

CONTRACT CHECKLIST

PROJECT INFORMATION									
Date: 2/18/2025		REQUESTING DEPARTMENT				Public Works			
Project Name:		WCV #26 & #28 SCADA							
Project Manager: Brent Blake		Contract Amount:				\$294,000			
Contractor/Consultant/Design Engineer:		Civil Survey / Challenger Companies							
Is this a change order? Yes ☐ No ☒ Change Order No. N/A									
II. BUDGET INFORMATION (Project Manager to Complete)						III. Contract Type			
Fund: 62		Budget Available (Purchasing attach report):				Construction ☒			
Department 3490		Yes ☒ No ☒		FY Budget: 2025		Task Order ☐			
GL Account 94300		Enhancement: Yes ☒ No ☐				Professional Service ☐			
Project Number: 11365.c						Equipment ☐			
Will the project cross fiscal years? Yes ☐ No ☒						Grant ☐			
IV. PROCUREMENT USE ONLY - GRANT INFORMATION (to be completed only on Grant funded projects)									
Grant #: N/A		Wage Determination Received		Wage Verification 10 Days prior to bid due date		Debarment Status (Federal Funded)			
		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 N/A			
(Bid Results Attached) Yes ☒ No ☐			(Ratings Attached) Yes ☐ No ☒			Date MSA Roster Approved:			
Typical Award Yes ☐ No ☒			Only received one bid submission						
If no please state circumstances and conclusion:									
Date Award Posted: 2/13/2025		7 day protest period ends:		N/A - no other bidders					
VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION									
PW License 12879		Expiration Date: 3/31/2025		Corporation Status		Active			
Insurance Certificates Received (Date): 2/17/2025		Expiration Date: 1/1/2026		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 applicable 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 Budget					
Check all that apply		☐ 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: February 18, 2025		Approval Date		By:					
Purchase Order No.:		Date Issued:		WH5 submitted		(Only for PW Construction Projects)			
NTP Date:									