

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>6/2/2022</u>		REQUESTING DEPARTMENT <u>PW</u>	
Project Name: <u>Future State HWY 16 Water Main Improvements</u>			
Project Manager: <u>Kyle Radek</u>		Contract Amount: <u>\$912,426</u>	
Contractor/Consultant/Design Engineer: <u>Titan Technologies, Inc.</u>			
Is this a change order? Yes ☐ No ☐ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>60</u> Department: <u>3490</u> GL Account: <u>96140</u> Project Number: <u>11089.a</u> Will the project cross fiscal years? Yes ☒ No ☐		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2022</u> Enhancement: Yes ☐ No ☐ Construction ☒ Task Order ☐ Professional Service ☐ Equipment ☐ Grant ☐	
IV. PROCUREMENT USE ONLY - 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 ☐	
Typical Award Yes ☐ No ☒		Master Agreement Category: _____	
If no please state circumstances and conclusion: <u>NO BIDS RECV'D - KYLE NEGOTIATED WITH CLIFF AT TITAN FOR A QUOTE</u>		Date MSA Roster Approved: _____	
Date Award Posted: <u>N/A</u>		7 day protest period ends: <u>N/A</u>	
VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License: <u>PWC-C-15853</u>		Expiration Date: <u>6/30/2022</u>	
Insurance Certificates Received (Date): <u>6/2/2022</u>		Expiration Date: <u>7/1/2022</u> Rating: <u>A++</u>	
Payment and Performance Bonds Received (Date): <u>6/14/2022</u>		Rating: <u>A+</u>	
Builders Risk Ins. Req'd: Yes ☐ No ☒		If yes, has policy been purchased? <u>N/A</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. PROCUREMENT USE ONLY - AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>June 15, 2022</u>		Approval Date: <u>June 28, 2022</u> By: _____ Council	
Purchase Order No.: _____		Date Issued: _____ WH5 submitted _____ (Only for PW Construction Projects)	
NTP Date: _____			