CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 9/9/2025 REQUESTING DEPARTMENT **Wastewater**

Project Name: **Polymer Chemical For Wastewater Dept. FY2025-2026**

Project Manager: Warren Hudson Contract Amount: **$303,600.00**

Contractor/Consultant/Design Engineer:

Is this a change order? Yes ☐ No ☑ Change Order No.

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 65

Department 3510

GL Account 52015

Project Number: **11617**

Budget Available (Purchasing attach report): Yes ☑ No ☐

FY Budget: 2026

Enhancement: Yes ☐ No ☑

Will the project cross fiscal years? Yes ☐ No ☑

III. Contract Type

Construction ☐

Task Order ☐

Professional Service ☐

Supplies or Equipment ☑

Grant ☐

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)
N/A	N/A	N/A	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: September 2, 2025 7 day protest period ends: September 9, 2025

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION

PW License N/A Expiration Date: N/A Corporation Status Active

Insurance Certificates Received (Date): 9/5/2025 Expiration Date: 12/31/2025 Rating: **A**

Payment and Performance Bonds Received (Date): Not Required Rating: **N/A**

Builders Risk Ins. Req'd: Yes ☐ No ☑ If yes, has policy been purchased?

(Only applicabale for projects above $1,000,000)

VII. TASK ORDER SELECTION (Project Manager to Complete)

Reason Consultant Selected *Check all that apply*

☐ 1 Performance on past projects

- ☐ Quality of work
- ☐ On Time
- ☐ On Budget
- ☐ 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: September 9, 2025 Approval Date September 16, 2025 By: City Council

Purchase Order No.: TBD Date Issued: TBD WH5 submitted N/A

(Only for PW Construction Projects)

NTP Date: TBD