

Utility Contract Request Process

- ☐ Notify the Contract Specialist of utility needs.
- ☐ Provide to Contract Specialist an electronic copy of the Scope and drawings.
- ☐ Provide to Contract Specialist the Name, Address, Phone Number and E-mail Address of Utility Company Point of Contact (POC).
- ☐ Provide a Purchase Request (PR) to the Contract Specialist, may be modified later if award amount differs.
- ☐ The Contract Specialist will then incorporate the Scope into a Letter Request for Proposal (LRFP) and send it along with any drawings, specs, etc., to the Utility POC.
- ☐ Once a proposal is received from the Utility, the Contract Specialist will provide a copy to the PM for review.
- ☐ If the Project Manager (PM) is satisfied with the proposal, provide an e-mail to the Contract Specialist approving the award to Contractor X in the amount of \$X.
- ☐ If the PM is not satisfied with the proposal, the PM will need to hold discussions with the Utility until an agreement is reached. Provide a Discussion Memo to the Contract Specialist highlighting the issue and final decision.
- ☐ The PM will provide:
 - Government Estimate
 - NEPA/HPA compliance forms (CPPC, FONZI, etc. – not just a PM generated statement, must be more official)
 - Final Scope, if changed, to include changed drawings, etc.
 - Final Period of Performance
 - PM approval to award contract via e-mail
- ☐ The Contract Specialist will award the contract, including copies of the final Scope and drawings, the Utility Company's Proposal, etc.

(Purchase Orders (<\$100K) are sent directly to the Contracting Officer (CO), Lenny Spakow, for signature and award. All other contracts [Contracts (>\$100K) without existing GSA Areawide Contracts and any size Contract with an existing GSA Areawide] are required to be signed by the Contractor first and then signed by the CO prior to award.)

- ☐ Once all contracts are approved and released by the CO, the Contract Specialist will make distribution to the Contractor, PM, Park and back-up file. The CO will make distribution to AOC and the official contract file.
 - While the Contract Specialist maintains a copy of the file in DSC, the official file will reside with the CO in the WASO office.
 - Modifications should be handled in a similar manner.