

CONTRACT CHECKLIST

Contract Name: _____

Contract Number: _____

Bid Opening Date _____

BID REVIEW CHECKLIST

- ___ Check all price X quantity arithmetic checked
- ___ Check all bid totals checked
- ___ Are there limiting statements made by the contractor?
- ___ Verify Bid Bond (Quantity and Validity)
- ___ Verify if the Contractor is a resident or Non-Resident Bidder (Bid Preference to be applied as needed)
- ___ Verify contractor identification information is correct.
- ___ Verify bid is signed by an authorized agent of the contractor
- ___ Verify Contractor's Board Registration (is it valid through life of project?)
- ___ Verify Federal Tax ID Number is provided
- ___ Verify First-Tier Subcontractor Disclosure Form was provided within 2 hours of bid opening

PRE-NOTICE OF AWARD CHECKLIST

- ___ Verify the contractor is not on the Construction Contractors Board list of ineligible contractors
- ___ Verify the contractor is not on the Bureau of Labor and Industries list of ineligible contractors
- ___ Complete Responsible Bidder Determination Form
- ___ Send Notice of Intent to Award to all bidders (7-days before award)

BEFORE Executing CONTRACT CHECKLIST

- ___ Performance Bond
- ___ Payment Bond
- ___ Liability Insurance Certificate
- ___ Worker's Compensation Insurance Certificate

AFTER-AWARD CHECKLIST

- ___ Return all bid bonds and securities to other bidders
- ___ Send all of the following to BOLI:
 - ___ Notice of Award (BOLI Form WH-81 in Prevailing Wage Book)
 - ___ Responsible Bidder Determination Form
 - ___ BOLI Fee—0.1% of the contract price, but no more than \$7,500 or no less than \$250.