

## CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	1/15/2022	REQUESTING DEPARTMENT	<b>Public Works</b>
Project Name:	<b>Test Well #34 (Construction)</b>		
Project Manager:	<b>Brent Blake</b>	Contract Amount:	<b>\$648,050</b>
Contractor/Consultant/Design Engineer:	<b>Contractor - Treasure Valley Drilling, LLC</b>		
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:	60	Budget Available (Purchasing attach report):	
Department	3490	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
GL Account	96179	FY Budget:	2022 - amendment underway
Project Number:	<b>10634.b</b>	Enhancement:	Yes <input checked="" 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			
<b>BID</b>	<b>RFP / RFQ</b>	<b>TASK ORDER</b>	
<b>Award based on Low Bid</b>	<b>Highest Ranked Vendor Selected</b>	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:	3/15/2022	7 day protest period ends:	March 22, 2022
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License	1/25/2028	Expiration Date:	4/30/2023
		Corporation Status	Active-Goodstanding
Insurance Certificates Received (Date):	3/31/2022	Expiration Date:	11/22/2022
		Rating:	A-
Payment and Performance Bonds Received (Date):	3/17/2022	Rating:	_____
Builders Risk Ins. Req'd:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, has policy been purchased? N/A
(Only applicable 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"/> 2 Qualified Personnel <input type="checkbox"/> 3 Availability of personnel <input type="checkbox"/> 4 Local of personnel		
<i>Check all that apply</i>	<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.			
		Kyle Radek	3/30/2022
		Enter Supervisor Name	Date Approved
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda:	March 30, 2022	Approval Date	_____
Purchase Order No.:	_____	Date Issued:	_____
		WH5 submitted	_____
(Only for PW Construction Projects)			
NTP Date:	_____		