



CONTRACT FOLDER STRUCTURE
(For Goods, Services, and Construction Contracts)

PROJECT INFORMATION	
Project #/Title:	Contract #:
Contractor Name:	Contract Value: \$
Contractor Contact Name:	Contract Start Date:
Contractor Contact Email/Phone:	Contract End Date:
City Contract Manager Name:	City/User Dept:

Folder Name: Contract #, Vendor Name and Project #/Title

- **Example:** 2025-001-FPH_Janet's Janitorial, LLC_Janitorial Services

01_SOLICITATION & AWARD

01.01_Requisition_Need_Assessment

- ☐ Internal Department Request
- ☐ Needs Assessment Documentation
- ☐ Budget Approval/Funding Confirmation

01.02_Solicitation_Documents

- ☐ IFB/RFP/RFQ/ITN Document (Final Version)
- ☐ Drafts & Reviews (Internal)
- ☐ Legal Review Documentation
- ☐ Risk Management Review (Insurance/Bonding Requirements)

01.03_Public_Notices_Advertisements

- ☐ Advertisement Copies/Proofs



- ☐ Posting Confirmations (Website, DemandStar, Newspaper)

01.04_Pre-Bid_Pre-Proposal_Documents

- ☐ Pre-Bid/Pre-Proposal Meeting Agenda
- ☐ Sign-In Sheets
- ☐ Meeting Minutes/Notes
- ☐ Questions & Answers

01.05_Addenda

- ☐ All Issued Addenda
- ☐ Proof of Distribution/Posting

01.06_Vendor_Submissions

- ☐ Winning Bid/Proposal
- ☐ Other Vendor Bids/Proposals (Retain per retention schedule)
- ☐ Bid Tabulation Sheet

01.07_Evaluation_Selection

- ☐ Evaluation Committee List & COI Forms
- ☐ Scoring Sheets/Evaluation Criteria
- ☐ Evaluation Committee Meeting Minutes/Notes
- ☐ Reference Checks
- ☐ Responsiveness/Responsibility Checklist
- ☐ Recommendation for Award

01.08_Award_Documents

- ☐ Notice of Intent to Award
- ☐ Award Letter/Resolution/Ordinance



- ☐ Bid Protest Documentation (If any)
 - ☐ Debriefing Requests & Responses (If any)
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02_EXECUTED_CONTRACT &_amp;_LEGAL

02.01_Final_Executed_Contract

- ☐ Fully Signed Contract Agreement
- ☐ All Attachments, Exhibits, and Appendices

02.02_Legal_Review_Correspondence

- ☐ Legal Counsel Reviews & Opinions (Specific to contract execution)

02.03_Notices_To_Proceed

- ☐ Formal Notice to Proceed (NTP)

02.04_Bonds

- ☐ Performance Bond
- ☐ Payment Bond
- ☐ Bid Bond (Copy, original may be elsewhere)
- ☐ Other Required Bonds

02.05_Insurance_Certificates

- ☐ Certificate of Insurance (COI) - Initial
- ☐ Policy Endorsements (As required)
- ☐ Renewals/Updated COIs

02.06_Vendor_Legal_Financial_Information

- ☐ W-9 Form
- ☐ E-Verify Documentation



- ☐ Business Tax Receipt/License
- ☐ Conflict of Interest Forms (Vendor)
- ☐ Representations & Certifications
- ☐ Suspension/Debarment Checks

03_CONTRACT_ADMINISTRATION_&_MANAGEMENT

03.01_Contract_Manager_Designation

- ☐ Formal Designation Letter/Memo

03.02_Kick-Off_Meeting_Documents

- ☐ Internal Kick-Off Meeting Agenda & Minutes
- ☐ Contractor Kick-Off Meeting Agenda & Minutes

03.03_Communication_Correspondence

- ☐ General Correspondence (Emails, Letters, Memos)
- ☐ Meeting Agendas & Minutes (Post Kick-Off)
- ☐ Official Notices (Other than NTP or Legal)

03.04_Performance_Monitoring

- ☐ Performance Metrics/KPIs Documentation
- ☐ Progress Reports (Contractor & Internal)
- ☐ Inspection Reports
- ☐ Service Delivery Verification
- ☐ Corrective Action Plans (CAPs) & Responses
- ☐ Performance Evaluations/Scorecards

03.05_Deliverables_Acceptance



- ☐ Documentation of Deliverables Received
- ☐ Acceptance Forms/Sign-offs
- ☐ Rejection Notices & Justifications

03.06_Subcontractor_Information (If applicable)

- ☐ Subcontractor Approval Requests & Approvals
- ☐ Subcontractor Agreements (Copies)
- ☐ Subcontractor Insurance/Bonding
- ☐ MWBE/SBE Utilization Reports

04_FINANCIAL_INVOICING_PAYMENT

04.01_Invoices

- ☐ All Submitted Invoices

04.02_Payment_Documentation

- ☐ Payment Authorizations/Approvals
- ☐ Payment Vouchers/Records
- ☐ Proof of Payment

04.03_Budget_Financial_Tracking

- ☐ Budget Allocation for Contract
- ☐ Expenditure Tracking Reports
- ☐ Financial Reconciliations

04.04_Change_Order_Financial_Impact (Cross-reference with Folder 05)

- ☐ Cost Breakdowns for Changes
- ☐ Funding Adjustments for Changes



05_AMENDMENTS_MODIFICATIONS_CHANGES

05.01_Change_Requests_Proposals

- ☐ Internal Change Request Forms
- ☐ Contractor Change Proposals
- ☐ Justifications for Changes

05.02_Change_Order_Amendment_Documentation

- ☐ Executed Contract Amendments/Modifications
- ☐ Change Orders
- ☐ Supporting Analysis & Approvals (Legal, Finance, Department)

05.03_Renewals_Extensions (If applicable)

- ☐ Renewal Letters/Notices
- ☐ Justification for Renewal/Extension
- ☐ Approval of Renewal/Extension

06_DISPUTES_CLAIMS_RESOLUTIONS

06.01_Dispute_Documentation

- ☐ Notification of Disputes/Claims
- ☐ Supporting Evidence & Correspondence

06.02_Resolution_Documentation

- ☐ Mediation/Arbitration Records (If applicable)
- ☐ Settlement Agreements
- ☐ Records of Resolved Issues



07_CONTRACT_CLOSEOUT

07.01_Closeout_Checklist_Forms

- ☐ Internal Contract Closeout Checklist

07.02_Final_Acceptance_Deliverables

- ☐ Confirmation of All Deliverables Received & Accepted

07.03_Final_Payment_Reconciliation

- ☐ Confirmation of Final Payment
- ☐ Release of Liens (Especially for Construction)
- ☐ Consent of Surety for Final Payment (If applicable)

07.04_Performance_Evaluations_Final

- ☐ Final Contractor Performance Evaluation
- ☐ Lessons Learned Documentation

07.05_Property_Disposition_Data_Return

- ☐ Inventory of Returned Municipal Property
- ☐ Confirmation of Data Return/Destruction

07.06_Closeout_Notices_Letters

- ☐ Formal Contract Closeout Letter to Vendor

07.07_Audit_Trail_Reports (If applicable)

- ☐ Internal/External Audit Reports related to the contract

08_PUBLIC_RECORDS_REQUESTS (If applicable)

- ☐ 08.01_Requests_Received



☐ 08.02_Responses_Provided

☐ 08.03_Exemption_Logs (If any part of the contract is exempt)

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