# Council Agenda Item Cover Sheet

**Submitting Department:**  Public Works

**Presenter at meeting:**

**Director:** Bob Hammond **Cell Phone Number:** 319-440-1005

**E-mail Address:** r.hammond@cedar-rapids.org

**Description of Agenda Item:** Purchases, contracts and agreements

Resolution awarding and approving contract in the amount of $      plus incentive up to $     , bond and insurance of [Contractor] for the [Project Name] project. Estimated cost is $     .

CIP/DID #

|  |
| --- |
| **EnvisionCR Element/Goal:** (Click here to select) |

**Background**:

[LOW BIDDER] $

 Original Incentive Value $

Total Award [DELETE IF ERROR IN LOW BID] $

[List Bidders] $

      $

[low bidder] submitted the lowest of the bids received on [date] for the [Project Name] project. The bid is within the approved budget. Construction work is anticipated to begin this [spring/summer/fall] and be completed within       working days. [or by DATE]

The Instructions to Bidders (Section 200 14.01) and contract documents require contractor bids based on unit price. Accordingly, the bid of       was corrected to be      , based on the unit prices submitted and the correct bid quantity totals.

[LOW BIDDER] [DELETE IF ERROR WAS NOT LOW BIDDER] $

 Original Incentive Value $

Total Award $

**Action/Recommendation:** The Public Works Department recommends approval of the Resolution to award and approve contract in the amount of $      plus incentive up to $     , bond and insurance of [Contractor] for the [Project Name] project.

**Alternative Recommendation:** If Council chooses not to award the contract for said project, the project could not go forward as proposed unless the bidding process is repeated.

**Time Sensitivity:** Normal

**Resolution Date:**

**Budget Information:**

**Local Preference Policy:** NA

**Explanation:** NA

**Recommended by Council Committee:** NA