

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	11/12/2024	REQUESTING DEPARTMENT	Public Works
Project Name:	WRRF Biosolids Dryer - ARPA Funded		
Project Manager:	David Briggs	Contract Amount:	\$5,797,532
Contractor/Consultant/Design Engineer:	The Ewing Co. / Brown & Caldwell		
Is this a change order?		Yes ☐	No ☒
		Change Order No.	N/A

II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type
Fund: <u>61</u> Department: <u>3590</u> GL Account: <u>96184</u> Project Number: <u>5040.0200.c</u>	Budget Available (Purchasing attach report): Yes ☒ No ☐ FY Budget: <u>2025</u> Enhancement: Yes ☐ No ☒	Construction ☒ Task Order ☐ Professional Service ☐ Equipment ☐ Grant ☐
Will the project cross fiscal years? Yes ☒ No ☐		

IV. PROCUREMENT USE ONLY - GRANT INFORMATION (to be completed only on Grant funded projects)			
Grant #: ARPA	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 _____		
(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:	<u>11/6/2024</u>	7 day protest period ends:	<u>November 13, 2024</u>
--------------------	------------------	----------------------------	--------------------------

VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION									
PW License	12003		Expiration Date:		7/31/2025		Corporation Status		Active
Insurance Certificates Received (Date):			11/13/2024		Expiration Date:		4/1/2025		Rating: A+
Payment and Performance Bonds Received (Date):			11/13/2024		Rating:				
Builders Risk Ins. Req'd:		Yes	☐	No	☐	If yes, has policy been purchased?			
(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. PROCUREMENT USE ONLY - AWARD INFORMATION			
Date Submitted to Clerk for Agenda:	November 12, 2024	Approval Date	By: _____
Purchase Order No.: _____	Date Issued: _____	WH5 submitted _____ (Only for PW Construction Projects)	
NTP Date: _____			