

CONTRACT ROUTING CONTROL SHEET

Routing Order: (1) Department Director, (2) Legal, (3) Risk Manager, (4) Vendor for Signature
(5) Finance Director, (6) Town Clerk, (7) Town Council/Town Manager

EVERY SECTION MUST BE COMPLETED

DEPARTMENT: <u>Police</u>
Department Contact Person for Contract: <u>P.M. McKinney</u> Extension: <u>3445</u> Contractor/Vendor Name and address: Central Square Contractor/Vendor Phone: <u>704-942-6362</u> Contractor/Vendor Contact Person: <u>Taylor Ellison</u> Purpose of Contract: <u>Flock License Plate Readers Implementation for Police taylor.ellison</u> Amount: <u>\$36,750.00</u> Budget Code: <u>47400</u> Type of Contract: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renew <input type="checkbox"/> Amendment Exhibits/Attachments included: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A Department Director's Signature: P.M. McKinney for Chief J. Armstrong Date: <u>5/17/2023</u>
LEGAL
Reviewed by: Choose an item. Chris Welch Date: <u>5/18/2023</u> Comments: <u>contract terms negotiated with contractor; 2 year contract term requires council approval</u> <input checked="" type="checkbox"/> Town Council approval required <input type="checkbox"/> Town Manager authorized to approve <input type="checkbox"/> Other Approvals required/permitted: Click here to enter text.
RISK MANAGER
Reviewed by and approved: Amber Bobbitt Date: //2023 <input type="checkbox"/> Insurance specifications meet requirements. <input type="checkbox"/> Insurance specifications have been revised. <input type="checkbox"/> A pre-project safety review between the contractor and contracting department is required. <i>Return to Department Contact Person to have contract signed by Contractor prior to forwarding to Finance Director</i>
FINANCE DIRECTOR
<input type="checkbox"/> Sufficient funds are available in the proper category to pay for this expenditure. <input type="checkbox"/> This contract is conditioned upon appropriation by the Town Council of sufficient funds. <input type="checkbox"/> A budget amendment is necessary before this agreement is approved. <input type="checkbox"/> A budget amendment is attached as required for approval of this agreement. Finance Director: _____ Date: Click here to enter a date.
TOWN CLERK
Date Received: Click here to enter a date. Signed by Contractor: <input type="checkbox"/> YES <input type="checkbox"/> NO--Return to Department Council Action Required: <input type="checkbox"/> YES <input type="checkbox"/> NO – forward to Town Manager Agenda Date: Click here to enter a date. Approved by Council: <input type="checkbox"/> YES <input type="checkbox"/> NO
TOWN MANAGER
This document has been reviewed and approval is recommended by the Town Manager. <input type="checkbox"/> YES <input type="checkbox"/> NO Town Manager: _____ Date: Click here to enter a date.
After approval and signatures contract will be returned to Department Contact Person for Department to administer. <input type="checkbox"/> Scan signed contract to Department contracts folder Department Contact who scanned fully executed document into contracts folder Click here to enter text.