

## CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	<u>12/7/2021</u>	REQUESTING DEPARTMENT	<u>Public Works</u>
Project Name:	<u>Watermain Replacement Hickory - Pine to Fairview</u>		
Project Manager:	<u>Dean Stacey</u>	Contract Amount:	<u>\$803,286</u>
Contractor/Consultant/Design Engineer:	<u>Murray Smith / Dennis Galinato - Contractor/Cougar Excavation</u>		
Is this a change order?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Change Order No.	<u>                    </u>

II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type
Fund: <u>60</u> Department: <u>3490</u> GL Account: <u>95000</u> Project Number: <u>10620.C</u>	Budget Available (Purchasing attach report): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> FY Budget: <u>2022</u> Enhancement: Yes <input type="checkbox"/> No <input type="checkbox"/> Will the project cross fiscal years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Construction <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Professional Service <input type="checkbox"/> Equipment <input type="checkbox"/> Grant <input type="checkbox"/>

IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: n/a	Wage Determination Received n/a	Wage Verification 10 Days prior to bid due date n/a	Debarment Status (Federal Funded) n/a
	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

V. BASIS OF AWARD									
BID			RFP / RFQ				TASK ORDER		
Award based on Low Bid			Highest Ranked Vendor Selected				Master Agreement Category _____		
(Bid Results Attached) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			(Ratings Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>				Date MSA Roster Approved: _____		
Typical Award Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>									
If no please state circumstances and conclusion: _____									
Date Award Posted: 1/24/2022			7 day protest period ends:				January 31, 2022		

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION									
PW License	C-16438		Expiration Date:	2/28/2022		Corporation Status	Inactive		
Insurance Certificates Received (Date):			9/28/2021		Expiration Date:	9/22/2022		Rating:	A-
Payment and Performance Bonds Received (Date):			1/31/2022		Rating: A++				
Builders Risk Ins. Req'd:		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	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	<input type="checkbox"/> 1 Performance on past projects <input type="checkbox"/> Quality of work <input type="checkbox"/> On Time <input type="checkbox"/> 2 Qualified Personnel <input type="checkbox"/> 3 Availability of personnel <input type="checkbox"/> 4 Local of personnel
<div> <input type="checkbox"/> On Budget           <input type="checkbox"/> Accuracy of Construction Est         </div>	
Description of negotiation process and fee evaluation:	
<div> <div>Kyle Radek</div> <div>Enter Supervisor Name</div> </div> <div> <div>12/2/2021</div> <div>Date Approved</div> </div>	

<b>VIII. AWARD INFORMATION</b>			
Date Submitted to Clerk for Agenda:	February 1, 2022	Approval Date	By: _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted _____ (Only for PW Construction Projects)	
NTP Date: _____			