

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	<u>3/25/2026</u>	REQUESTING DEPARTMENT	Public Works
Project Name:	WRRF SCADA Standards SDGC5 Digester PLC Programming Upgrades		
Project Manager:	<u>Marshal Latham</u>	Contract Amount:	\$326,500.00
Contractor/Consultant/Design Engineer:	Jacobs Engineering Group, Inc.		
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>60</u>	Budget Available (Purchasing attach report):	Construction ☐ Task Order ☒ Professional Service ☐ Supplies or Equipment ☐ Grant ☐	
Department: <u>3260</u>	Yes ☒ No ☐		
GL Account: <u>55080</u>	FY Budget: <u>2026</u>		
Project Number: <u>11668</u>	Enhancement: Yes ☐ No ☒		
Will the project cross fiscal years? Yes ☐ No ☒			
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #:	Wage Determination Received	Wage Verification 10 Days prior to bid due date	Debarment Status (Federal Funded)
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	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: <u>7B</u>	
(Bid Results Attached) Yes ☐ No ☐	(Ratings Attached) Yes ☐ No ☐	Date MSA Roster Approved: <u>10/1/2024</u>	
Typical Award Yes ☐ No ☐			
If no please state circumstances and conclusion: _____			
Date Award Posted: <u>November 13, 2024</u> 7 day protest period ends: <u>November 20, 2024</u>			
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License	<u>N/A</u>	Expiration Date:	<u>N/A</u>
Insurance Certificates Received (Date):	<u>6/10/2025</u>	Expiration Date:	<u>7/1/2026</u>
Payment and Performance Bonds Received (Date):	<u>N/A</u>	Rating:	<u>A++</u>
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: Please refer to attached Task Order 11551.a			
		Enter Supervisor Name	Date Approved
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda:	<u>March 25, 2026</u>	Approval Date	<u>April 7, 2026</u>
Purchase Order No.:	<u>TBD</u>	Date Issued:	<u>TBD</u>
		WH5 submitted	<u>N/A</u>
(Only for PW Construction Projects)			
NTP Date:	<u>TBD</u>		