

## CONTRACT CHECKLIST

I. PROJECT INFORMATION		
Date: <u>3/17/2021</u>	REQUESTING DEPARTMENT	<b>Public Works</b>
Project Name: <b>Well 17 Water Treatment Facility Construction</b>		
Project Manager: <u>Brent Blake</u>	Contract Amount: <b>\$1,532,332</b>	
Contractor/Consultant/Design Engineer: <u>Irminger Construction</u>		
Is this a change order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Change Order No. _____		

II. BUDGET INFORMATION (Project Manager to Complete)	III. Contract Type
Fund: <u>60</u> Department: <u>3490</u> GL Account: <u>96117</u> Project Number: <b>11081.d</b>	Construction <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Professional Service <input type="checkbox"/> Equipment <input type="checkbox"/> Grant <input type="checkbox"/>
Budget Available (Purchasing attach report): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> FY Budget: <u>2021</u> Enhancement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Will the project cross fiscal years? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: <u>N/A</u>	Wage Determination Received: <u>N/A</u> <small>Print and Attach the determination</small>	Wage Verification 10 Days prior to bid due date: <u>N/A</u> <small>Print, attach and amend bid by addendum (if changed)</small>	Debarment Status (Federal Funded): <u>N/A</u> <small>www.sam.gov Print and attach</small>

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: <u>5/19/21</u> 7 day protest period ends: <u>5/26/21</u>		

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License: <u>26529</u>	Expiration Date: <u>5/31/2021 - Renewal in process</u> <b>see attached email</b>	Corporation Status: <u>Active</u>	
Insurance Certificates Received (Date): <u>5/27/21</u>	Expiration Date: <u>3/11/2022</u>	Rating: <u>A++</u>	
Payment and Performance Bonds Received (Date): <u>5/27/21</u>	Rating: <u>A+</u>		
Builders Risk Ins. Req'd: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, has policy been purchased? _____		
<small>(Only applicable for projects above \$1,000,000)</small>			

VII. TASK ORDER SELECTION (Project Manager to Complete)	
Reason Consultant Selected	<input type="checkbox"/> 1 Performance on past projects <input type="checkbox"/> 2 Qualified Personnel <input type="checkbox"/> 3 Availability of personnel <input type="checkbox"/> 4 Local of personnel
Check all that apply	<input type="checkbox"/> Quality of work <input type="checkbox"/> On Time <input type="checkbox"/> On Budget <input type="checkbox"/> Accuracy of Construction Est
Description of negotiation process and fee evaluation: Lowest responsive and qualified bid.	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-family: cursive; font-size: 2em;">Kyle Radek</div> <div style="font-size: 1.5em;">3-19-2021</div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Enter Supervisor Name</span> <span>Date Approved</span> </div>	

VIII. AWARD INFORMATION		
Date Submitted to Clerk for Agenda: <u>6/2/21</u>	Approval Date: _____	By: _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted _____ <small>(Only for PW Construction Projects)</small>
NTP Date: _____		

# CITY OF MERIDIAN BID REQUEST CHECKLIST

Date: March 17, 2021 REQUESTING DEPARTMENT Public Works

Fund: 60 Department: 3490 GL Account 96117 Project # 11081.d

Project Name: Well #17 Treatment Facility - Construction

Project Manager: Brent Blake

Consultant/Design Engineer: Mountain Waterworks  
(if applicable) (company name of design consultant)

Total Budgeted Dollars: \$2,000,000.00 Projected Dollars: \$1,200,000.00

Will the project cross fiscal years? Yes  No

Budget Information: FY Budget: \$1,871,472 Enhancement #: \_\_\_\_\_ Grant #: \_\_\_\_\_  
Other: \_\_\_\_\_ Type of Grant: \_\_\_\_\_

### REQUESTED PREBID AND BID SCHEDULE INFORMATION

Fill in your preferred dates below. Purchasing will determine actual dates based on scheduling availability and mandatory guidelines.  
Legal Notice must run for at least 2 weeks prior to bid opening. Refer to Purchasing Policy for more information.  
Bids are due at 2:30 p.m.  
Bid Protest Period: 10 calendar days after opening  
Council Award (if applicable) will be placed on the next available agenda after the 10 day period.

<b>Pre Bid</b>	Location: <u>City Hall</u>	
	If no location is given, the meeting will be scheduled at City Hall	
<input checked="" type="checkbox"/> Yes	PreBid Date: <u>April 12, 2021</u>	Requested Bid Due Date: <u>April 27, 2021</u>
<input type="checkbox"/> No	PreBid Time: <u>2:00PM</u>	(three weeks preferred)
Note: Pre-Bid Attendance will be noted as "Strongly Encouraged". Contact Purchasing to discuss Mandatory prebid requirements.		

<input type="checkbox"/> Yes	Final Scope of Work/Specs Complete and Included/Submitted to Purchasing:	
<input checked="" type="checkbox"/> No	If no, what is anticipated due date: <u>April 1, 2021</u>	Project Consultant Name: <u>Stuart Hurley</u> Email: <u>shurley@mountainwatr.com</u>

<input checked="" type="checkbox"/> Yes	Bid Schedule Completed and Included/Submitted to Purchasing:	
<input type="checkbox"/> No	If no, anticipated due date _____	

<input type="checkbox"/> Yes	Final Plans Complete and Included/Submitted to Purchasing:		Are plans/specs available electronically?	
<input checked="" type="checkbox"/> No	If no, when do you anticipate receiving them? <u>April 1, 2021</u>	Yes _____	No <input checked="" type="checkbox"/>	

### PROJECT COMPLETION / MILESTONE INFORMATION (Attach separate page if necessary)

Have all regulatory permits and agreements been acquired and approved?	<input type="checkbox"/> Yes	If NO, what is missing and when will it be obtained/approved? <u>ACHD ROW Permit</u>	
	<input checked="" type="checkbox"/> No	Comments: <u>Contractor will be required to attain an ACHD ROW Permit.</u>	

Does project contain mandatory completion dates, such as irrigation crossings?	<input type="checkbox"/> Yes	Date: _____	
	<input checked="" type="checkbox"/> No	Comments: <u>Construction of the irrigation crossings can only be performed between 10/15 and 3/15.</u>	

Substantial Completion: <u>252</u> days	Liquidated damages: <u>\$300.00</u> per day
Final Completion: <u>282</u> days	Liquidated damages to apply to milestones and substantial completion.

**Additional Milestones and Notes:**  
We would like to advertise for bid on April 2nd with a pre-bid conference on April 12th. Questions ending on April 14, addendum issued on April 21st, and bid opening on April 27th.

**From:** [iccitravis](#)  
**To:** [Sandra Ramirez](#); [Brent Blake](#)  
**Subject:** FW: RE: Public Works Renewal Application  
**Date:** Wednesday, June 2, 2021 10:37:13 AM

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**External Sender - Please use caution with links or attachments.**

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See below we have submitted our renewal application

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Adriana Burton <[Adriana.Burton@dbs.idaho.gov](mailto:Adriana.Burton@dbs.idaho.gov)>  
**Date:** 5/4/21 9:47 AM (GMT-07:00)  
**To:** [iccitravis@gmail.com](mailto:iccitravis@gmail.com)  
**Subject:** RE: Public Works Renewal Application

Received, thanks. Due to ongoing delays, the review of your extension application may take up to 35 business days to process from date of receipt, your license will stay in an active status. I appreciate your understanding.



**Adriana Burton**  
**Public Works Contractor Licensing**  
1090 E Watertower St, Ste 150  
Meridian, ID 83642  
(208) 332-7149 - Direct Line  
(208) 519-1833 - Cell  
**Office Hours**  
**Monday-Thursday 7:00-5:00**  
**Friday 10:00-2:00**  
<https://dbs.idaho.gov/>

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**From:** iccitravis@gmail.com <iccitravis@gmail.com>  
**Sent:** Monday, May 3, 2021 11:09 AM  
**To:** DBS Public Works <publicworks@dbs.idaho.gov>  
**Subject:** Public Works Renewal Application

Travis Conger

Irringer Construction Inc.

208-800-9616