CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 10/1/2024 REQUESTING DEPARTMENT **Public Works**

Project Name: **Well #24 Water Treatment (Filter Tank Procurement)**

Project Manager: Brent Blake Contract Amount: **$861,150**

Contractor/Consultant/Design Engineer: **Tonka/Kurita**

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

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 62

Department 3490

GL Account 96149

Project Number: **11083.b**

Budget Available (Purchasing attach report): Yes ☑ No ☐

FY Budget: 2025

Enhancement: Yes ☑ No ☐

Will the project cross fiscal years? Yes ☐ No ☑

III. Contract Type

Construction ☐

Task Order ☐

Professional Service ☐

Equipment ☑

Grant ☐

IV. GRANT INFORMATION - to be completed only on Grant funded projects

Grant #: N/A

Wage Determination Received — Print and Attach the determination

Wage Verification 10 Days prior to bid due date — Print, attach and amend bid by addendum (if changed)

Debarment Status (Federal Funded) — 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 ☐

If no please state circumstances and conclusion:

Only one vendor bid on the solicitation

Date Award Posted: 7 day protest period ends:

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION

PW License N/A Expiration Date: Corporation Status Active-Goodstanding

Insurance Certificates Received (Date): N/A Expiration Date: Rating:

Payment and Performance Bonds Received (Date): 9/30/2024 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. AWARD INFORMATION

Date Submitted to Clerk for Agenda: October 1, 2024 Approval Date By:

Purchase Order No.: Date Issued: WH5 submitted

(Only for PW Construction Projects)

NTP Date: