

WORK ORDER CHECKLIST FOR CONTRACTOR

(This Checklist is intended for Prequalified Contractors, ONLY!)

□ **1 ORIGINAL – MAINTENANCE BOND (*Public Quantities, ONLY*)**

(BOND NOT REQUIRED FOR PRIVATE QUANTITIES)

- Make sure page 3 has original signatures.
- Make sure page 4 has original signatures and **seal for surety and notary.**
- Make sure the **public items cost** on the contract is the dollar amount on the bond.
- **Private quantities** noted on contract **do not** need bonding.
- All Private Development **PD, DD, PV and SD** projects must have a **2-year bond** for the entire cost of the **public** items on the project.

□ **1 ORIGINAL SIGNED CONTRACT**

- All quantities on contract **must read exactly the same** as on the **approved plans.** *NO EXCEPTIONS*
- Must be signed by the Developer and the Contractor

□ **1 ORIGINAL SIGNED INSURANCE CERTIFICATE WITH NOTARY**

- Must be at least \$1 million Umbrella or Bodily Injury coverage
- Must name Oklahoma City as additional insured and certificate holder
- Expiration date must be current year and insurance company needs to provide updated Insurance Certificates, as needed
- **1 original Notary Statement for Agent signing on insurance certificate**
- **1 Worker's Compensation Insurance** document is also required. Expiration date must be current year and insurance company must provide updated Insurance Certificates as needed.

□ **PAYMENT FOR INSPECTION FEES**

- Inspection fees are based on total (**public and private work**) price of contract (scope of work performed). *No erosion control items are to be counted in the cost of the contract or in calculating fees.*
- See Engineering Fee Rate Schedule (inspection fee to be paid).

□ **ADDITIONAL SUPPORT DOCUMENTS (*PD---paving plans only*)**

- Provide one copy of Asphalt or Concrete mix design.

HR/jfg
8-31-10