

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	2/2/2026	REQUESTING DEPARTMENT	Parks and Recreation
Project Name:	Digester 5 Seal Replacement		
Project Manager:	Troy Thrall	Contract Amount:	\$322,300.00
Contractor/Consultant/Design Engineer:	Erickson-Civil, Inc.		
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: 65	Budget Available (Purchasing attach report):	Construction ☒ Task Order ☐ Professional Service ☐ Supplies or Equipment ☐ Grant ☐	
Department: 3590	Yes ☒ No ☐		
GL Account: 93000	FY Budget: 2026		
Project Number: 11178.c	Enhancement: Yes ☐ No ☒		
Will the project cross fiscal years? Yes ☐ No ☒			
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: N/A	Wage Determination Received: N/A	Wage Verification 10 Days prior to bid due date: N/A	Debarment Status (Federal Funded): N/A
	Print and Attach the determination	Print, attach and amend bid by addendum (if changed)	www.sam.gov Print and attach
V. BASIS OF AWARD			
BID	RFP / RFQ	TASK ORDER	
Award based on Low Bid	Highest Ranked Vendor Selected	Master Agreement Category: _____	
(Bid Results Attached) Yes ☒ No ☐	(Ratings Attached) Yes ☐ No ☐	Date MSA Roster Approved: _____	
Typical Award Yes ☒ No ☐			
If no please state circumstances and conclusion: _____			
Date Award Posted: January 22, 2026 7 day protest period ends: January 29, 2026			
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License: 79816	Expiration Date: 9/30/2026	Corporation Status: Active	
Insurance Certificates Received (Date): 1/28/2026	Expiration Date: 7/1/2026	Rating: A	
Payment and Performance Bonds Received (Date): 1/28/2026	Rating: 100%		
Builders Risk Ins. Req'd: Yes ☐ No ☒	If yes, has policy been purchased? _____		
(Only applicable for projects above \$1,000,000)			
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected ☐ 1 Performance on past projects			
Check all that apply ☐ Quality of work ☐ On Budget			
☐ On Time ☐ Accuracy of Construction Est			
☐ 2 Qualified Personnel			
☐ 3 Availability of personnel			
☐ 4 Local of personnel			
Description of negotiation process and fee evaluation: _____			
Enter Supervisor Name			Date Approved
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: February 2, 2026	Approval Date: February 10, 2026	By: City Council	
Purchase Order No.: TBD	Date Issued: TBD	WH5 submitted: TBD	
(Only for PW Construction Projects)			
NTP Date: TBD			