

**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 | _____ |

