CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 6.12.2024 REQUESTING DEPARTMENT **Parks & Recreation**

Project Name: **Landscape Maintenance FY2025-FY2027**

Project Manager: Roger Norberg Contract Amount: **$368,338.00 per FY**

Contractor/Consultant/Design Engineer: **Contractor - Lawn Co.**

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

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 1

Department 5210

GL Account 55704

Project Number: **10151**

Budget Available (Purchasing attach report):

Yes ☐ No ☐

FY Budget: FY25

Enhancement: Yes ☐ No ☐

Will the project cross fiscal years? Yes ☑ No ☐

III. Contract Type

Construction ☐

Task Order ☐

Professional Service ☑

Equipment ☐

Grant ☐

IV. PROCUREMENT USE ONLY - GRANT INFORMATION (to be completed only on Grant funded projects)

Grant #: N/A

Wage Determination Received — Print and Attach the determination

Wage Verification 10 Days prior to bid due date — Print, attach and amend bid by addendum (if changed)

Debarment Status (Federal Funded) — 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:

Typical Award Yes ☑ No ☐

If no please state circumstances and conclusion:

Date Award Posted: 5.21.2024 7 day protest period ends: 5.28.2024

VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION

PW License N/A Expiration Date: Corporation Status Active-Current

Insurance Certificates Received (Date): 6.11.2024 Expiration Date: 4.1.2025 Rating: A-

Payment and Performance Bonds Received (Date): N/A Rating:

Builders Risk Ins. Req'd: Yes ☐ No ☑ If yes, has policy been purchased?

(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:

Enter Supervisor Name **Date Approved**

VIII. PROCUREMENT USE ONLY - AWARD INFORMATION

Date Submitted to Clerk for Agenda: September 3, 2024 Approval Date By:

Purchase Order No.: Date Issued: WH5 submitted

(Only for PW Construction Projects)

NTP Date: