

Construction Project Name

Responsible Project Officer for City _____

Contract Checklist for Purchasing:

- _____ Set of **original** bid documents
- _____ Original Bids (all) and Bid Evaluations
- _____ Notice of Award (Supplier now has 10 days to secure payment and performance bond)
- _____ Proof of Insurance
- _____ Proof of Workman's Comp
- _____ Ineligible Workers Certificate
- _____ Contract /Agreement (executed)
- _____ Notice to Proceed (*City must be in receipt of Payment & Performance Bonds)
- _____ *Performance and Payment Bonds
- _____ Requisition
- _____ Purchase Order
- _____ Change Orders
- _____ If project is a Partnership (Copy of cost-sharing agreement required)
- _____ Final Payment and Retention Request
- _____ Waiver and Release
- _____ Evaluation of Contractor's Performance