

AWARD SUMMARY AND ARCHIVING TOOL

Solicitation Number: _____ Contracting Officer: _____

Project Title: _____

BCC Award Date: _____ LCWA Award Date: _____ Agenda Item #: _____

Approved Amount: Lump Sum price \$ _____ or Term & Supply estimated annual spend \$ _____

Successful
 Unsuccessful
 One Time Buy
 Term & Supply
 Informal
 Other

Portions of this Contract are exempt from Public Records Yes No
 Florida Statute: _____
 (if yes is checked, do not post unredacted contract on website)

1. SOLICITATION DOCUMENTS AND ADDENDA

<input type="checkbox"/> Solicitation Document (ITB/RFP/RSQ)	<input type="checkbox"/> as needed Legal Advertisement (Proof of publication)
<input type="checkbox"/> Total number of Addenda	<input type="checkbox"/> No response notices
<input type="checkbox"/> Mandatory Pre-Bid Sign-In Sheet	<input type="checkbox"/> Tabulation Sheet

2. PROPOSALS (combine each proposal into one pdf)

Enter total number of proposals received

3. AWARD AND SUPPORTING DOCUMENTS

<input type="checkbox"/> Award Summary Form	<input type="checkbox"/> Shortlisted Firms Tab Sheet	<input type="checkbox"/> Award Recommendation
<input type="checkbox"/> Bid tabulation	<input type="checkbox"/> References	<input type="checkbox"/> Agenda Item
<input type="checkbox"/> Evaluation and notes	<input type="checkbox"/> COI and Risk approval	<input type="checkbox"/> Bonds or other misc. items*
<input type="checkbox"/> Key e-mail Correspondences		<input type="checkbox"/> Bond Expiration Date

*IF bond is checked, give copy to Procurement Technician

4. CONTRACT AND MODIFICATION

Enter total number of contracts Date contract(s) sent to vendor(s)? _____

For Term and Supply Contracts only:

Contract Start Date: _____ Initial Expiration Date: _____ Total Possible Years: _____

Old Term and Supply contract to be sent to Records Management: _____ When: _____

Department Contact: _____

Redacted version of contract posted on Term & Supply Yes No

Auto RFQ System

Should this be added to the RFQ system? _____ *If yes, give copy to Sandra to add into system*

If yes, contract number to remove from RFQ System? _____ Removal Date: _____

Solicitation Insurance Requirements:

<input type="checkbox"/> Commodities - LOW limits	<input type="checkbox"/> Construction - HIGH limits	<input type="checkbox"/> Sole Attorney <input type="checkbox"/> NONE
<input type="checkbox"/> Commodities - HIGH limits	<input type="checkbox"/> Professional Svcs - LOW limits	<input type="checkbox"/> Technology - LOW limits
<input type="checkbox"/> Construction - LOW limits	<input type="checkbox"/> Professional Svcs - HIGH limits	<input type="checkbox"/> Technology - HIGH limits

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Contract Number: _____ Vendor name: _____
Munis V#: _____ Phone #: _____
Contract Signer: _____ Contract Signer's Email Address: _____
Contact Name: _____ Contact Email Address: _____

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Contract Number: _____ Vendor name: _____
Munis V#: _____ Phone #: _____
Contract Signer: _____ Contract Signer's Email Address: _____
Contact Name: _____ Contact Email Address: _____

Submitted by: _____ Date: _____

Processed and sent to:

BCC Contracts Insurance @LakeCountyFL.gov
LCWA Contracts Marcia.Bush@LakeCountyFL.gov

by: _____
by: _____