Checklist for Construction Contract Activation

Contract # \_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_ Contract in AASHTOWare Project (PrC)
2. \_\_\_ Correct Lead FIN # and FA # (if applicable)
3. \_\_\_ Correct Vendor with Surety & Insurance
4. \_\_\_ Has Resident yard been assigned
5. \_\_\_ Bid Days Correct
6. \_\_\_ Bid Amt. Correct
7. \_\_\_ Time Charges = AD/AT (Check Contract docs)
8. \_\_\_ Contract Type correct (Check Contract docs) i.e., CC, CDB, TO, TOPB, etc.
9. \_\_\_ LD rate Correct (Check Spec Package PrC default to $1.00)
10. \_\_\_ Auto Liquidated Damages box checked if required by district
11. \_\_\_ Price Adjustment Ind (Check contract for requirements)
	1. Adjustment Indices (Gas & Diesel) have been added to each FIN project
	2. Price Adjustment Base Date set same as Letting Date in PrC Critical Dates tab.
12. \_\_\_ All necessary Critical Dates
13. \_\_\_ PM and PA assigned
14. \_\_\_ Project Type & Work Type correct for each Project (Check Spec Pkg)
15. \_\_\_ Contract Funding Correct
16. \_\_\_ Contract eligible for EED (CC, CLS, CDB)
17. \_\_\_ Contract Estimate Approval levels setup correct
18. \_\_\_ Contract Work Type

Contract Activator User ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Activated \_\_\_\_\_\_\_\_\_\_\_\_