# Council Agenda Item Cover Sheet

**Submitting Department:**  Public Works

**Presenter at meeting:**

**Director:** Bob Hammond **Cell Phone Number:** 319-440-1005

**E-mail Address:** [r.hammond@cedar-rapids.org](mailto:r.hammond@cedar-rapids.org)

**Description of Agenda Item:** Purchases, contracts and agreements

Resolution awarding and approving contract in the amount of $      plus incentive up to $bond and insurance of [Contractor] for the [Project Name] project. Estimated cost is $     .

CIP/DID #

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| **EnvisionCR Element/Goal:** (Click here to select) |

**Background**:

[LOW BIDDER] $

Original Incentive Value $

Total Award $

[List Bidders] $

      $

[low bidder] submitted the lowest of the bids received on Date for the Project Name project. The bid is within the approved budget. Construction work is anticipated to begin this spring, summer, fall and be completed within No. working days or by [Completion Date].

**Action/Recommendation:** The Public Works Department recommends approval of the Resolution to award and approve contract in the amount of $Amount plus incentive up to $Amount, bond and insurance of [Contractor] for the Project Name project.

**Alternative Recommendation:** If Council chooses not to award the contract for said project, the project could not go forward as proposed unless the bidding process is repeated.

**Time Sensitivity:** Normal

**Resolution Date:**

**Budget Information:**

**Local Preference Policy:** NA

**Explanation:** NA

**Recommended by Council Committee:** NA