

BID OPENING & AND AWARD PROCESS AND REQUIRED CONTRACT DOCUMENTS CONSTRUCTION

BID OPENING

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|--|-------------------------------------|
| Open All Bids and Read Aloud | ☒ |
| Log All Information on Bid Results Sheet | ☒ |
| State Apparent Low Bid | ☒ |

AWARD PROCESS

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|---|-------------------------------------|
| Complete Bid Abstract | ☒ |
| Have City PM Confirm Low Bid | ☒ |
| Verify Public Works License | ☒ |
| Verify Sub-Contractor Licenses | ☒ |
| Verify Current Corporate Status | ☒ |
| Re-Verify Contract Value is Within Budget Report | ☒ |
| Complete and Issue Notice of Intent to Award | ☒ |
| Complete Construction Contract | ☒ |
| Fill In Current Information on Contract Checklist | ☒ |
| Complete and Issue Conditional Notice of Award | ☒ |
| Create Council Memo | ☒ |
| | ☐ |

Upon Receipt of Signed Contract, Insurance & Bonds

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|---|-------------------------------------|----|
| Verify Insurance Meets Bests Rating of A- or Better | ☒ | A |
| Verify Bonds Meet Bests Rating of A- or Better | ☒ | A+ |
| Complete Council Award Memo | ☒ | |
| Complete Contract Checklist | ☒ | |
| Submit for Next Agenda for Approval | ☐ | |

