

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>2/1/2023</u>		REQUESTING DEPARTMENT <u>Public Works</u>	
Project Name: <u>W. IDAHO WATER MAIN AND NW 1ST STREET SEWER MAIN - REPLACEMENTS</u>			
Project Manager: <u>Brent Blake</u>		Contract Amount: <u>\$1,719,718</u>	
Contractor/Consultant/Design Engineer: <u>Cougar Excavation</u>			
Is this a change order? Yes ☐ No ☐ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>60</u>	Budget Available (Purchasing attach report): Yes ☒ No ☐	Construction ☒ Task Order ☐ Professional Service ☐ Equipment ☐ Grant ☐	
Department: <u>3490-3590</u>	FY Budget: <u>23</u>		
GL Account: <u>95000</u>	Enhancement: Yes ☐ No ☐		
Project Number: <u>11032.b</u>			
Will the project cross fiscal years? Yes ☒ No ☐			
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	
(Bid Results Attached) Yes ☒ No ☐	(Ratings Attached) Yes ☐ No ☐	Master Agreement Category _____	
Typical Award Yes ☒ No ☐		Date MSA Roster Approved: _____	
If no please state circumstances and conclusion: _____			
Date Award Posted: <u>1/19/2023</u>	7 day protest period ends: <u>January 26, 2023</u>		
VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License <u>PWC-C-16438</u>	Expiration Date: <u>2/28/2023</u>	Corporation Status	<u>Active Good Standing</u>
Insurance Certificates Received (Date): _____	Expiration Date: _____	Rating: _____	
Payment and Performance Bonds Received (Date): _____	Rating: _____		
Builders Risk Ins. Req'd: Yes ☐ No ☒	If yes, has policy been purchased? <u>N/A</u>		
(Only applicable for projects above \$1,000,000)			
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>February 14, 2023</u>	Approval Date <u>February 21, 2023</u>	By: _____	Council _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted _____ (Only for PW Construction Projects)	
NTP Date: _____			