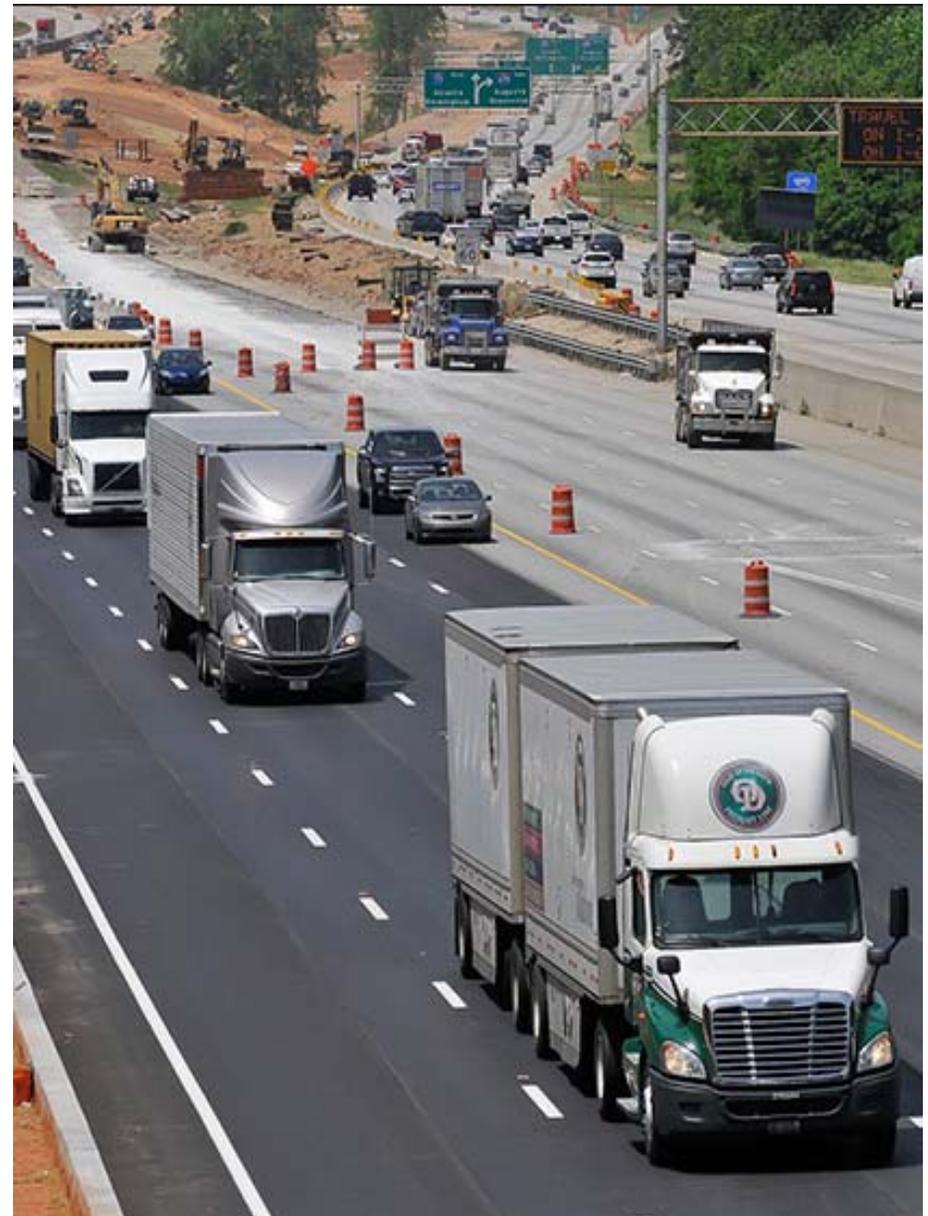




Georgia Department of Transportation

CONTRACT 101

HOW TO SUCCESSFULLY EXECUTE A GDOT CONTRACT



FY 2020-2021 CARES ACT CONTRACTS

- ❑ **TERMS FOR OPERATING**
January 20, 2020 – June 30, 2021
- ❑ **SECTION 5311 - TERMS FOR CAPITAL/ MOBILITY MANAGEMENT**
January 20, 2020 – December 31, 2021
- ❑ **SECTION 5307 - TERMS FOR CAPITAL/PLANNING/ MOBILITY MANAGEMENT**
January 20, 2020 – June 30, 2022

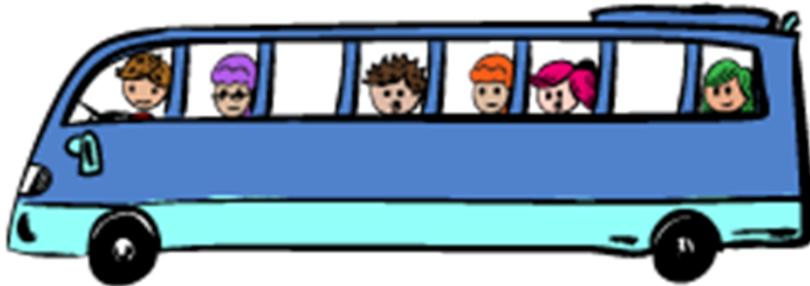


START TO FINISH - TIPS FOR A SUCCESSFUL CONTRACT

- SMALL CAPITAL 30-90 DAYS
COMPUTERS,
COMMUNICATION
EQUIPMENT
- LARGE CAPITAL 4-8 MONTHS
SHOP/SUPPORT EQUIPMENT,
SUPPORT VEHICLES, BUS
SHELTERS, BUS BENCHES

START TO FINISH – TIPS FOR A SUCCESSFUL CONTRACT

- **ROLLING STOCK**



12 – 24 MONTHS

- **CONSTRUCTION**



SUPPLEMENTAL AGREEMENTS

- SCOPE AND/OR BUDGET CHANGES
- CONTRACT EXTENSION – ONLY UNDER EXTREME CIRCUMSTANCES
- WRITTEN REQUEST ON LETTERHEAD SIGNED BY EXECUTOR OF CONTRACT

CONTRACT CLOSEOUT

- 90 DAYS TO SUBMIT FINAL INVOICES

- GDOT WILL CONSIDER LAST INVOICE SUBMITTED AS FINAL

ELECTRONIC CONTRACT PROCESSING INSTRUCTIONS

- GDOT submitter/requestor sends the electronic contract document, the Vendor will receive notification to Review and Sign document
- Contract will automatically forward to the Reviewer, Executor(s), Witness, and Notary for signature & county/city seal
- The system will prompt each person to select “adopt and sign” then “finish”
- Instructional video on how to upload the County/City Seal
<http://www.dot.ga.gov/PS/Training/ElectronicSignature>
- Contract will be electronically returned to GDOT to complete the execution process.

CONTRACT STAFF CONTACT INFORMATION

- Pat Downs, Grants and Contracts Manager
EMAIL: pdowns@dot.ga.gov
PHONE: (404) 532-0073
- Konnadi Dhatnubia, Transit Contract Specialist
EMAIL: kdhatnubia@dot.ga.gov
Phone: (404) 347-0536
- Shenise Truesdell, Transit Contract Specialist
EMAIL: struesdell@dot.ga.gov
Phone: (404) 631-1245