



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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

CONSTRUCTION CONTRACT INITIATION CHECKLIST

DATE: _____

School Name: _____

Project Name: _____ Bid # _____

Contractor Name: _____

Construction Manager: _____

ITEM	COPY		Summary/Explanation
	NO	YES	
1 Notice to Contractors Calling for Bids (00 10 00)		✓	
2 Summary of Work (01 10 00)		✓	
3 Bid Opening Tally		✓	
4 Bonds (Bid, Performance & Labor and Material)		✓	
5 Sub-Contractor's List		✓	
6 Request of Taxpayer Identification Number and Certification (W-9)		✓	
7 Insurance Certificates		✓	
8 Notice of Intent		✓	
9 Board Award Minutes		✓	
10 Notice of Award		✓	
11 Signed Notice to Proceed		✓	
12 Signed Agreement		✓	
13 Escrow Information			N/A
14 Legal Ad Proof		✓	
15 Other			N/A

 SIGN OFF

Distribution:

Hard Copy - Ashraf Contract File

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