

CITY OF ARVADA
FORMAL CONTRACT CLAIM FORM

For office use only:
Date received by the
Clerk's Office: _____
Signature: _____

STOP. READ THESE DIRECTIONS BEFORE COMPLETING THIS FORM.

1. This form is intended to be used by persons who have a signed contract or purchase order with the city, and have encountered an issue with or have a claim about the existing contract or purchase order.
2. If you have a claim against the City that arises from or is related to the administration or completion of a city contract or purchase order, you must file an informal contract claim dispute notice with the City's purchasing manager before you file this form. For more information, review Arvada City Code §§82-91 – 82-93
3. If you are aggrieved or dissatisfied by the decision of the purchasing manager, and you wish to pursue your claim, then you must file this form with the City Clerk's office. This claim form must be filed not later than 14 days after the date the purchasing manager issued the response to your informal contract dispute notice.
4. Only a City contractor (or the contractor's authorized representative) may file this formal contract claim with the Clerk's office.
5. This form must be complete when filed. It must be filed with the City by emailing the completed form and all attachments to the Clerk's office at this address: krush@arvada.org, or by delivering this information to the Clerk's office located at the Arvada City Hall, 8101 Ralston Road, Arvada, Colorado, 80002.
6. If you have any questions, please contact the Purchasing Manager's Office at 720-898-7099 or purchasing@arvada.org, or the City Clerk's Office at 720-898-7550.

Section A: Claimant and contractor information.

CLAIMANT INFORMATION:

Name: _____ Email: _____ Phone: _____

Company (Contractor's) Name: _____ Your connection to the Contractor: _____

Contractor's Mailing Address: _____

CONTRACTOR INFORMATION (if different than above):

Authorized Representative Name: _____ Email: _____ Phone: _____

Representative's Mailing Address: _____

Name of the contract about which you are filing this claim: _____

If you are filing more than one claim about this contract, you must provide the following information about each claim you are making. Feel free to submit additional pages as needed.

Section B: Claim information.

What circumstances, occurrence, or transaction gave rise to the claim you are asserting?_____

Describe the date and place of this occurrence: _____

Section C: Contract provision(s) violated.

What section(s) of the contract do you feel have been violated by the City (what contract provision is your claim based upon)? _____

Section D: Resolution.

Amount Claimed: _____ Nature of any prospective injury, damage, or loss: _____

How did you arrive at/compute this amount: _____

Section E: Attachments.

1. You must attach a copy of the purchasing manager's written response to the informal contract claim dispute notice you filed in this matter.
2. You may file any other document you think would be helpful in resolving your protest.

NEXT STEPS

This claim will be considered by the city manager (or designee thereof) to determine whether you have demonstrated by substantial and competent evidence that is valid or has merit. In evaluating your claim, the manager will review all the information you submitted, as well as any information submitted by the purchasing manager about this matter. The manager (or the designee) may contact you for additional information. The manager should issue a written decision in this matter no later than 21 days after the Clerk's office receives this form; however, if the manager fails to issue a decision in that time, your claim will be deemed to be denied. Should your claim be denied, your right to appeal is set forth in A.C.C. §82-94(i).