

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>3/30/2026</u>		REQUESTING DEPARTMENT <u>Public Works</u>	
Project Name: <u>City Hall IT Tenant Improvement - AIA Amendment GMP</u>			
Project Manager: <u>Stacy Redman</u>		Contract Amount: <u>\$230,662.00</u>	
Contractor/Consultant/Design Engineer: <u>Kreizenbeck</u>			
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>1</u> Department: <u>1850</u> GL Account: <u>92000</u> Project Number: _____ Will the project cross fiscal years? Yes ☐ No ☒		Budget Available (Purchasing attach report): Yes ☒ No ☒ FY Budget: <u>2026</u> Enhancement: Yes ☒ No ☐ 	
		Construction ☒ Task Order ☐ Professional Service ☐ Supplies or Equipment ☐ Grant ☐	
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: <u>N/A</u>	Wage Determination Received <u>N/A</u>	Wage Verification 10 Days prior to bid due date <u>N/A</u>	Debarment Status (Federal Funded) <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	
Award based on Low Bid		Highest Ranked Vendor Selected	
(Bid Results Attached) Yes ☐ No ☐		(Ratings Attached) Yes ☐ No ☐	
Typical Award Yes ☒ No ☐		Master Agreement Category _____	
If no please state circumstances and conclusion: _____		Date MSA Roster Approved: _____	
Date Award Posted: _____		7 day protest period ends: _____	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License _____		Expiration Date: _____	
Insurance Certificates Received (Date): _____		Corporation Status <u>Active</u>	
Payment and Performance Bonds Received (Date): _____		Expiration Date: _____	
Builders Risk Ins. Req'd: Yes ☐ No ☒		Rating: _____	
(Only applicable for projects above \$1,000,000)		If yes, has policy been purchased? _____	
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 30, 2026</u>		Approval Date <u>April 7, 2026</u>	
Purchase Order No.: <u>TBD</u>		By: <u>City Council</u>	
Date Issued: <u>TBD</u>		WH5 submitted <u>N/A</u>	
NTP Date: <u>TBD</u>		(Only for PW Construction Projects)	