

Short Form Contract & Terms and Conditions Check Off List

Department	_____	Vendor Name	_____
Division	_____	Dollar Amount	_____
Account	_____	Tax Levy	_____
	_____	State	_____
	_____	Federal	_____
	_____	Payment Schedule	_____
		Start Date	_____
		End Date	_____

Scope of Work _____

Security related? _____
Real Estate related? _____
Communications related? _____

Why was this vendor chosen? _____

List of Bidders and Amounts Must be at least three bidders contacted	Name	Amount	MWOB
	_____	\$ _____	<input type="checkbox"/>
	_____	\$ _____	<input type="checkbox"/>
	_____	\$ _____	<input type="checkbox"/>

If there are no quotes from a MWOB,
please explain) _____

If not subject to procurement,
please explain. _____

Was this Budgeted? _____
If not, What is being Traded Off? _____

Have you used this contractor in the past? _____
Were you satisfied with the work? _____

Why can't this be accomplished with existing staff? _____

Justification for doing this work? _____

Public Purpose * (Check one of the following and provide a written statement *describing in detail* how the Public Purpose will be served by this contract.)

A contract will be deemed to have a public purpose when:

- ☐ 1. Such contract promotes the public health, safety and general welfare, including, but not limited to, the economic and physical security of the inhabitants or residents of the County:

- ☐ 2. The ultimate goal or benefit of the project/contract will be for the public good:

- ☐ 3. The public interest will be served by the project/contract: _____

