

CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date:	<u>8/6/2024</u>	REQUESTING DEPARTMENT	<u>Public Works</u>
Project Name:	<u>Well #17 and Well #25 - Construction of Water Blending Line (Phase 2)</u>		
Project Manager:	<u>Brent Blake</u>	Contract Amount:	<u>\$476,042.50</u>
Contractor/Consultant/Design Engineer:	<u>Challenger Companies, Inc.</u>		
		Is this a change order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Change Order No.	_____
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund:	<u>60</u>	Budget Available (Purchasing attach report):	
Department:	<u>3490</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Construction <input checked="" type="checkbox"/>
GL Account:	<u>96140</u>	FY Budget: <u>FY24</u>	Task Order <input type="checkbox"/>
Project Number:	<u>11277.b</u>	Enhancement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Professional Service <input type="checkbox"/>
Will the project cross fiscal years?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Equipment <input type="checkbox"/>
			Grant <input type="checkbox"/>
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #:	<u>N/A</u>	Wage Determination Received	<u>N/A</u>
		Wage Verification 10 Days prior to bid due date	<u>N/A</u>
		Debarment Status (Federal Funded)	<u>N/A</u>
		Print and Attach the determination	<u>www.sam.gov</u> Print and attach
		Print, attach and amend bid by addendum (if changed)	
V. BASIS OF AWARD			
BID		RFP / RFQ	TASK ORDER
Award based on Low Bid		Highest Ranked Vendor Selected	Master Agreement Category <u>N/A</u>
(Bid Results Attached) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		(Ratings Attached) Yes <input type="checkbox"/> No <input type="checkbox"/>	Date MSA Roster Approved: <u>N/A</u>
Typical Award Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If no please state circumstances and conclusion: _____			
Date Award Posted: <u>Monday, July 29, 2024</u>		7 day protest period ends: <u>Tuesday, May 21, 2024</u>	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW Contractor License: <u>PWC-C-12879</u>	Expiration Date: <u>3/31/2025</u>	Corporation Status: <u>Active-Existing</u>	
Insurance Certificates Received (Date): <u>8/5/2024</u>	Expiration Date: <u>1/15/2025</u>	Rating: <u>A+</u>	
Payment and Performance Bonds Received (Date): <u>8/5/2024</u>	Rating: <u>100%</u>		
Builders Risk Ins. Req'd: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, has policy been purchased? <u>N/A</u>	
<small>(Only applicable for projects above \$1,000,000)</small>			
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected	<input type="checkbox"/> 1 Performance on past projects	<input type="checkbox"/> On Budget	
<i>Check all that apply</i>	<input type="checkbox"/> Quality of work	<input type="checkbox"/> Accuracy of Construction Est	
	<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		
Description of negotiation process and fee evaluation: Lowest responsive and qualified bid.			
		Enter Supervisor Name	Date Approved
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>August 6, 2024</u>	Approval Date: <u>TBD</u>	By: <u>City Council</u>	
Purchase Order No.: <u>TBD</u>	Date Issued: <u>TBD</u>	WH5 submitted: <u>TBD</u>	
		<small>(Only for PW Construction Projects)</small>	
NTP Date: <u>TBD</u>			