

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	2/9/2024	REQUESTING DEPARTMENT	PW
Project Name:	E. Idaho Water & Sewer Main Replacements - Meridian Rd to NE 6th St.		
Project Manager:	Tyson Glock	Contract Amount:	\$4,230,433
Contractor/Consultant/Design Engineer:	Cougar Excavation		
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: 60	Budget Available (Purchasing attach report):	Construction ☒	
Department 3490-3590	Yes ☐ No ☒	Task Order ☐	
GL Account 95000	FY Budget: BA to Council 3/5	Professional Service ☐	
Project Number: 10567.B	Enhancement: Yes ☐ No ☐	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 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	
Award based on Low Bid		Highest Ranked Vendor Selected	
(Bid Results Attached) Yes ☒ No ☐	(Ratings Attached) Yes ☐ No ☐	Master Agreement Category _____	
Typical Award Yes ☒ No ☐		Date MSA Roster Approved: _____	
If no please state circumstances and conclusion: _____			
Date Award Posted: 2/8/2024 7 day protest period ends: February 14, 2024			
VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License PWC-C-16438	Expiration Date: 2/28/2025	Corporation Status	Active - Existing
Insurance Certificates Received (Date): 2/20/2024	Expiration Date: 9/22/2024	Rating:	A
Payment and Performance Bonds Received (Date): 2/20/2024	Rating: A+		
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			
Check all that apply ☐ Quality of work ☐ On Budget			
☐ 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 20, 2024	Approval Date: March 5, 2024	By: _____	Council
Purchase Order No.: _____	Date Issued: _____	WH5 submitted _____	
(Only for PW Construction Projects)			
NTP Date: _____			