CONTRACT CHECKLIST

I. PROJECT INFORMATION

Date: 12/18/2024 REQUESTING DEPARTMENT **Public Works**

Project Name: **Well# 29 Pumping Facility Upgrades**

Project Manager: Brent Blake Contract Amount: **$233,000.00**

Contractor/Consultant/Design Engineer: **Cascade Enterprises, Inc.**

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

II. BUDGET INFORMATION (Project Manager to Complete)

Fund: 62

Department 3490

GL Account 96129

Project Number: **10461.Q**

Budget Available (Purchasing attach report):

Yes ☑ No ☐

FY Budget: FY 25

Enhancement: Yes ☑ No ☐

Will the project cross fiscal years? Yes ☐ No ☑

III. Contract Type

Construction ☑

Task Order ☐

Professional Service ☐

Supplies or Equipment ☐

Grant ☐

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

Grant #:	Wage Determination Received	Wage Verification 10 Days prior to bid due date	Debarment Status (Federal Funded)
N/A	N/A	N/A	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: December 6, 2024 7 day protest period ends: December 13, 2024

VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION

PW License 003516134 Expiration Date: 10/31/2025 Corporation Status Active

Insurance Certificates Received (Date): 12/10/2024 Expiration Date: 12/31/2024 Rating: **A+**

Payment and Performance Bonds Received (Date): 12/10/2024 Rating: **100%**

Builders Risk Ins. Req'd: Yes ☐ No ☑ 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

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: TBD Approval Date December 17, 2024 By: City Council

Purchase Order No.: TBD Date Issued: TBD WH5 submitted TBD

(Only for PW Construction Projects)

NTP Date: TBD