



City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

FROM: The Office of the City Attorney

DATE: October 11, 2019

Contract Requirements

- Contract must be executed before commencement of agreement
- Contractor signs first
- Mayor signs last
- If performance bonds are required, need surety resolution designating attorney-in-fact with authority
- Need corporate resolution or bylaw provision authorizing signer to sign contract
- Need printed signature block with name and title of signer for Contractor
- Check the corporate entity and nature of entity for legitimacy – LARA corporate entity search
- Insurance endorsement page required, must be able to confirm that the City of Lansing is named as an additional insured and that the City will receive a 30-day notice of cancellation
- For licenses, insurance is required to provide City with 30-day notice of cancellation
- Must have correct name of contractor
- Must upload original contract for review of extensions or amendments
- Must upload full agreement along with all exhibits or attachments
- Name uploaded docs correctly
- Must include sole source memos when required
- If the contract came after an RFP, include the RFP
- If a contract needs immediate review, please email Holly Elie at holly.elie@lansingmi.gov