



FACILITIES DIVISION

CONTRACT AWARD CHECKLIST – NTP CHECKLIST

PROJECT: _____

PROJECT #: _____

BID OPENING DATE: _____	LOW BIDDER: _____
BID EXPIRES: _____	AMOUNT: _____
ARCHITECT: _____	LOI DATE: _____
BID TAB DATE: _____	PCC DATE: _____

The following items are provided by the Contractor through the Architect after issuance of LOI. The Architect verifies accuracy of each and submits the complete package.

- Contract Agreement for Construction – 5 copies (ABC Form C-5)
- Bonds for Performance and Materials - 5 copies (ABC Form C-6 & C-7)
- Insurance, Including Builder's Risk
- Superintendent's Resume
- List of Sub-Contractors (w/Letter of Recommendation by Architect)
- Application for Payment Form (Cost Breakdown)
- Construction Schedule
- Disclosure Form
- BCIA – 45-day Report

The following is provided by the Department of Project Management Services/Design Build Services:

- "Notice to Proceed" to be issued by DPMS/DBS Director
- * Building Administrator/User Request for NTP (memo, e-mail, etc.)
- * OH&S Asbestos Survey Results
- * *Required to issue a NTP*
- Bid Bonds are returned to All Bidders Except the Low Bidder