

**NORTHSHORE SCHOOL DISTRICT NO. 417**  
**CAPITAL PROJECTS DEPARTMENT**  
 22105 23rd DR SE, BOTHELL WA 98021  
**PUBLIC WORKS CONTRACT CHECKLIST**  
 Projects over \$2,500

Contractor: \_\_\_\_\_ PO# \_\_\_\_\_  
 Project: \_\_\_\_\_ Amount \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone/Email: \_\_\_\_\_

Received Received

**Documents needed prior to start of work/first payment:**

Signed Sworn Statement for Bidder Responsibility \_\_\_\_\_  
 Performance/Payment Bond \_\_\_\_\_ OR 10% retainage in lieu of \_\_\_\_\_  
*(required if contract \$150,000 or more)* *(option if contract less than \$150,000)*  
 Certificate of Insurance \_\_\_\_\_ Builder's Risk Insurance \_\_\_\_\_  
*(if requested by Owner)*  
 Statement of Intent to Pay \_\_\_\_\_ List of Subcontractors \_\_\_\_\_

**Contractor's Option for Retainage - Projects over \$150,000:**

Escrow Account \_\_\_\_\_ OR Public Body \_\_\_\_\_  
 OR Bond \_\_\_\_\_

**Complete Project Acceptance**

Acceptance by PM/CM \_\_\_\_\_ 45 days up on: \_\_\_\_\_  
 Date of Final Invoice \_\_\_\_\_ 60 days up on: \_\_\_\_\_  
 Acceptance by Board or Rep \_\_\_\_\_

**Notice of Completions - Projects over \$35,000:**

DOR & ESD \_\_\_\_\_ L&I \_\_\_\_\_  
*(Send after project acceptance)* *(send after all AWP's rec'd)*

**Documents needed before release of retainage:**

**All Projects:**  
 Affidavit of Wages Paid \_\_\_\_\_  
 Lien Releases \_\_\_\_\_

**Projects over \$35,000:**  
 Dept. of Revenue Release \_\_\_\_\_  
 Employment Security Release \_\_\_\_\_  
 L & I Release \_\_\_\_\_  
 Certificate of Liens/No Liens \_\_\_\_\_

**Projects over \$1,000,000:**  
 Apprenticeship Utilization Proof \_\_\_\_\_

**Release of Retainage** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Refer to *NSD General Requirements & Conditions* and *Public Works Contract Document*