

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	5/4/2021	REQUESTING DEPARTMENT	WW
Project Name:	WRRF DAFT Upgrades		
Project Manager:	Troy Thrall	Contract Amount:	\$618,400
Contractor/Consultant/Design Engineer:	JC Constructors		
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>3590</u> GL Account: <u>96155</u> Project Number: <u>11146.A</u>	Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2021</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 #: 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)	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: 6/4/2019			7 day protest period ends:			June 11, 2019			

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION									
PW License	14336		Expiration Date:	6/30/2021		Corporation Status	Active -Existing		
Insurance Certificates Received (Date):	5/3/2021			Expiration Date:	7/1/2021		Rating:	A	
Payment and Performance Bonds Received (Date):	5/3/2021				Rating:	A++			
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	☐ 1 Performance on past projects ☐ Quality of work ☐ On Time ☐ 2 Qualified Personnel ☐ 3 Availability of personnel ☐ 4 Local of personnel
Check all that apply ☐ 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:	May 4, 2021	Approval Date	May 11, 2021 By: _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted (Only for PW Construction Projects)	
NTP Date: _____			