Hard-Bid
Post Bid Submittal Checklist

Projects Over $60,001

School and Project: ________________________________________________________________

Bid Package No: __________________________ CM Firm/Dept: __________________________

Contractor: _______________________________ Contract: $ ___________________

Board Date: ____________________________

☐ SJUSD - Form of Contract
☐ Exhibits A through J
☐ Current Contractor’s State License Board Report
☐ PWC 100 Document
☐ DIR Registration #
☐ W-9
☐ Contractor Certification Form (Badges)
☐ Payment (Labor & Material) Bond $ __________
☐ Performance Bond $ __________
☐ Local Contact for Surety
☐ Confirmation of CA Dept. of Insurance Bests’ rating of no less than (A-) Level VII
☐ Insurance Certification
  • General Liability Insurance: $1,000,000 per occurrence
  • General Aggregate: $2,000,000 including waiver of subrogation
  • Worker’s Compensation: $1,000,000 including waiver of subrogation
  • Automobile Liability: $1,000,000 including waiver of subrogation
☐ Additional Insured Endorsements Document (applies to general liability and auto)
☐ Builder All Risk Insurance, or Installation Floater Certificate/Policy, or Equivalent Insurance to equal 150% of contract value. Confirmed with Evidence of Property Insurance Document preferred. If N/A SJUSD Facilities Signature Required. ____________________________
☐ Contractor Affidavit of Public Works Compliance if applicable
☐ Safety Supervisor and Safety Manual
☐ Names of Signature Authorities
☐ List of all Subcontractors and Suppliers

__________________________________________
District Representative