

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>4/19/2024</u>		REQUESTING DEPARTMENT Parks and Recreation	
Project Name: Lakeview restrooms (2) footings, site work and utilities			
Project Manager: <u>Mike Barton</u>		Contract Amount: \$239,900	
Contractor/Consultant/Design Engineer: BriCon, Inc.			
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>1</u> Department: <u>5390</u> GL Account: <u>93408</u> Project Number: <u>11438</u>		Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>FY24</u> Enhancement: Yes ☒ No ☐ Will the project cross fiscal years? Yes ☒ No ☐	
		Construction ☒ Task Order ☐ Professional Service ☐ Equipment ☐ Grant ☐	
IV. 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	
(Bid Results Attached) Yes ☐ No ☒		(Ratings Attached) Yes ☐ No ☐	
Typical Award Yes ☒ No ☐		Master Agreement Category: <u>N/A</u>	
If no please state circumstances and conclusion: _____		Date MSA Roster Approved: <u>N/A</u>	
Date Award Posted: <u>Wednesday April 3, 2024</u>		7 day protest period ends: <u>Thursday April 10, 2024</u>	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License: <u>046777 & IDWRWD License: 560</u>		Expiration Date: <u>2/28/2025</u>	
Insurance Certificates Received (Date): <u>5/30/2024</u>		Corporation Status: <u>Active-Existing</u>	
Payment and Performance Bonds Received (Date): <u>5/29/2024</u>		Expiration Date: <u>8/1/2024</u> Rating: <u>A++</u>	
Builders Risk Ins. Req'd: Yes ☐ No ☒		Rating: <u>100%</u>	
(Only applicabale 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			
Check all that apply ☐ 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: Lowest responsive and qualified bid.			
		<u>Steve Siddoway</u> <u>4/19/2024</u> Enter Supervisor Name Date Approved	
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>June 3, 2024</u>		Approval Date: <u>June 11, 2024</u> By: <u>City Council</u>	
Purchase Order No.: <u>TBD</u>		Date Issued: <u>TBD</u> WH5 submitted: <u>TBD</u>	
NTP Date: <u>TBD</u>		(Only for PW Construction Projects)	