

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	3/21/2022	REQUESTING DEPARTMENT	Parks
Project Name:	Chateau Park Playground		
Project Manager:	Mike Barton	Contract Amount:	\$222,698
Contractor/Consultant/Design Engineer:	Contractor - Great Western Installations, Inc.		
Is this a change order?		Yes ☐	No ☒
		Change Order No.	N/A

II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type
Fund: <u>60</u> Department: <u>3520</u> GL Account: <u>53351</u> Project Number: <u>6003.129</u>	Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2022</u> Enhancement: Yes ☐ No ☒	Construction ☒ Task Order ☐ Professional Service ☐ Equipment ☐ Grant ☐
Will the project cross fiscal years? Yes ☐ No ☒		

IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: 6003.129	Wage Determination Received 2/11/2022	Wage Verification 10 Days prior to bid due date 2/11/2022	Debarment Status (Federal Funded) TBD
	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: 3/20/2022			7 day protest period ends:				March 27, 2022		

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License	<u>0490044-B-4</u>	Expiration Date:	<u></u>
		Corporation Status	<u>Active -Good Standing</u>
Insurance Certificates Received (Date):	<u></u>	Expiration Date:	<u></u>
		Rating:	<u></u>
Payment and Performance Bonds Received (Date):	<u></u>	Rating:	<u></u>
Builders Risk Ins. Req'd:	Yes ☐	No ☐	If yes, has policy been purchased? <u></u>
(Only applicabale for projects above \$1,000,000)			

VII. TASK ORDER SELECTION (Project Manager to Complete)	
Reason Consultant Selected	☐ 1 Performance on past projects ☐ Quality of work ☐ On Time ☐ 2 Qualified Personnel ☐ 3 Availability of personnel ☐ 4 Local of personnel
☐ On Budget ☐ Accuracy of Construction Est	
Description of negotiation process and fee evaluation:	
Enter Supervisor Name Date Approved	

VIII.	AWARD INFORMATION
Date Submitted to Clerk for Agenda: _____	Approval Date _____ By: _____
Purchase Order No.: _____	Date Issued: _____ WH5 submitted
NTP Date: _____	(Only for PW Construction Projects)