

# **BID OPENING & AND AWARD PROCESS AND REQUIRED CONTRACT DOCUMENTS CONSTRUCTION**

## **WELL 9C PUMPING FACILITY**

### **BID OPENING**

Complete      N/A

|                                |                                     |
|--------------------------------|-------------------------------------|
| Open All Bids and Read Aloud   | <input checked="" type="checkbox"/> |
| State Apparent Low Bid         | <input checked="" type="checkbox"/> |
| Print Bid Results from Bonfire | <input checked="" type="checkbox"/> |
|                                | <input type="checkbox"/>            |

### **AWARD PROCESS**

|                                                   |                                     |
|---------------------------------------------------|-------------------------------------|
| Complete Bid Abstract                             | <input checked="" type="checkbox"/> |
| Have City PM Confirm Low Bid                      | <input checked="" type="checkbox"/> |
| Verify Public Works License                       | <input checked="" type="checkbox"/> |
| Verify Sub-Contractor Licenses                    | <input checked="" type="checkbox"/> |
| Verify Current Corporate Status                   | <input checked="" type="checkbox"/> |
| Verify Contract Value is Within Budget Report     | <input checked="" type="checkbox"/> |
| Complete and Issue Notice of Intent to Award      | <input checked="" type="checkbox"/> |
| Complete Construction Contract                    | <input checked="" type="checkbox"/> |
| Fill In Current Information on Contract Checklist | <input checked="" type="checkbox"/> |
| Complete and Issue Conditional Notice of Award    | <input checked="" type="checkbox"/> |
| Create Council Memo                               | <input checked="" type="checkbox"/> |
|                                                   | <input type="checkbox"/>            |

### **Upon Receipt of Signed Contract, Insurance & Bonds**

|                                                     |                                     |
|-----------------------------------------------------|-------------------------------------|
| Verify Insurance Meets Bests Rating of A- or Better | <input checked="" type="checkbox"/> |
| Verify Bonds Meet Bests Rating of A- or Better      | <input checked="" type="checkbox"/> |
| Submit for Next Agenda for Approval                 | <input checked="" type="checkbox"/> |
| Complete Contract Checklist                         | <input type="checkbox"/>            |



9/20/2023

9/25/2023