



## County of Luzerne Contract Review Worksheet

Contract Number: <small>(Dept., Division, FY, #)</small> <b>2015-71</b>
Authority: <input type="checkbox"/> County Manager Execute <input type="checkbox"/> Council Approval Required

1. Dept. Name / Account: <b>IT 100.4172</b>		2. Date: <b>12/22/2014</b>	
3. Contract Administrator: <b>David Parsnik</b>		4. Phone: <b>570.332.9200</b>	
5. Contract Attributes: <input checked="" type="checkbox"/> Original <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Intergovernmental <input type="checkbox"/> Personal/Professional Svcs <input checked="" type="checkbox"/> Purchase of Goods <input type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other		<input type="checkbox"/> Amendment/Change Order  Amendment/Change Order Number:  Contract No: Date: Please attach copies of original/amendments.	
Bid/RFP Required?    Sole Source Contract? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Bid/RFP No: <b>11413RFP1ITD</b> Date: <b>12/4/2013</b> Please attach copy of Bid/RFP or justification.	
6. Description of Contract: <b>Telephone systems equipment maintenance</b>			
7. Name of Contractor: <b>Frontier</b>		8. EIN: - SSN: -	
9. Has County contracted with Contractor previously during this fiscal year? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Please list County department if other than the department listed on number 1 above.			
10. Effective Date: <b>1/1/2015</b>		11. Termination Date: <b>12/31/2015</b>	
12. Contract Budget: Original Contract Amt: \$ <b>1,144.00</b> Total of Previous Amendments: \$ Current Amendment: \$ Total Contract Amt \$ <b>1,114.00</b>		13. Payment Terms: <input type="checkbox"/> Prepaid <input type="checkbox"/> Arrears <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Progress <input type="checkbox"/> Other <input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Not To Ex	
14. Source of Funds: <input type="checkbox"/> Fed/State Grant: % <input type="checkbox"/> State Allocation: % <input checked="" type="checkbox"/> County: <b>100%</b> Fed Catalog No: State Agency:		15. Fund: <b>100</b> Dept. Code: <b>4172</b> Description Number: <b>3750</b>	
16. Current Appropriation Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		17. County Council Agenda Date, if required. Please attach agenda item.	
18. Remarks: <b>Monthly telephone systems maintenance renewal contract for Courthouse, Penn Place, Hazleton, Prison minimal offenders building covering voice mail, equipment and telephones. RFP was completed and Frontier was most qualified vendor. Contract will be month-to-month not to exceed 6 months. New County VOIP system will be implemented early in 2015 and current contract will be eliminated.</b>			
19. Signature Route:			
Contract Administrator  Division Head		Purchasing Director  Dated <b>12-22-14</b>	
Dated <b>12/22/14</b>		County Solicitor  Dated <b>12/22/14</b>	

