

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	9/10/2024	REQUESTING DEPARTMENT	Parks & Recreation
Project Name:	Median Landscaping on Ten Mile Road		
Project Manager:	Mike Barton	Contract Amount:	\$325,000.00
Contractor/Consultant/Design Engineer:	BriCon, Inc.		
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: 1	Budget Available (Purchasing attach report):	Construction ☒	
Department 5290	Yes ☒ No ☐	Task Order ☐	
GL Account 93406	FY Budget: FY 25	Professional Service ☐	
Project Number: 11445	Enhancement: Yes ☒ No ☐	Supplies or Equipment ☐	
Will the project cross fiscal years? Yes ☐ No ☒		Grant ☐	
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: N/A	Wage Determination Received N/A	Wage Verification 10 Days prior to bid due date N/A	Debarment Status (Federal Funded) 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	
(Bid Results Attached) Yes ☒ No ☐	(Ratings Attached) Yes ☐ No ☐	Master Agreement Category _____	
Typical Award Yes ☒ No ☐		Date MSA Roster Approved: _____	
If no please state circumstances and conclusion: _____			
Date Award Posted: 8/13/2024		7 day protest period ends: August 20, 2024	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License PWC-C-11823	Expiration Date: 7/31/2025	Corporation Status	Active
Insurance Certificates Received (Date): 8/30/2024	Expiration Date: 8/1/2025	Rating:	A
Payment and Performance Bonds Received (Date): 9/10/2024	Rating: 100%		
Builders Risk Ins. Req'd: Yes ☐ No ☒	If yes, has policy been purchased? _____		
(Only applicable for projects above \$1,000,000)			
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: _____			
		Enter Supervisor Name	Date Approved
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: September 10, 2024	Approval Date: September 17, 2024	By: _____	City Council
Purchase Order No.: TBD	Date Issued: TBD	WH5 submitted	TBD
(Only for PW Construction Projects)			
NTP Date: TBD			