

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>5/16/2023</u>		REQUESTING DEPARTMENT <u>Parks and Recreation</u>	
Project Name: <u>Five Mile Creek Pathway Bridge Connection</u>			
Project Manager: <u>Mike Barton</u>		Contract Amount: <u>\$445,000</u>	
Contractor/Consultant/Design Engineer: <u>BriCon, Inc.</u>			
Is this a change order? Yes ☐ No ☒ Change Order No. <u>N/A</u>			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>1</u> Department: <u>5290</u> GL Account: <u>93401</u> Project Number: <u>11389</u> Will the project cross fiscal years? Yes ☒ No ☐		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2023</u> Enhancement: Yes ☐ No ☒	
		Construction ☒ Task Order ☐ Professional Service ☐ Equipment ☐ Grant ☐	
IV. PROCUREMENT USE ONLY - GRANT INFORMATION (to be completed only on Grant funded projects)			
Grant #: <u>N/A</u>	Wage Determination Received: <u>N/A</u> Print and Attach the determination	Wage Verification 10 Days prior to bid due date: <u>N/A</u> Print, attach and amend bid by addendum (if changed)	Debarment Status (Federal Funded): <u>N/A</u> www.sam.gov Print and attach
V. BASIS OF AWARD			
BID		RFP / RFQ	
Award based on Low Bid		Highest Ranked Vendor Selected	
Yes ☒ No ☐		(Ratings Attached) Yes ☐ No ☐	
Typical Award Yes ☒ No ☐		Master Agreement Category: _____ Date MSA Roster Approved: _____	
If no please state circumstances and conclusion: _____			
Date Award Posted: <u>5/15/2023</u> 7 day protest period ends: <u>May 23, 2023</u>			
VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License: <u>PWC-C-11823</u>		Expiration Date: <u>7/31/2023</u>	
Insurance Certificates Received (Date): <u>5/18/2023</u>		Corporation Status: <u>Active - Good Stdg</u>	
Payment and Performance Bonds Received (Date): <u>5/20/2023</u>		Expiration Date: <u>8/1/2023 & 10/1/2023</u> Rating: <u>A++</u>	
Builders Risk Ins. Req'd: Yes ☐ No ☒		Rating: <u>A+</u>	
(Only applicable for projects above \$1,000,000)		If yes, has policy been purchased? <u>N/A</u>	
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected ☐ 1 Performance on past projects <i>Check all that apply</i> ☐ Quality of work ☐ On Budget ☐ On Time ☐ Accuracy of Construction Est ☐ 2 Qualified Personnel ☐ 3 Availability of personnel ☐ 4 Local of personnel			
Description of negotiation process and fee evaluation:			
		Enter Supervisor Name _____ Date Approved _____	
VIII. PROCUREMENT USE ONLY - AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>June 5, 2023</u>		Approval Date: <u>June 13, 2023</u> By: <u>Council</u>	
Purchase Order No.: <u>TBD</u>		Date Issued: <u>TBD</u> WH5 submitted <u>5/16/2023</u> (Only for Construction Projects)	
NTP Date: <u>TBD</u>			