

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	10/8/2021	REQUESTING DEPARTMENT	Public Works
Project Name:	Sewer Master Plan Update (2022)		
Project Manager:	Tyson Glock	Contract Amount:	\$244,300
Contractor/Consultant/Design Engineer:	JUB Engineering, Inc		
Is this a change order?		Yes ☐	No ☒
		Change Order No.	

II. BUDGET INFORMATION (Project Manager to Complete)			III. Contract Type	
Fund: <u>60</u>	Budget Available (Purchasing attach report):		Construction	☐
Department <u>3210</u>	Yes ☒	No ☐	Task Order	☒
GL Account <u>55080</u>	FY Budget: <u>440000 2022</u>		Professional Service	☒
Project Number: <u>11278.a</u>	Enhancement: Yes ☐	No ☒	Equipment	☐
Will the project cross fiscal years? Yes ☐	No ☒		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 <u>2E</u>
(Bid Results Attached) Yes ☐ No ☐		(Ratings Attached) Yes ☐ No ☐		Date MSA Roster Approved: <u>10/1/2019</u>
Typical Award Yes ☐ No ☐				
If no please state circumstances and conclusion: _____				
Date Award Posted: <u>N/A</u> 7 day protest period ends: <u>N/A</u>				

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION					
PW License	<u>N/A</u>	Expiration Date:	<u>N/A</u>	Corporation Status	<u>Goodstanding</u>
Insurance Certificates Received (Date):	<u>8/20/2021</u>	Expiration Date:	<u>4/1/2022</u>	Rating:	<u>A++</u>
Payment and Performance Bonds Received (Date):	<u>N/A</u>	Rating:	<u> </u>		
Builders Risk Ins. Req'd:	Yes ☐	No ☐	If yes, has policy been purchased?	<u> </u>	
(Only applicabale for projects above \$1,000,000)					

VII. TASK ORDER SELECTION (Project Manager to Complete)	
Reason Consultant Selected	☒ 1 Performance on past projects ☒ Quality of work ☒ On Time ☒ 2 Qualified Personnel ☒ 3 Availability of personnel ☒ 4 Local of personnel
Check all that apply ☐ On Budget ☐ Accuracy of Construction Est	
Description of negotiation process and fee evaluation: The fee is in line with past Master Plan Updates and takes into consideration additional work that we have not requested in the past. Scope/fee was reviewed by Tyson Glock, Laurelei McVey, Warren Stewart, and Clint Dolsby.	
Warren Stewart Enter Supervisor Name 10/8/2021 Date Approved	

VIII. AWARD INFORMATION		
Date Submitted to Clerk for Agenda:	11/1/2021	Approval Date _____ By: _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted _____ (Only for PW Construction Projects)
NTP Date: _____		