

DEPARTMENT OF PUBLIC WORKS

BOARD ITEM ROUTING AND TRACKING CHECKLIST

PACKAGE DETAILS			
TITLE :		LEGISTAR #:	
ORIG MEETING DATE:		DATE RCV'D:	
RESCHEDULE DATE #1		ORIGINATOR:	
RESCHEDULE DATE #2		ORIGIN DRAFTER:	

INSTRUCTIONS

1. Originator must complete sections on this page including title, meeting date and originator name and initial before Director signs off.
2. Originator responsible for noting final document routing instructions
3. Page 2 is for DPW Admin use only.
4. During Internal Routing, please include this form when returning to DPW Admin.

<u>TO BE COMPLETED BY ORIGINATOR -</u>					
<u>ITEM TYPE</u>					
<input type="checkbox"/> AGREEMENT	<input type="checkbox"/> APPROVAL TO ADVERTISE	<input type="checkbox"/> NOTICE OF COMPLETION			
<input type="checkbox"/> PERSONAL SVCS CONTRACT	<input type="checkbox"/> LAND USE/ENVIRONMENTAL	<input type="checkbox"/> ORDINANCE			
<input type="checkbox"/> CONTRACT RENEWAL	<input type="checkbox"/> FUNDING/GRANTS/ETC.	<input type="checkbox"/> PRESENTATION			
<input type="checkbox"/> CONTRACT AWARD-FEDERAL	<input type="checkbox"/> CSA/PRD	<input type="checkbox"/> BALLOTING/VOTING			
<input type="checkbox"/> CONTRACT AWARD -LOCAL	<input type="checkbox"/> AMENDMENT	<input type="checkbox"/> PUBLIC HEARING			
<input type="checkbox"/> PURCHASE	<input type="checkbox"/> OTHER				
<u>DIVISION</u>					
<input type="checkbox"/> ADMIN (701)	<input type="checkbox"/> ENGINEERING (702)	<input type="checkbox"/> ROADS (703)	<input type="checkbox"/> FLEET (704)		
<input type="checkbox"/> S/W (705)	<input type="checkbox"/> TRANSIT (707)	<input type="checkbox"/> WASTEWATER (709)	<input type="checkbox"/> SURVEY (711)		
ADDITIONAL INSTRUCTIONS: _____					

FINAL DOCUMENT ROUTING INSTRUCTIONS: _____					

<u>INTERNAL SIGNATURE ROUTING</u>			
SIGNER	INITIAL	DATE	ROUTED VIA (DPW Admin use only)
DRAFTER			
ORIGINATOR			
SUPERVISOR			
DIRECTOR			
FISCAL ANALYST			
CFAO			
OTHER			

DPW ADMIN USE ONLY

TITLE : _____ **LEGISTAR #:** _____
BOARD DATE: _____ **RESOLUTION #:** _____
BOARD ITEM TYPE: _____ **PACKAGE COPIES REQ'D** YES _____ NO _____
ORIGINATING DRAFTER: _____ **ORIGINATOR:** _____ **DIV:** _____
 _____ **VERIFIED: AGENDA REVIEW**

PACKAGE REQUIREMENTS

<u>INSURANCE</u>	<u>BONDS</u>	<u>FISCAL</u>	<u>HEARING/BALLOT</u>
___ Issue/Exp Date	___ Principal matches contract	___ Encumbrance	___ Public Hearing Sched
___ Contract Name	___ Amount matches contract	___ Capital Asset Sum	___ Public Hearing Posted
___ Comm Liability \$1M	___ Date on or before Reso	___ Vendor Data Form	
___ Auto Liability \$1M	___ Work title matches Contract/Reso	___ Gen Acct Info	___ Balloting Notice Pstd
___ WC \$1m	___ Corp req 2 officer signatures or	___ Contract	___ Balloting Mailed
___ E & O or Prof Liab	___ 1 officer and 1 corp seal	___ Bid Docs	___ Balloting Rcv'd
___ AMBest rating	___ Part or SP req sig of Principal	___ Bid Summary	
	___ LLC reqs LLC Reso or Op Agr		
	___ All sigs include name and title		
	___ Surety – name, ph #, mail and		
	___ phys address for claims		
	___ Notarized signatures		
	___ Power of Attorney for Surety Sign		
	___ Estimate for bond basis		

OTHER
 # Of signatures
 # Of copies signed

PACKAGE STATUS/ON-HOLD

<u>INSURANCE & BONDS</u>	<u>SIGNATURES</u>	<u>OTHER</u>
___ INSURANCE COI	___ VENDOR	_____
___ GREEN SHEET	___ AGENCY	_____
___ BOND	___ DPW AGENT	_____
_____	___ COUNTY COUNSEL	_____
_____	___ CHAIR	_____

TASK LOG

TASK	DATE	TO	FROM	

E-SIGNATURE ROUTING

SIGNER	DATE TO	DATE RETURNED	NOTES

SHIPPING INFORMATION

CARRIER	TRACKING NUMBER	DATE SENT	DATE RCV'D