

CONTRACT CHECKLIST

PROJECT INFORMATION									
Date: 9/12/2022		REQUESTING DEPARTMENT				PUBLIC WORKS			
Project Name:		SEWER MAIN REPLACEMENT - E. BROADWAY - NE 3rd to NE 6th							
Project Manager: Jared Hale		Contract Amount:				\$795,220			
Contractor/Consultant/Design Engineer:		Mountain Companies, LLC							
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):							
Department 3590		Yes ☒ No ☐							
GL Account 93505 & 95000		FY Budget: FY22							
Project Number: 10371.b		Enhancement: Yes ☐ No ☐							
Will the project cross fiscal years? Yes ☒ No ☐									
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			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: 9/12/2022 7 day protest period ends: September 19, 2022									
VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION									
PW License 53533		Expiration Date: 4/30/2023		Corporation Status		Active - Existing			
Insurance Certificates Received (Date): 9/2/2022		Expiration Date: 3/19/2023		Rating: A+					
Payment and Performance Bonds Received (Date): 9/6/2022		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: September 12, 2022		Approval Date		By: _____					
Purchase Order No.:		Date Issued:		WH5 submitted _____					
(Only for PW Construction Projects)									
NTP Date: _____									