

## CONTRACT CHECKLIST

<b>PROJECT INFORMATION</b>			
Date: <u>1/27/2026</u>		REQUESTING DEPARTMENT	<b>Public Works</b>
Project Name: <u>Eagle Rd. Water Crossings</u>			
Project Manager: <u>Dean Stacey</u>		Contract Amount:	<b>\$712,458</b>
Contractor/Consultant/Design Engineer: <u>Owyhee Civil</u>			
Is this a change order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Change Order No. _____			
<b>II. BUDGET INFORMATION (Project Manager to Complete)</b>		<b>III. Contract Type</b>	
Fund: <u>62</u> Department <u>3490</u> GL Account <u>95000</u> Project Number: <u>11407.b</u>		Budget Available (Purchasing attach report): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> FY Budget: <u>2026</u> 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"/>		<input checked="" type="checkbox"/> Construction <input type="checkbox"/> Task Order <input type="checkbox"/> Professional Service <input type="checkbox"/> Equipment <input type="checkbox"/> Grant	
<b>IV. PROCUREMENT USE ONLY - GRANT INFORMATION (to be completed only on Grant funded projects)</b>			
Grant #: <u>N/A</u> Wage Determination Received		Wage Verification 10 Days prior to bid due date	Debarment Status (Federal Funded)
Print and Attach the determination		Print, attach and amend bid by addendum (if changed)	<a href="http://www.sam.gov">www.sam.gov</a> Print and attach
<b>V. BASIS OF AWARD</b>			
<b>BID</b>		<b>RFP / RFQ</b>	
Award based on Low Bid		Highest Ranked Vendor Selected	
(Bid Results Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>		(Ratings Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Master Agreement Category		Date MSA Roster Approved: _____	
Typical Award Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no please state circumstances and conclusion: _____			
Date Award Posted: _____		7 day protest period ends: _____	
<b>VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION</b>			
PW License <u>AAA-079686</u>		Expiration Date: <u>10.31.2026</u>	Corporation Status <u>Active</u>
Insurance Certificates Received (Date): <u>Pending</u>		Expiration Date: _____	Rating: _____
Payment and Performance Bonds Received (Date): <u>Pending</u>		Rating: _____	
Builders Risk Ins. Req'd: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, has policy been purchased? <u>N/A</u>	
(Only applicable for projects above \$1,000,000)			
<b>VII. TASK ORDER SELECTION (Project Manager to Complete)</b>			
Reason Consultant Selected <input type="checkbox"/> 1 Performance on past projects <i>Check all that apply</i> <input type="checkbox"/> Quality of work <input type="checkbox"/> On Budget <input type="checkbox"/> On Time <input type="checkbox"/> Accuracy of Construction Est <input type="checkbox"/> 2 Qualified Personnel <input type="checkbox"/> 3 Availability of personnel <input type="checkbox"/> 4 Local of personnel			
Description of negotiation process and fee evaluation:			
		Enter Supervisor Name	Date Approved
<b>VIII. PROCUREMENT USE ONLY - AWARD INFORMATION</b>			
Date Submitted to Clerk for Agenda: <u>January 27, 2026</u>		Approval Date _____	By: _____ Council
Purchase Order No.: _____		Date Issued: _____	WH5 submitted _____ (Only for PW Construction Projects)
NTP Date: _____			