



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

CONSTRUCTION LLB CONTRACT INITIATION CHECKLIST

DATE: _____

School Name: _____

Project Name: _____

Contractor Name: _____

Contruction Manager: _____

ITEM	COPY		Primary/Explanation
	NO	YES	
1 RFQ & RFP issued whichever is applicable including Board Approval of Procedures & Guidelines for LLB Procurement			
2 Executed LLB Contracts (Site & Facilities Lease)			
3 Bonds (Performance & Labor and Material)			
4 Taxpayer Identification Number and Certificate (W-9)			
5 Contractors License Detail from CSLB & DIR Registration # including Expiration Date			
6 Insurance Certificates			
7 Notice of Intent			
8 Board Award Minutes			
9 Notice of Award			
10 Signed Notice to Proceed			
11 Escrow Information			
12 Other			

SIGN OFF _____

Distribution:
 Hard Copy - Ashraf and Contract File
 Electronic Copy Via Email - Ashraf, Kathy, PM/CM