

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	1/30/2024	REQUESTING DEPARTMENT	Public Works
Project Name:	Well 26 Water Treatment Facility		
Project Manager:	Dean Stacey	Contract Amount:	\$2,295,144
Contractor/Consultant/Design Engineer:	Irminger Construction /Merrick/ Ed Stowe		
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	3490	Yes ☒	No ☐
GL Account	96157	FY Budget:	2024
Project Number:	11084.E	Enhancement:	Yes ☐ No ☐
Will the project cross fiscal years?	Yes ☒	No ☐	
		Construction	☒
		Task Order	☐
		Professional Service	☐
		Equipment	☐
		Grant	☐
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	
Award based on Low Bid		Highest Ranked Vendor Selected	
(Bid Results Attached)	Yes ☒ No ☐	(Ratings Attached)	Yes ☐ No ☐
Typical Award	Yes ☒ No ☐		
If no please state circumstances and conclusion:			
Date Award Posted:	1/24/2024	7 day protest period ends:	January 31, 2024
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License	26529	Expiration Date:	1/31/2025
		Corporation Status	Active - Good Standing
Insurance Certificates Received (Date):	2/6/2024	Expiration Date:	3/11/2024
		Rating:	A+
Payment and Performance Bonds Received (Date):	2/6/2024	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 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:			
		Kyle Radek	1/30/2025
		Enter Supervisor Name	Date Approved
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda:	February 6, 2024	Approval Date	By: Council
Purchase Order No.:		Date Issued:	WH5 submitted
			(Only for PW Construction Projects)
NTP Date:			