

CITY OF MIAMI

CONTRACT AWARD SHEET INSTRUCTIONAL GUIDE

The purpose of the instructional guide is to assist awarded vendors in understanding how to read a contract award sheet received pursuant to an award, renewal, extension, or amendment.

CITYWIDE/AMENDMENT/RENEWAL: One of these three descriptions will be listed at the top of the Contract Award Sheet. **Citywide** indicates all City of Miami Departments, Offices, Agencies can utilize this contract. **Amendment** indicates a material change to the contract/agreement (i.e. First Amendment, Second Amendment, Third Amendment). **Renewal** indicates an extension to the contractual term or period (i.e. First Renewal, Second Renewal, Third Renewal).

BID/RFP/RFQ/RFLI NO.: This section refers to the Solicitation number scheme assigned by the City of Miami Purchasing Department and type of solicitation issued (i.e. Bid- Invitation for Bid; RFP-Request for Proposal; RFQ- Request for Qualifications; and RFLI-Request for Letters of Interest).

DESCRIPTION: The description of the contracted goods/services

CONTRACT PERIOD: Effective contractual dates (Initial Contract Period/Base Term)

CONTRACT RENEWAL: Renewal contractual dates (OTR)

TERM OF CONTRACT: Length of Contract (Base Term with possible optional years to renew (OTR)

COMMODITY CODE: Classification Code of the purchased goods/services

SECTION #1-VENDORS AWARDED

Successful Bidder(s) Contact Information (i.e. Bidder's Name, Address, Contact Person, Phone, Fax, email address, etc.).

SECTION #2 – AWARD/BACKGROUND INFORMATION/APPLICABLE ORDINANCES/NOTES

C.C. AWARD DATE: Miami City Commission (C.C.) or City Manager (C.M.) award date

RESOLUTION NO: The number scheme assigned by City Clerk on the formal action taken by the Miami City Commission

ANNUAL CONTRACT AMOUNT: Per year contract amount, if applicable. All citywide term contracts (i.e. multi-year contracts) will not contain an annual amount. Only City Department specific/designated term contract will contain an annual amount.

AMENDED AMOUNT: Revised amount as authorized via a resolution or contract/agreement. If via a Resolution(s), number scheme(s) will be reflected in the Resolution No. section.

INSURANCE REQUIREMENTS: Typically required for services related contracts/agreements as mandated by the Risk Management Department.

PERFORMANCE/PAYMENT BOND: Typically required for solicitations to ensure satisfactory performance and payment of subcontractors.

APPLICABLE ORDINANCE: City of Miami Ordinance applicable to this contract/agreement (i.e. Living Wage)

NOTES: Additional contractual information/notes

SECTION #3 - REQUESTING DEPARTMENT

CITY DEPARTMENT(S) which will probably utilize contract.

CONTRACT ADMINISTRATOR: City employee assigned to administer the contract with his/her contact information (i.e. phone, fax, email, etc.).

SECTION #4 - PROCURING DEPARTMENT

CITY OF MIAMI PURCHASING DEPARTMENT will always be the procuring department and this section will list the Senior Buyer and his/her contact information (i.e. phone, fax, email, etc.) who issued this contract and will assist in the contract administration process.

The bottom portion of this section will list the person who prepared the Contract Award Sheet, including date(s) prepared and revised.