

# PROJECT FILE CHECKLIST

**Contractor Name:**

**Project Name:**

**Project Amount:**

**Date:**

- BIDS
  - Under \$50- 1 bid
  - \$50K - (less than) \$100K- 3 sealed bids
  - \$100K - (less than) \$250K- Public bid
  - \$250K and more- Public bid
- BID TALLY SHEET
- CONTRACT READY AND SIGNED
  - Date:
- CONTRACTOR'S INSURANCE
  - Received from insurance company
  - Date:
- E-VERIFY NUMBER (if over 10 employees)
- IMMIGRATION /SECURITY AND OTHER FORMS
  - Contractor Affidavit
  - Subcontractor Affidavit (if applicable)
  - Tax Compliance (over 100K)
  - Supplier General Information Form
  - Certificate of Non-Collusion
  - W-9 Form
- BONDS
  - Not applicable
  - Bid bond
  - Performance bond
  - Payment bonds
- CORLIS CUMMINGS SIGNATURE
- REQUISITION /P.O.
  - P.O Number
- NOTICE TO PROCEED
- PROJECT START DATE
- ASSIGNED PROJECT MANAGER
  - Name
  - Contact
- PROJECT COORDINATION WITH CLIENT
  - Client
  - Contact