CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 10/5/2021 REQUESTING DEPARTMENT **WW**

Project Name: **Polymer Chemicals FY22**

Project Manager: Travis Kissire Contract Amount: **$250,000 p/FY**

Contractor/Consultant/Design Engineer: **Univar Solutions**

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

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 60

Department 3510

GL Account 52015

Project Number: **10373**

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

FY Budget: 2022

Enhancement: Yes ☐ No ☑

Will the project cross fiscal years? Yes ☐ No ☑

III. Contract Type

Construction ☐

Task Order ☐

Professional Service ☑

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: Univar was not the lowest price, only vendor to pass and meet all requirements

Date Award Posted: 9/10/2021 7 day protest period ends: September 17, 2021

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION

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

Insurance Certificates Received (Date): N/A Expiration Date: N/A Rating:

Payment and Performance Bonds Received (Date): N/A Rating:

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

(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: October 8, 2021 Approval Date Council By:

Purchase Order No.: Date Issued: **WH5 submitted**

(Only for PW Construction Projects)

NTP Date: