CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 3/8/2024 REQUESTING DEPARTMENT **Public Works**

Project Name: **Production Well #34 (Construction)**

Project Manager: Brent Blake Contract Amount: **$977,670**

Contractor/Consultant/Design Engineer: **Treasure Valley Drilling, LLC**

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

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 60

Department: 3490

GL Account: 96179

Project Number: **10634.e**

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

FY Budget: FY24

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 N/A
(Bid Results Attached) Yes ☐ No ☑	(Ratings Attached) Yes ☐ No ☐	Date MSA Roster Approved: **N/A**

Typical Award Yes ☑ No ☐

If no please state circumstances and conclusion:

Date Award Posted: Wednesday April 3, 2024 7 day protest period ends: Thursday April 10, 2024

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION

PW License: 046777 & IDWRWD License: 560 Expiration Date: 2/28/2025 Corporation Status: Active-Existing

Insurance Certificates Received (Date): TBD Expiration Date: TBD Rating: **TBD**

Payment and Performance Bonds Received (Date): TBD Rating: **TBD**

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:

Lowest responsive and qualified bid.

Kyle Radek — **Enter Supervisor Name**

3/8/2024 — **Date Approved**

VIII. AWARD INFORMATION

Date Submitted to Clerk for Agenda: April 12, 2024 Approval Date April 23, 2024 By: City Council

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

(Only for PW Construction Projects)

NTP Date: TBD