

Transmittal Sheet

OUTSIDE OF COUNTY FUNDING

USE THIS FORM FOR PROJECTS FUNDED IN WHOLE

OR IN PART WITH GRANT FUNDING/FEDERAL OR

STATE FUNDS OR RESTORE FUNDS

ALL REQUIREMENTS FOR PROCUREMENT AND CONTRACTING ASSOCIATED WITH THIS SOLICITATION ARE TRANSMITTED TO PURCHASING IN PDF FORMAT

_____ TO THE OFFICE OF PURCHASING DEPARTMENT NAME

Project (Formal Name): _____

Department Contact: _____

Ph: _____ Cell: _____ Fax: _____

Date: _____

Is this project part of a LAP Agreement Yes No

FUNDING INFORMATION DETAIL –LIST ALL SOURCES OF FUNDS INCLUDING THE COUNTY MATCH PORTION IF APPLICABLE – PROVIDE DOLLAR AMOUNTS OR PERCENTAGES

Granting Agency(Agencies) or Grant title or Project Title | _____

FUND NAME _____ FUND NUMBER _____ \$ _____

FUND NAME _____ FUND NUMBER _____ \$ _____

FUND NAME _____ FUND NUMBER _____ \$ _____

Cost Center: _____ Object Code: _____ Project # _____

(Provide Details If All The Funds Are Not Available Within Your Departmental Budget

Attach Sheet(s). ATTACH THE GRANT AGREEMENT PORTION DESCRIBING THE PROCUREMENT GUIDELINES IN PDF.

CERTIFICATION FOR DISCLOSURE OF FUNDING BY: _____

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Type of Project:

CCNA:

Construction:

*Study Est. Cost: _____

*Est. Cost: _____

*Construction Est. Cost: _____

*Independent Government Estimate (IGE)

| Approval by Grantor prior to Advertising Solicitation _____ Yes No _____

The department is responsible for transmitting the documentation requirements/forms/ certifications/ verifications or other information required to be included in this solicitation and corresponding contract to Purchasing in a PDF format prior to the assignment of the solicitation.

CONSTRUCTION PROJECT

PERMITS: Yes No Comments: _____

Number of days to Substantial Completion..... _____

Number of days to Final Completion _____

Liquidated Damages Amount..... _____

CD w/ Drawings and Technical Specs..... _____

Intent/SOW brief Summary Statement..... _____

Projected Advertising Date..... _____

Projected Pre-Solicitation Date (**Non-Mandatory/Mandatory**) _____
(Projected dates to be finalized by assigned Purchasing Agent)

Comments:

