

VILLAGE OF RUIDOSO

CONTRACTS/AGREEMENTS CHECKLIST

DEPARTMENT INITIATING AGREEMENT: Water Production

DEPARTMENT CONTACT NAME: Randy Koehn

CONTRACTOR/VENDOR NAME: Eugene Mora

PURPOSE/SCOPE OF CONTRACT: Rental/Purchase Agreement with Wagner Rental

EXPIRATION DATE: _____ RENEWABLE? _____ NUMBER OF YEARS: _____

IS LEGAL REVIEW REQUIRED?: No IF YES, REVIEW DATE: _____

DOES THIS DOCUMENT NEED TO BE RECORDED WITH THE COUNTY?: _____

COMPLETION PROCESS FOR CONTRACTS/AGREEMENTS:

- _____ Department submits agreement, renewals and amendments into NovusAGENDA.
- ☒ Department submits check list form to the Clerk's Office.
- _____ Council approves the agreement.
- _____ Clerk's Office distributes final, approved, and fully-executed agreement copies.
- _____ Department prepares in Tyler Incode a purchase requisition and obtains a purchase order from the Purchasing Department. (ONLY APPLIES TO NEW AGREEMENTS)
- _____ Department is responsible for getting copies of any reimbursements and reports to the Finance Department.
- _____ ALL GRANT REIMBURSEMENTS AND CHECKS MUST BE MAILED TO:
Village of Ruidoso, Attn: Finance Department, 313 Cree Meadows Dr., Ruidoso, NM 88345
- _____ Department is ultimately responsible to ensure agreement renewals, time extensions, or any other changes related to the agreement.
- _____ Department is responsible for maintaining a file on every agreement pertaining to their Department. The Clerk's Office will maintain an original agreement file.
- _____ Department is responsible for making sure the contractor has a valid Village of Ruidoso

SPECIFIC INSTRUCTIONS FOR DELIVERY:

☒ MAIL IF YES: CONTACT NAME AND ADDRESS Eugene Mora Wagner Equipment Co. Las Cruces, NM 88005

☒ ELECTRONIC IF YES: E-MAIL ADDRESS emora@wagnerequipment.com

_____ HAND-DELIVERED IF YES, BY WHOM _____

FULLY-EXECUTED AGREEMENT RECEIVED ON _____ (DATE)

NOTES: _____

DATE COUNCIL APPROVED: _____

(REVISED SEPTEMBER 2019)