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.

		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])			
\$23,000-[RCW 39.06.10])			
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 C' C			
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 Con			
18. Have Contracting Officer Sign The Cop			
— Distribute Copy to Contractor Keep original Change Order for District File			
Keep original Change Order for District File			

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19. Receive Contractor's First Invoice For Payment	
Copy of Intent to pay prevailing wages received	
Verify/approve percentages claimed complete	
Approve invoice for payment	
ripprove invoice for payment	
20. Conduct Final Walk Through Of Project	
 Create Punchlist if necessary 	
 Verify Punchlist items are corrected 	
 Declare project complete/establish Acceptance Date 	
- · · -	
 — Issue Acceptance Letter 	
21. Send Notice Of Completion Of Public Works Contract Form:	
- For contracts less than \$20,000, send directly to Employment	
Security	
•	
- For contracts over \$20,000, Send to Dept. of Revenue	
22. Final Payment	
 Lien period has expired (45 days from the Acceptance Date*) 	
— Elen period has expired (+5 days from the Acceptance Date)	
 Receive Affidavit of Wages Paid from Contractor (Attach list, RCW 39.12.040) 	
,	
— Receive release from L & I	
 Receive release from Employment Security 	
 Receive release from Dept. of Revenue for contracts over 	
\$20,000	
• If lien is received during this period, date of release	
23. Release Contract Retainage (RCW 60.28.010)	

Important Telephone Numbers

L & I, Contractor Registration (360) 902-5226

www.wa.gov/lni/contractors

L & I Contracts Release (360) 902-4762

Employment Security, Compliance (360) 902-9620

Dept. of Revenue (360) 753-3830

Office of the Insurance Commissioner (360) 407-0538

www.insurance.wa.gov

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