

WEEKLY CONTRACTS STATUS REPORT
DEFINITIONS FOR CONTRACT MANAGERS

Revised 3/1/2011

HEADER ROW	MEANING
REPORT DATE	This indicates the date the report is completed (usually a Friday, e.g., March 4, 2011).
WEEK OF	The date is always a Monday (e.g., February 28, 2011). The "Week of" means that this report covers only the events that occur during this week (e.g., February 28, 2011 through March 4, 2011).
OPEN CONTRACTS	This Worksheet only shows contracts that are open. The number in the box represents the number of open contracts.
EXECUTED CONTRACTS	This Worksheet only shows contracts that are completed (i.e., executed) and each contract will show for two (2) weeks from execution. The number in the box represents the number of executed contracts.
COLUMN	MEANING
Contract Number	The Contract number is a 7 digit string of characters, e.g., 22A9999, that is assigned by DPAC. The first two digits indicate the district and the last four digits indicate that this is the 9,999th contract for District 22. The "A" is a sequential holder that changes to "B" when District 22 submits the 10,000th contract request and it is then assigned the number 22B0001. An amendment to a contract is indicated by this format: 22A9999-A01. A task order (TO) for a contract is indicated by this format: 22B0001-TO001.
Description of Work	This is a very brief (3 to 5 word) description of the work to be performed. Examples: "ROW Legal" means a Right of Way Expert Witness contract, or "UC-bat research in Sonoma," or "TO for electrical repair," or "Amendment for time only."
District/Division Contract Manager (CM)	The CM may also be the Requestor who prepares the ADM-0360 package, or the Issuer who creates the RQS in AMS. The CM is the DPAC Acquisitions Analyst's contact from assignment of the CM's service request through contract execution. The CM is responsible for developing the SOW; requesting services; ensuring compliance with contract provisions; monitoring Contractor's progress to ensure work is on schedule, complete and acceptable; approving products and/or services; reviewing invoices; monitoring expenditures; authorizing payments; requesting timely contract renewals or amendments when necessary; and closing out contracts.
Estimated Contract Amount (ECA)	The ECA is the amount indicated in the ADM-0360 package. The amount is an estimate only that is based upon the CM's historical knowledge or survey of the most current marketplace pricing for similar services being requested.
DPAC Acquisitions Analyst (Analyst)	The DPAC Branch Chief assigns the ADM-0360 package to the Analyst to process from solicitation through execution. The Analyst is the CM's contact for the assigned contract number.
Date DPAC Received	This date indicates when DPAC receives and accepts the ADM-0360 package. This cell is blank if the date is unknown.
Estimated Contract Start Date	This date indicates the estimated contract (or amendment or task order) start date agreed upon by both the DPAC Acquisition Analyst and CM, after DPAC receives, accepts and assigns the ADM-0360 package. This cell is blank if the date is unknown or does not apply.
Date Draft Solicitation Sent to CM	This date indicates when the draft solicitation is first sent to the CM. This cell is blank if the contract is an amendment or task order or a solicitation does not apply.
Start Date for Internal Reviews	This date indicates when internal reviews first begin. For information about second or third internal reviews, please refer to the Comments column. Internal reviews include: peer review, DPAC manager review, and legal review.
Out To Bid	This date indicates when the solicitation is advertised or released to potential bidders or proposers. An addendum issued by the Analyst may change (e.g., extend) this date. This cell is blank if a solicitation does not apply.
Addendum #	This means the number of addendums issued by the Analyst. An addendum contains additional instruction or information provided to potential bidders or proposers prior to the submission due date for bids or proposals. This cell is blank if a solicitation does not apply.
Due Date for Bids or Proposals	This date indicates the deadline by which bidders or proposers must submit their bids or proposals. Any bid or proposal submitted after the due date (and time) is rejected. The due date may be changed (i.e., extended) only by an Addendum issued by the Analyst. This cell is blank if a solicitation does not apply.
Date Goals Sent to OBEO for Evaluation	Office of Business & Economic Opportunity (OBEO) evaluates Disabled Veteran Business Enterprise (DVBE) Program goals for state funded contracts or Disadvantaged Business Enterprise (DBE) Program goals and good faith effort for federal contracts. This date indicates when the Analyst sends required goal documents to OBEO for evaluation. This cell is blank if a solicitation does not apply. Note: if there is no goal, CM is responsible for preparing and obtaining a no goals justification approval from OBEO, and including it with the ADM-0360 package submitted to DPAC.
Date Sent for Final Encumbrance	This date indicates when the Analyst sends the final encumbrance to Accounting.

Date Sent for Contractor Signature	This date indicates when the Analyst sends the contract (or amendment or task order) to the Contractor for signatures along with instructions to provide additional required information or documents.
Date Sent to DGS	This date indicates when the Analyst sends the contract to the California Department of General Services (DGS) for review and approval. This cell is blank if DGS review does not apply.
Execution Date	This date indicates when the contract is fully approved (i.e., executed). The execution occurs as of the date of the signature approval from DGS or the Caltrans Contract Officer. Contract work proceeds only upon or after the date of this signature approval.
Comments	This very briefly explains the most critical information impacting the contract for the week of this report, such as information about a protest, delays, or internal reviews. This data may change weekly.

WEEKLY CONTRACTS STATUS REPORT

Report Date		Week of		OPEN Contracts													
1/3/2012		December 26, 2011		365													
CONTRACT NUMBER	DESCRIPTION OF WORK	DISTRICT/DIVISION CONTRACT MANAGER (CM)	ESTIMATED CONTRACT AMOUNT	DPAC CONTRACT ANALYST	DATE DPAC RECEIVED	ESTIMATED CONTRACT START DATE	DATE DRAFT SOLICITATION SENT TO CM	START DATE FOR INTERNAL REVIEWS	OUT TO BID	APPENDIX #	DUE DATE FOR BIDS OR PROPOSALS	DATE GOALS SENT TO OBEO FOR EVALUATION	DATE SENT FOR FINAL ENCUMBRANCE	DATE SENT FOR CONTRACTOR SIGNATURE	DATE SENT TO DGS	EXECUTION DATE	COMMENTS
04A2519-A07	Unarmed Security Guard	Ras Cush	2,393,895	Michael Cheng	12/19/2011		12/20/2011	12/20/2011	N/A	N/A	N/A	N/A	N/A				12/29/11 pending contractor's signature
04A3059 A02	Cultural Resource Work	Joseph Le	0	Patricia Gutierrez	12/26/2011	1/1/2011											12/23 to CT-legal
04A3161	Fire Suppression System Inspection	Sylvester Wilson	30,000	Diane Buffington	9/28/2011	1/1/2012											
04A3446-A01	CDCR - add time; inmate labor for weed abatement	Jeff Chandler	0	Kimberly Fox	11/21/2011	1/4/2012		11/21/2011					12/27/2011	12/5/2011			12/28 signed STD 215 received 12/27 Contacted contractor regarding status of signature (via telephone); final encumbrance 12/20 communicated with contractor regarding status of signature (via email) 12/5 Pending contractor signature (requested return date 12/19)
04A3519	IFB Signal Detection System	Patrick McCard	954,000	Arlena Zavala	12/19/2011	1/12/2012											12/29/11 - working on boilerplate
04A3520	MTC Rapid Removal of Disable Vehicles	Brandon Le	3,000,000	Kimbra Shephard	3/19/2010	3/16/2011		4/28/2011					6/20/2011	11/5/2010			11/15 pending Contractor Signature. 11/23 Pending Contractor approval of possible mutual hold harmless language 12/5 Contractor did not approve mutual hold harmless language. 12/8 meeting with CT Legal to discuss contractor's requested mutual hold harmless language 12/9 re-sent to Contractor for signature. Board meeting to obtain resolution will be in mid January. Signed contract and resolution to be mailed back after board meeting.
04A3682-A01	Amend rebate periods	Manny Llasos	4,950	Michael Cheng	12/7/2011	9/1/2011	12/23/2011	12/23/2011	N/A	N/A	N/A	N/A	N/A	12/23/2011			12/23/11 pending contractor's signature
04A3695	Guardrail repair	Carolyn Stewart	750,000	Arlena Zavala	2/14/2011	10/15/2011							8/8/2011	8/10/2011			12/27/11 - sent revised 213 with new dates
04A3743-A01	Demolition and Clearance	Noel Santillan		Carla Briseno	11/29/2011								12/9/2011	12/9/2011			12/28 followed up w/ Contractor and CM
04A3791	Potholing	Dan Asprogrekas	495,200	Carla Briseno	5/31/2011	5/1/2012		12/13/2011									
04A3828	InterAgency w/ CDCR- Inmate labor	Frank Gyurgyic	402,000	Nicole Stasio	7/20/2011	3/1/2012		7/27/2010						8/3/2011			12/28 s/w Linda @San Quentin, requested changes. She's emailing them today.12/14 sent contract to CDCR via USPS
04A3829	Service and clean 15 portable restrooms	Richard Blacksten	30,000	Christina Wabinga	7/22/2011	11/1/2011	8/2/2011	10/5/2011	12/5/2011	12/21/2011							12/14-bids due 12/21
04A3832	Building Control System	Issac Thomas	152,645	Molly Yumikura	8/3/2011	9/1/2011	10/25/2011	11/8/2011									12/20 - Contractor for signature
04A3836	Equipt. Rental-B Loaded Trucks	Adam Steiger	1,222,080	Alice A. Torres	8/3/2011	1/2/2012		11/10/2011									12/29 Returned from CT Legal, work on corrections
04A3839	Dumbarton bridge paint	Alfred Martinez	125,000	Arlena Zavala	8/5/2011	1/2/2012											12/28/11 - Working on boilerplate
04A3840	Furnish & Install Roof	Alfred Martinez	200,000	C Martucci	8/5/2011	3/1/2012		12/20/2011									12/22 - Emailed Kmgr - SOW Question
04A3841	Renovate break room and lobby	Earl Sherman	30,000	Christina Wabinga	8/9/2011	12/1/2011	11/10/2011	11/10/2011	12/5/2011	1/4/2012							Out to bid
04A3848	Tree Service	Raul Herrera	1,500,000	Christina Wabinga	8/26/2011	12/31/2011	10/25/2011	10/25/2011		1	12/13/2011						12/22-post intent to award. Can not award lowest bidder, they do not posses C-31 license
04A3849	Asphalt for pavement repairs	Raymundo Elias	678,000	Alice A. Torres	8/29/2011	3/1/2012		12/28/2011									12/28 peer review
04A3856	Landfill Site/for rubbish	Chris Nesmith	65,000	Alice A. Torres	9/1/2011	1/31/2012	12/7/2011	11/20/2011	12/20/2011	1/3/2012							12/20 Posted IFB in Bidsync
04A3857	Pavement Repair, Removal & Re	Will Hauke	500,000	C Martucci	9/1/2011	3/1/2012		12/29/2011									12/29 - Peer Review (AZ)
04A3860	Dana Bowers Sheltered Wkshp	Chad Klein	456,000	Arlena Zavala	9/8/2011	1/1/2012	10/18/2011	10/18/2011	11/10/2011	11/29/2011			12/20/2011	12/8/2011		12/29/2011	12/29/11 - executed
04A3861	Remove and replace 12 equipment bay doors	Earl Sherman	160,000	Christina Wabinga	9/9/2011	1/12/2012											12/29-writing bid package
04A3862	Guadalupe Mitigation Cleanup	Deo Blas	198,000	Molly Yumikura	9/9/2011	11/1/2011			11/18/2011	12/8/2011	12/9/2011						OBEO 12/9/11
04A3864	HVAC	Earl R. Sherman III	25,000	C Martucci	9/14/2011	1/1/2012	12/14/2011	12/12/2011	12/21/2011								12/21 - Out to Bid
04A3865	Emergency mold removal	Loletta Holloway	15,000	Diane Buffington	9/13/2011	9/14/2011											Contract Contract process was delayed until the Contractor completed the services
04A3866	Fence installation	Noel Santillan	275,000	Diane Buffington	9/15/2011	11/1/2011											Contract Contract process was delayed until the Contractor Manager provided the completed SOW
04A3869	FTA-Napa County Transportation and Planning Agency	Sergio Ruiz	300,000	Nicole Stasio	9/20/2011	12/1/2011											12/28 rec'd revised paperwork, drafting contract
04A3870	Trash pick up	Jeff Chandler	99,690	Arlena Zavala	9/20/2011	1/1/2012	11/3/2011	10/20/2011	12/21/2011	1/4/2012							12/29/11 - out to bid
04A3871	FTA-National Indian Justice Center	Emmanuel Mekwunye	180,255	Nicole Stasio	9/20/2011	12/1/2011											12/28 rec'd revised paperwork, drafting contract
04A3871	FTA- Revitalization Plan	Maria Rodriguez	225,000	Patricia Gutierrez	9/20/2011	1/1/2012											12/19 pending revised SOW
04A3872	Trash Pick Up Services	Olivia Yamashita	30,000	Molly Yumikura	9/29/2011	1/1/2012	12/9/2011	12/12/2011	12/19/2011	1/10/2012							Emailed Small Businesses IFPQ
04A3873	Hazardous Spill	Laura Horan	5,565	Arlena Zavala		7/6/2011	11/16/2011	10/12/2011						11/29/2011			12/29/11 - sent to ORIM 12/21/11
04A3874	Hazardous materials spills	Laura Horan	6,458	Christina Wabinga	9/27/2011	10/12/2011		10/12/2011					10/24/2011	10/24/2011			Executed
04A3876	Emergency Mold Removal-Richmond	Dawn Chrisp	21,123	Peg Stickney	9/27/2011	12/1/2011	10/21/2011	10/20/2011	N/A	N/A	N/A	N/A	10/11/2011	10/21/2011	N/A		12/29-pending revised ADM-0366 from CM
04A3877	IFPQ - Janitorial Service	Sue Graham	40,000	Jean Mallare	9/15/2011	1/1/2012	10/18/2011	10/18/2011	12/5/2011	12/15/2011							12/21 evaluating bids received
04A3879	Franchise	Michelle Dupree	19,000	Betty Graham	9/30/2011	3/2/2012	11/1/2011	11/4/2011					12/28/2011	12/28/2011			12/28 resent to Contractor for signature
04A3887	IFPQ - To Improve Network	Renee Esplana	31,794	Jean Mallare	10/5/2011	10/10/2011	10/18/2011	10/20/2011	12/6/2011	12/20/2011							12/21 evaluating bids received
04A3888	UCB-Fossil Conservation	Gurdial Sandhu	367,728	Kimbra Shephard	10/10/2011	10/13/2011		10/21/2011					12/28/2011	12/28/2011			12/28 pending Contractor signature

