SHEET

## Chapter 3.02

\*ORANGE = REQUESTING DEPT.  
\*GREEN = FINANCE DEPT.

<i>COMPLETED BY REQUESTING DEPARTMENT</i>			
<b>DEPARTMENT:</b>		<b>SUBMITTED BY:</b>	
<b>SCOPE OF SERVICE:</b>			
<b>EFFECTIVE DATE OF AGREEMENT:</b>		<b>ENDING DATE OF AGREEMENT:</b>	
<b>VENDOR'S LEGAL NAME:</b>		<b>VENDOR'S CONTACT:</b>	
<b>SOLICITATION TYPE:</b>			
<b>TOTAL AMOUNT OF AGREEMENT (SPECIFY AMOUNT PER FY):</b>			
<b>IS THIS GRANT FUNDED:</b>		<b>FUNDING SOURCE (if applicable, enter name of grant)</b>	
<b>DEPARTMENT HEAD SIGN OFF:</b>			
<i>COMPLETED BY FINANCE DEPARTMENT</i>			
<b>REVIEWED BY LEGAL?</b>		<b>CITY SIGNEE:</b>	
<b>FINANCE DIRECTOR SIGN OFF:</b>			
<b>RISK MANAGEMENT NOTES: (IF APPLICABLE)</b>		<b>RISK MANAGEMENT SIGN OFF: (IF APPLICABLE)</b>	
<b>REQUESTING DEPARTMENT HEAD PLEASE VERIFY BELOW ALL DOCUMENTS ARE ATTACHED BY INITIALING ON LINES PROVIDED:</b>			

NTE \$74,999.99 (Alt Procedure- Approval by CM)

- \_\_\_\_\_ 1 Quote/Proposal
- \_\_\_\_\_ Certificate of Insurance\*\*

**\$75,000 + (Chapter 3.02)**

- \_\_\_\_\_ Formal posted RFP
- \_\_\_\_\_ Vendor's proposal to RFP
- \_\_\_\_\_ Evaluations of proposals submitted to RFP
- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Staff Report for City Council approval

**INSURANCE REQUIREMENTS:**

- \_\_\_\_\_ General Liability (GL) - \$1,000,000/ \$2,000,000
- \_\_\_\_\_ Business Auto Liability (AL) - \$1,000,000/ \$2,000,000
- \_\_\_\_\_ Workers Comp (WC) - \$1,000,000
- \_\_\_\_\_ Professional Liability (PI / E&O) - \$2,000,000
- \_\_\_\_\_ Additional Insured required for GL & AL
- \_\_\_\_\_ Waiver of Subrogation required for GL, AL & WC