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.

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


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
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

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*)
   — 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]