

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	4.10.2024	REQUESTING DEPARTMENT	Public Works
Project Name:	WRRF Tertiary Filtration & Primary Power Transformers		
Project Manager:	David Briggs	Contract Amount:	\$445,000
Contractor/Consultant/Design Engineer:	Stantec		
Is this a change order?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
		Change Order No.	N/A
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund:	60	Budget Available (Purchasing attach report):	
Department	3590	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
GL Account	96154	FY Budget:	2024
Project Number:	11281	Enhancement:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will the project cross fiscal years?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
		Construction	<input type="checkbox"/>
		Task Order	<input type="checkbox"/>
		Professional Service	<input type="checkbox"/>
		Equipment	<input checked="" type="checkbox"/>
		Grant	<input type="checkbox"/>
IV. PROCUREMENT USE ONLY - 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	
Award based on Low Bid		Highest Ranked Vendor Selected	
(Bid Results Attached)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	(Ratings Attached)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Typical Award	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date MSA Roster Approved: <u>N/A</u>	
If no please state circumstances and conclusion:		Initial low bid was non-responsive	
Date Award Posted:	4.2.2024	7 day protest period ends:	4.2.2024
VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License	N/A	Expiration Date:	N/A
Insurance Certificates Received (Date):	4.9.2024	Expiration Date:	1.12.2025
Payment and Performance Bonds Received (Date):	4.10.2024	Rating:	A++
Builders Risk Ins. Req'd:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, has policy been purchased? _____	
<small>(Only applicabale for projects above \$1,000,000)</small>			
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected	<input type="checkbox"/> 1 Performance on past projects <input type="checkbox"/> 2 Qualified Personnel <input type="checkbox"/> 3 Availability of personnel <input type="checkbox"/> 4 Local of personnel		
<i>Check all that apply</i>	<input type="checkbox"/> Quality of work <input type="checkbox"/> On Time <input type="checkbox"/> On Budget <input type="checkbox"/> Accuracy of Construction Est		
Description of negotiation process and fee evaluation:			
Enter Supervisor Name			Date Approved
VIII. PROCUREMENT USE ONLY - AWARD INFORMATION			
Date Submitted to Clerk for Agenda:	4.10.2024	Approval Date	By: _____
Purchase Order No.:	Date Issued:	WH5 submitted	N/A
<small>(Only for PW Construction Projects)</small>			
NTP Date:	_____		