



Contract Checklist 2024

| | | Checklist | |
|----|--|-----------|--------------|
| 1 | Key deliverables | | |
| 2 | Every contract must contain the following items | | |
| 3 | Key Deliverables | | |
| 4 | Vendor - company name and prime & contact information | | |
| 5 | Date of Contract | | |
| 6 | Total Value of Contract \$ (TCV) | | ** see below |
| 7 | Approvals- Signatures | | |
| 8 | Date Project to Start | | |
| 9 | Date Project to be Completed | | |
| 10 | Warranty or Guarantee- Duration and specific | | |
| 11 | Term for payments | | |
| | Additional items | | |
| a | Permits required & Cost | | |
| b | all changes must in writing must be initialled by both parties | | |

** Need to establish who approves based on TCV (Total Contract Value)

| | | | <u>Total Value of contract</u> | |
|---|---|--------------------------------------|--------------------------------|-----------------|
| 1 | Park Manager | \$ | \$2,000 | |
| | MUST have Board Approval | <i>Every Contract under Reserves</i> | | |
| 2 | Maintenance Director- Board | \$ | \$5,000 | |
| 3 | Finance Director- Board | \$ | \$5,000 | |
| 4 | President- Board | \$ | \$10,000 | |
| 5 | Park Lawyer | \$ | \$10,001 | <i>and over</i> |
| | <i>These means all the above must signoff 1st</i> | | | |