CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 11/14/2022 REQUESTING DEPARTMENT **PARKS**

Project Name: **Locust Grove Sidewalk Widening - McMillan to Chinden**

Project Manager: Kim Warren Contract Amount: **$433,000**

Contractor/Consultant/Design Engineer: **Bricon, Inc.**

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

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 1

Department 5290

GL Account 93401

Project Number: **11348**

Budget Available (Purchasing attach report):

Yes ☑ No ☐

FY Budget: 2023

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 #:	Wage Determination Received	Wage Verification 10 Days prior to bid due date	Debarment Status (Federal Funded)
N/A	N/A	N/A	N/A
	Print and Attach the determination	Print, attach and amend bid by addendum (if changed)	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
(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: 8/18/2022 7 day protest period ends: August 25, 2022

VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION

PW License PWC-C-11823 Expiration Date: 7/31/2023 Corporation Status Active - Good Standing

Insurance Certificates Received (Date): 11/11/2022 Expiration Date: 8/1/2023 Rating: **A++**

Payment and Performance Bonds Received (Date): Rating:

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

(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: November 14, 2022 Approval Date November 22, 2022 By: Council

Purchase Order No.: Date Issued: WH5 submitted

(Only for PW Construction Projects)

NTP Date: