

## CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>1/9/2025</u>	REQUESTING DEPARTMENT <u>Public Works</u>		
Project Name: <u>Can Ada Lift Station &amp; Gravity Line</u>			
Project Manager: <u>David Briggs</u>		Contract Amount: <u>\$22,470,000</u>	
Contractor/Consultant/Design Engineer: <u>Dasco of Idaho</u>			
<div style="display: flex; justify-content: space-between;"> <span>Is this a change order?</span> <span>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span> <span>Change Order No. <u>                    </u></span> </div>			

II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type
Fund: <u>65</u> Department: <u>3590</u> GL Account: <u>96144</u> Project Number: <u>10038.f</u>	Budget Available (Purchasing attach report): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> FY Budget: <u>2025 &amp; 2026</u> Enhancement: Yes <input type="checkbox"/> No <input type="checkbox"/>	Construction <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Professional Service <input type="checkbox"/> Equipment <input type="checkbox"/> Grant <input type="checkbox"/>
Will the project cross fiscal years? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

IV. PROCUREMENT USE ONLY - GRANT INFORMATION (to be completed only on Grant funded projects)			
Grant #: N/A	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)	<a href="http://www.sam.gov">www.sam.gov</a> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/>			(Ratings Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>				N/A		
Typical Award Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>							Date MSA Roster Approved:		
If no please state circumstances and conclusion:									

Date Award Posted: 12/26/2024 7 day protest period ends: January 2, 2025

VI. PROCUREMENT USE ONLY - CONTRACTOR / CONSULTANT REQUIRED INFORMATION										
PW License	9770		Expiration Date:	6/30/2025		Corporation Status	Active			
Insurance Certificates Received (Date):	1/8/2025			Expiration Date:	3/1/2025		Rating:			
Payment and Performance Bonds Received (Date):	1/8/2025				Rating:					
Builders Risk Ins. Req'd:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	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	<input type="checkbox"/> 1 Performance on past projects <input type="checkbox"/> Quality of work <input type="checkbox"/> On Time <input type="checkbox"/> 2 Qualified Personnel <input type="checkbox"/> 3 Availability of personnel <input type="checkbox"/> 4 Local of personnel
<div>Check all that apply</div> <div> <input type="checkbox"/> On Budget  <input type="checkbox"/> Accuracy of Construction Est         </div>	
Description of negotiation process and fee evaluation:	
<div>Enter Supervisor Name</div> <div>Date Approved</div>	

VIII. PROCUREMENT USE ONLY - AWARD INFORMATION			
Date Submitted to Clerk for Agenda:	January 9, 2025	Approval Date	By:
Purchase Order No.:		Date Issued:	WH5 submitted (Only for PW Construction Projects)
NTP Date:			