

# Construction Project Name

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## Contract Checklist for Purchasing:

\_\_\_\_\_ Set of original bid documents

\_\_\_\_\_ Original Bids (all)

\_\_\_\_\_ Notice of Award

\_\_\_\_\_ Proof of Insurance

\_\_\_\_\_ Proof of Workman's Comp.

\_\_\_\_\_ Contract / Agreement (executed)

\_\_\_\_\_ Notice to Proceed

\_\_\_\_\_ Performance & Payment Bonds

\_\_\_\_\_ Purchase Order

\_\_\_\_\_ Change Orders