

Information to be included in all Legislation authorizing entering into a Contract:

1. **The names, contract compliance no., location by City/State and status of all companies submitting a competitive bid or submitting an RFP or RFSQ.**

<u>Name</u>	<u>C.C. No.</u>	<u>City/State</u>	<u>Maj/MBE/FBE</u>
FYDA Freightliner	31-0789102	Columbus, OH	Maj
Utility Truck	31-0989420	Circleville, OH	Maj
Altec Industries, Inc	63-0362926	Indianapolis, IN	Maj

2. **Complete address, contact name and phone number for the successful bidder only.**

Utility Truck Equipment, Inc., 23983 U.S. 23 South, PO Box 130, Circleville, Ohio 43113

3. **A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.**

Purchase of two (2) 55 foot insulated aerial bucket trucks with a cab and chassis minimum GVW rating of 33,000 pounds, equipped with utility bodies.

4. **A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.** N/A for commodity purchase

5. **An estimate of the full cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.**

\$334,930.00

6. **Sub-Consultants identified to work on this contract:** N/A for commodity purchase

Ord No.: **N/A**

Information to be included in all Legislation Modifying a Contract:

1. The names, location by City/State and status of all companies that submitted a competitive bid or RFP/RFSQ for the original contract.

<u>Name</u>	<u>City/State</u>	<u>Majority/MBE/FBE</u>
-------------	-------------------	-------------------------

2. The name, address, contact name, phone number and contract number of the firm awarded the original contract.

3. A description of work performed to date as part of the contract and a full description of work to be performed during any future phasing of the contract.

4. An updated contract timeline to contract completion.

5. A description of any and all modifications to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately.)

6. A full description of the work to be performed as part of the proposed contract modification. (Indicating the work to be a logical extension of the contract is not sufficient explanation.)

7. If the contract modification was not anticipated and explained in the original contract legislation a full explanation as to the reasons the work could not have been anticipated is required. (Changed or field conditions is not sufficient explanation. Describe in full the changed conditions that require modification of the contract scope and amount.)

8. An explanation of why the work to be performed as part of the contract modification cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation.)

9. A cost summary to include the original contract amount, the cost of each modification to date (list each modification separately), the cost of the modification being requested in the legislation, the estimated cost of any future known modifications and a total estimate of the contract cost.

10. An explanation of how the cost of the modification was determined.

11. Sub-Consultants identified to work on this contract:

Note: The Contract should be considered to include any and all work that is anticipated to be awarded to the company awarded the original contract throughout the contract/project timeline. This includes the original contract and any and all future anticipated modifications to the contract to complete the contract/project.

06-24-08