



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Office of Facilities Improvements  
 Bond Program Manager: Steve Massetti  
 2828 4th Street  
 Santa Monica, CA 90405

**CONSTRUCTION CMAS, GSA or PIGGYBACK CONTRACT INITIATION CHECKLIST**

DATE: \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Construction Manager:** \_\_\_\_\_

ITEM	COPY		Summary/Explanation
	NO	YES	
1 Public Works Project Requirements Documents			
2 Signed Agreement			
3 Fingerprinting Certification Form			
4 DVBE Participation Goal/Report			
5 Payment Bond (if over \$25,000)			
6 Insurance Certificates			
7 Request of Taxpayer Identification Number and Certification (W-9)			
8 Contractors License Detail			
9 DIR Registration Requirement/Verification			
10 Board Award Minutes			
11 Board Authorization To Use Contract			
12 Proposal			

**SIGN OFF** \_\_\_\_\_

**Distribution:**

**Hard Copy** - Ashraf Contract File

**Electronic Copy Via Email** - Ashraf, Kathy, PM/CM