

**PUBLIC WORKS
PROJECT CHECKLIST
(Other than those with state matching funds)**

The checklist is intended as a tool for districts to use if they desire. As with any tool, it should be tailored by the district to meet its needs. The checklist is intended to be general in nature. Not all items will apply to all contracts and items that may apply to specific contracts may not be included.

	BY/DATE COMPLETED
1. Board Approval For Contract	_____
2. Assemble Bid Package, Including:	_____
— Cover Sheet w/project description, title, and location	_____
— Table of Contents	_____
— Request for Bids	_____
— Bid Specifications	_____
— Bid Proposal Form	_____
— Technical Specification w/ Detailed Project Scope of Work	_____
— Applicable Drawings	_____
— Deadline	_____
3. Compile A List Of Contractors Using The Small Works Roster & Other Capable, Licensed Firms You May Want To Bid The Project. (Consider if list contains MBE and WBE contractors)	_____
4. Plan A Pre-Bid Meeting. Create An Agenda Send Bid Packages To Interested Contractors With Notice Of Pre-Bid Meeting Time And Date	_____
5. Hold Pre-Bid Meeting	_____
6. Compile Contractor Questions & Answers Into An Addendum To Contract Documents (if needed).	_____
7. Distribute Addendum To All Contractors Who Received A Bid Package	_____
8. Receive And Open Bids: (Minimum 2 staff present to open bids)	_____
— Record date, time and initials on all bids received upon receipt	_____
— Open bids with minimum 2 staff	_____
— Record bids on Bid Summary Sheet	_____
9. Board acceptance as apparent low bidder or most qualified Notify All Bidders Of Bid Results	_____

10. Prepare Contract

- Contract w/Bond Waiver or Retainage Bond Form
- Letter of Transmittal
- Retainage Investment Form
- Transmittal to Insurance Agent attach Certificate of Insurance Form, Insurance Requirements, and Request for Bond Form*
- Summary of Procedures
 - (50% retainage in lieu of bond if contract less than \$25,000-[RCW 39.08.10])

11. Send Contract To Contractor

12. Receive Contract Back From Contractor

13. Verify Contract Requirements Have Been Met:

- No changes to document have been made by contractor
- Contract is signed
- Contractor is licensed (call L & I Contractor Registration (360) 902-5226)
- Insurance coverage is on State Certificate
- Insurance certificate shows required coverage
- Insurance Effective Dates cover contract period
- Insurance Company is recognized by the Office of the Insurance Commissioner (phone (360) 407-0538)
- Payment and Performance Bond Waiver is signed/or Retainage Bond Form/Agreement

14. Have Contracting Officer Sign Contract

15. Give Contractor Notice To Proceed (NTP)

- Send Contractor NTP Transmittal
- Send Invoice Voucher forms/instructions
- Send L & I the Notice of Award

16. Obtain Signed Contract, NTP Transmittal and L & I Notice Of Award Letter To Contract (required if contract over \$10,000 [RCW 39.12.040])

17. If Change Order Required:

- Complete A Cost Estimate Detail Sheet And Attach As Backup (no back up required for C.O.s less than \$1,000.00)

18. Have Contracting Officer Sign The Cop

- Distribute Copy to Contractor
- Keep original Change Order for District File

A vertical grey bar on the right side of the page, containing horizontal lines that serve as a progress tracker for each item on the checklist. The lines are positioned to the right of the corresponding text items.

