



PURCHASING
CONTRACT CHECK-OFF SHEET
 (To be attached to each file)

Division _____ *Police*
 Requisition No. _____ *n/a n/a*
 Reference No. _____ *n/a*
 Purchase Order No. _____
 Initials/Date _____ *JW 05.07.13*

30146

EXTENSIONS/AMENDMENTS	YES	NO	N/A
Review extension/amendment for form and accuracy			
Check original contract for extension/amendment clauses			
Confirm contract amount and source of funds			
Verify Not to Exceed Amount			
Check signatures			
Check insurance requirements			
Have you received tax exempt ruling letter from IRS or Memphis Shelby County Business Tax Receipt/License			
Copy of License & Establish Date - Shelby County 545-4249			
Performance Bond Renewals			
Create requisition to revise original contract			
CHANGE ORDERS			
Review for form and accuracy			
Confirm contract amount and 10% cap			
Verify Not To Exceed Amount			
Check signatures			
Create requisition to revise original contract			
ENCUMBRANCES <i>UNENC</i>			
Check B&C for amount of change	<input checked="" type="checkbox"/>		
Check contract for clauses i.e. unit price; estimated prices	<input checked="" type="checkbox"/>		
Check signatures	<input checked="" type="checkbox"/>		
Verify Not To Exceed Amount	<input checked="" type="checkbox"/>		
Add encumbrance to existing purchase order	<input checked="" type="checkbox"/>		
FINAL PAYMENTS/CANCELLATIONS			
Check B&C for amount of final payment			
Check system for balance of contract			
Check signatures			
Check balance on Check Request			
Forward Check Request to AP for payment			
Cancel purchase order in system			

Unenc to re-enc w/ new Project and Award #



BID AND CONTRACT AGENDA SHEET

Memphis Police Department Executive Administrative 5/2/2013
 Division Service Center Date

1. BID REJECTION:

For purchase/construction of _____ Ref# _____
 Explanation of rejection _____
 Request to Readvertise _____

2. CONTRACT AWARD RECOMMENDATION:

Low Contractor: _____
 Best* Address: _____
 Only For: _____
 Negotiated

*Justification for rejection of low bids attached.

Number of bids received _____ (attach two copies of bid tabulation).

3. CHANGE ORDER/AMENDMENT/ENCUMBRANCE/FINAL PAYMENT:

Contract # 30146

Contractor: Harris Corporation Address: _____
 For: Maintenance Support

Extension Original Contract Amount 119,500.00 Final Payment Due: _____
 Change Order Previous C.O. Total _____ Retainage: _____
 Cancel Contract # _____ Prev. Amend./Encum. Total _____
 Transfer to P.O./Req. # _____ C.O.# _____ Attached _____
 Amendment Amend.# _____ Attached _____
 Encumbrance To Unencumber Encumbrance Amount _____
 Capital Acquisition Adjusted Contract Amount _____

4. COST AND SOURCE OF FUNDS:		FY _____				
Fund	<u>0205</u>	Service Center	_____	Account	_____	_____
Grant/CIP	<u>Grant</u>	Project #	<u>PD90081</u>	Task #	<u>1</u>	Award # <u>12404</u>
Exp. Type	<u>Equipment</u>			Exp. Org.	_____	
Fund	<u>0205</u>	Service Center	_____	Account	_____	_____
Grant/CIP	<u>Grant</u>	Project #	<u>PD90094</u>	Task #	<u>1</u>	Award # <u>12453</u>
Exp. Type	<u>Equipment</u>			Exp. Org.	_____	
Contract Amount	<u>\$119,500.00</u>	Special Instructions:	<u>Please unencumber PO 30146 from Project #PD90081/12404</u> <u>Encumber PO 30146 to Project #PD90094/12453</u>			

5. CHECKED & APPROVED BY:

[Signature] 5/2/13 [Signature] 5/6/13
 Service Center Approval Date Division Director Date
 City Engineer Date Chief Administrative Officer Date

6. FUNDING/PURCHASING APPROVAL:

05-07-13 Funds are available. [Signature]
 _____ Funds to be appropriated/transferred. [Signature] 5/6/13
 Purchasing Agent Date

Collins, Robin

From: Nations, Julie
Sent: Wednesday, May 01, 2013 3:28 PM
To: Williams, Gary
Cc: Cathey, Patricia; Collins, Robin; Boyce, Angela Wright
Subject: RE: ESI # 30232

Gary: The primary issue here is that we need to get PO#30146 with Harris Corp moved from this project (12404/PD90081) to project 12453/PD90094. That \$119,500 represents the funds that are preventing the funds check for the ESI #30232. Can you help us make that happen – we (the grants office) have not received the invoice for Harris yet (thought we would already and that we would/could do a JE once the funds were paid vs. obligated...

What we need is a way to move that encumbrance NOW. THANK YOU!!!!

Julie

From: Williams, Gary
Sent: Wednesday, May 01, 2013 9:44 AM
To: Nations, Julie
Cc: Cathey, Patricia; Collins, Robin; Williams, Gary
Subject: FW: ESI # 30232

Good morning all,
This contract issue has been going on since March. Please advise ASAP how Police plan to resolve this contract. This one is almost ready to be moved to the Finance Director.
Regards,

From: Cathey, Patricia
Sent: Monday, March 18, 2013 8:43 AM
To: Williams, Gary
Cc: Collins, Robin; Nations, Julie
Subject: RE: ESI # 30232

Robin and I will talk to Julie concerning this contract and the encumbrances tomorrow. We will keep it on the top of the list.
Thanks
Patty

Patty Cathey
Grants Specialist
201 Poplar Avenue
Suite 12-06
Memphis TN 38103
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Fax: (901) 636-3815
patricia.cathey@memphlstn.gov

From: Williams, Gary
Sent: Monday, March 18, 2013 8:41 AM
To: Cathey, Patricia
Cc: Williams, Gary
Subject: FW: ESI # 30232

Please don't forget about this contract.
Thanks,

From: Williams, Gary
Sent: Friday, March 15, 2013 10:05 AM
To: Cathey, Patricia
Subject: RE: ESI # 30232

Thank you.

From: Cathey, Patricia
Sent: Friday, March 15, 2013 9:58 AM
To: Williams, Gary; Collins, Robin
Cc: Nations, Julie
Subject: RE: ESI # 30232

Ok. I am working with Lisa to get PO's for several items that were bid lower than the amount entered into requisitions. And there is several big money amounts that need to be unencumbered. I will stay on top of this because we really need to get this all completed ASAP.

Thanks
Patty

Patty Cathey
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5/2/2013

patricia.cathey@memphistn.gov

From: Williams, Gary
Sent: Friday, March 15, 2013 9:48 AM
To: Cathey, Patricia; Collins, Robin
Cc: Nations, Julie
Subject: RE: ESI # 30232

Keep in mind this contract for ESI will not be finally approved until the funds pass. Thanks,

From: Cathey, Patricia
Sent: Friday, March 15, 2013 9:26 AM
To: Williams, Gary; Collins, Robin
Cc: Nations, Julie
Subject: RE: ESI # 30232

Gary,
It is \$315,000.00. There is some funds in Commitments that need to be unencumbered in this award, which is 12404/PD90081. Grants office will be sending you B&C's to unencumber funds next week.
Patty

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From: Williams, Gary
Sent: Friday, March 15, 2013 8:24 AM
To: Collins, Robin; Cathey, Patricia
Cc: Williams, Gary
Subject: ESI # 30232

What should the encumbrance for this award be? The reason I am asking is because Gwen started this one day when I was out and there were emails about changing the encumbrance. Then I was told to keep it as what was on the B & C. Well, this encumbrance of \$315,000.00 is not passing fund check.

The fund information is as follows per the B & C:

Pd90081
1
12404
grant

5/2/2013

