



TO: GELENCIA CARTER, MANAGER, FINANCE DEPARTMENT, PURCHASING DIVISION

FROM: FELICIA HOLLOMAN, ASSISTANT CITY ATTORNEY **FH**

THROUGH: SARA HEDGES, CITY ATTORNEY *SH*

RE: CONTRACT REVIEW FOR LITTLE JIM CAMP SANITARY IMPROVEMENTS, BID No. 2025-008

CAO RLS FILE: 25-120

DATE: MAY 22, 2025

I have reviewed the above request for legal services as to the Little Jim Camp sanitary improvements contract with R.K. Contractors, Inc. Please note the following changes for your review and follow up:

1. On page 4 of the contract, the number of days allotted for substantial and final completion did not match the written numbers. I corrected this, but please check to be sure the numbers included are the desired timeline.
2. The E-Verify language has been changed to reflect the most recent version circulated in the City's contracts. Please use this in all future contracts.
3. Public Records requirements were added to the end of the contract. Please use this in all future contract.
4. Section 9(F) is blank. As this Office has explained before, this should be filled in prior to being sent to our Office for review.
5. Exhibit D does not contain the Contractor's submitted documents. It contains the blank documents. As also explained by this Office before, you must include the Contractor's submitted documents in Exhibit D. These must be replaced prior to placing this item on a City Commission agenda.

A redlined and clean copy of the contract have been uploaded. After you correct points 4 and 5 above in the clean copy, it is approved as to form and correctness.

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.