



	Date	√
Project Approval by Board of Commissioners		<input type="checkbox"/>
Project Included in Current Budget		<input type="checkbox"/>
Bid proposal & specification package completed		<input type="checkbox"/>
Publication of Call for Bids		<input type="checkbox"/>
Affidavit of Publications		<input type="checkbox"/>
Opening of Bids		<input type="checkbox"/>
Create Recap and Perform Bidder Evaluations		<input type="checkbox"/>
Identify low Bidder		<input type="checkbox"/>
Check References		<input type="checkbox"/>
Check WA L&I website for license, band, and any claims		<input type="checkbox"/>
Award of Bid by Board of Commissioners		<input type="checkbox"/>
Notice to Successful Bidder		<input type="checkbox"/>
Contract Signed by Board & Contractor (upon attorney approval)		<input type="checkbox"/>
Contractor Provided Performance Bond		<input type="checkbox"/>
Contractor Provided Evidence of Insurance		<input type="checkbox"/>
Department Letter of Notice to Proceed		<input type="checkbox"/>
Notify Other Bidders of Award & Return Bid Bonds		<input type="checkbox"/>
Preconstruction Conference		<input type="checkbox"/>
Maintain Meeting Notes (Attendees & Discussion of Agreements)		
Contractor Filed Intent to Pay Prevailing Wage w/ WA L&I		<input type="checkbox"/>
Document/Submit Change Orders (if Necessary)		<input type="checkbox"/>
Acceptance of Project		<input type="checkbox"/>
Projection Completion		<input type="checkbox"/>
Start of 30 Day Period for Retainage		<input type="checkbox"/>
File Notice of Completion w/ WA DOR (Form Rev31 0020)		<input type="checkbox"/>
Contractor Requests Release of Liability from WA L&I		<input type="checkbox"/>
Affidavit of Wages Paid Received from WA L&I		<input type="checkbox"/>
Letter of Release of Contractor Liability Received from WA L&I		<input type="checkbox"/>
Certificate of Payment of Excise Tax Received from WA DOR		<input type="checkbox"/>
Release of Retainage		<input type="checkbox"/>