

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>1/19/2021</u>		REQUESTING DEPARTMENT <u>Parks & Rec</u>	
Project Name: <u>Heroes Park Parking Expansion</u>			
Project Manager: <u>Mike Barton</u>		Contract Amount: <u>\$432,500</u>	
Contractor/Consultant/Design Engineer: <u>Contractor - Bricon, Inc.</u>			
Is this a change order? Yes ☐ No ☒ Change Order No. <u>N/A</u>			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>1</u> Department: <u>5290</u> GL Account: <u>96921</u> Project Number: <u>10115.p.2</u>	Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2021</u> Enhancement: Yes ☐ No ☒	Construction ☒ Task Order ☐ Professional Service ☐ Equipment ☐ Grant ☐	
Will the project cross fiscal years? Yes ☐ No ☒			
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: <u>N/A</u>	Wage Determination Received <u>N/A</u> Print and Attach the determination	Wage Verification 10 Days prior to bid due date <u>N/A</u> Print, attach and amend bid by addendum (if changed)	Debarment Status (Federal Funded) <u>N/A</u> 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 ☐	Master Agreement Category _____ Date MSA Roster Approved: _____	
Typical Award Yes ☒ No ☐ If no please state circumstances and conclusion: _____			
Date Award Posted: <u>1/14/2021</u>	7 day protest period ends: <u>January 21, 2021</u>		
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License _____	Expiration Date: _____	Corporation Status	<u>Active -Existing</u>
Insurance Certificates Received (Date): <u>1/14/2021</u>	Expiration Date: <u>8/1/2021</u>	Rating:	<u>A++</u>
Payment and Performance Bonds Received (Date): <u>1/14/2021</u>	Rating:	<u>A</u>	
Builders Risk Ins. Req'd: Yes ☐ No ☒	If yes, has policy been purchased? <u>NA</u>		
(Only applicable for projects above \$1,000,000)			
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected ☐ 1 Performance on past projects <i>Check all that apply</i> ☐ 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: <u>January 19, 2021</u>	Approval Date _____		By: _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted (Only for PW Construction Projects)	
NTP Date: _____			