

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	<u>2/18/2025</u>	REQUESTING DEPARTMENT	Parks and Recreation
Project Name:	Meridian Homecourt HVAC Replacements		
Project Manager:	<u>Jake Garro</u>	Contract Amount:	\$212,409.00
Contractor/Consultant/Design Engineer:	Muskgrove Engineering		
Is this a change order? Yes ☐ No ☒ Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>01</u>	Budget Available (Purchasing attach report):	Construction ☒ Task Order ☐ Professional Service ☐ Supplies or Equipment ☐ Grant ☐	
Department: <u>5130</u>	Yes ☒ No ☐		
GL Account: <u>53100</u>	FY Budget: <u>2025</u>		
Project Number: <u>11580</u>	Enhancement: Yes ☐ No ☒		
Will the project cross fiscal years? Yes ☐ No ☒			
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: <u>N/A</u>	Wage Determination Received: <u>N/A</u> Print and Attach the determination	Wage Verification 10 Days prior to bid due date: <u>N/A</u> Print, attach and amend bid by addendum (if changed)	Debarment Status (Federal Funded): <u>N/A</u> 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: _____ Date MSA Roster Approved: _____	
(Bid Results Attached) Yes ☒ No ☐	(Ratings Attached) Yes ☐ No ☐		
Typical Award Yes ☒ No ☐ If no please state circumstances and conclusion: _____			
Date Award Posted: <u>February 11, 2025</u> 7 day protest period ends: <u>February 18, 2025</u>			
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License: <u>10231</u>	Expiration Date: <u>3/31/2025</u>	Corporation Status: <u>Active</u>	
Insurance Certificates Received (Date): <u>2/18/2025</u>	Expiration Date: <u>7/1/2025</u>	Rating: <u>A+</u>	
Payment and Performance Bonds Received (Date): _____	Pending Receipt	Rating: <u>100%</u>	
Builders Risk Ins. Req'd: Yes ☐ No ☒	If yes, has policy been purchased? _____		
(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. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>February 18, 2025</u>	Approval Date: <u>February 25, 2025</u>	By: _____	City Council
Purchase Order No.: <u>TBD</u>	Date Issued: <u>TBD</u>	WH5 submitted: _____	TBD
(Only for PW Construction Projects)			
NTP Date: <u>TBD</u>			