

**ACQUISITION AGREEMENT
"CHECKLIST"**

Prepared by City of Sacramento, Department of Utilities
July 1998

- ✓ Plans and specifications will be approved by all appropriate City departments prior to bidding.
- ✓ Bid documents must be approved by City Project Manager.
- ✓ Improvement plans shall be competitively bid.
- ✓ Developer shall notify City Project Manager ten days prior to bid opening.
- ✓ Developer shall provide City Project Manager full set of final bid documents including any addenda.
- ✓ City Project Manager shall attend any pre-bid meetings and the public bid opening.
- ✓ Developer shall provide City Project Manager a summary of all bids, a copy of the low bid proposal, and a recommendation for award.
- ✓ Prior to awarding the construction contract, Developer must provide information showing that: there are no pending disputes over the bidding procedures, all bidders received the same set of bid documents, all applicable City approvals have been obtained, bid proposal has not been conditioned in any way.
- ✓ Developer shall comply with all CEQA requirements prior to construction contract award.
- ✓ Developer will award construction contract to lowest qualified bidder.
- ✓ All construction contracts will pay prevailing wages.
- ✓ Developer will allow City to review and inspect the Improvements using the same standards which would be applied to a City public works project.
- ✓ Improvements will be constructed in full compliance with the plans and specifications.
- ✓ All construction change orders will be approved in the same manner as the approved plans and specifications.
- ✓ Final inspection and acceptance of improvements by the City shall be determined in accordance with the City's Standard Specifications.

The purpose of this document is to provide basic guidelines to partially satisfy the requirements of an acquisition agreement. This document is not intended to satisfy Developer's due diligence requirements, and is not intended as a reliance document for any purpose. When adopted, the contents of the Acquisition Agreement will supersede this document.