



**Ohio Attorney General
Construction Contract Checklist
(Revised September 2025)**

DATE: _____

AGENCY/COLLEGE/UNIVERSITY: _____

PROJECT NUMBER: _____

COORDINATOR: _____

Email: _____ Phone: _____

CONTRACTOR: _____

**WHEN SUBMITTING A CONTRACT FORM FOR ATTORNEY GENERAL APPROVAL, PLEASE ALSO
SUBMIT COPIES OF THE FOLLOWING DOCUMENTS IN THIS ORDER. PLEASE DO NOT INCLUDE ANY
DOCUMENTS NOT LISTED BELOW:**

- ☐ Signed checklist
- ☐ Copy of contract signed by agency/college/university and vendor, with signed treasurer's certification when applicable
- ☐ Current Secretary of State Good Standing Certificate (for out-of-state contractors only);
- ☐ Secretary of State website printout showing the contractor's name in Active status (when a Good Standing is not submitted);
- ☐ Purchase Order;
- ☐ Unexpired BWC Certificate;
- ☐ Bid Guarantee and Payment and Performance Bond on OFCC forms with current Power of Attorney (all pages) and unexpired Department of Insurance Certificate;
- ☐ Approved Controlling Board request (when applicable);
- ☐ BWC approved DFSP Certificate;
- ☐ 9.24 Search printout, initialed by the Project Coordinator;
- ☐ Bid Extension Letter(s) (when required, covering the date the submission was sent to the AGO);
and
- ☐ Bidder Rejection Letter(s) (when applicable)

PROJECT DESCRIPTION: _____

CONTRACT PROVISIONS: Time of Completion: On or before _____ days

Contract Price: \$ _____

STATE AGENCY CONSTRUCTION CONTRACT CHECKLIST (Continued)

DOCUMENTS & CERTIFICATES:

- Secretary of State Good Standing Certificate (For out-of-state contractors only):

Date: _____ N/A ☐

- Purchase Order Amount(s): \$ _____ Date: _____

- Worker's Compensation Certificate: Date: _____ Expires: _____

- Bid Guarantee, Payment, and Performance Bond:

Company: _____

Date Issued: _____

Surety Agent's Name: _____

Dept. of Insurance Certificate: Dates Valid: _____ to _____

- Controlling Board Release: \$ _____ Date: _____ N/A ☐

- Treasurer's Certification (Two year colleges only): Date: _____

- Drug Free Safety Certification: Verification Check: _____

- Unresolved Findings for Recover R.C.9.24: Approval Date: _____

- EDGE Participation (If applicable) Date: _____

CONTRACT AWARD

- Contract Sum within 110% of estimate (if multiple contracts, aggregate price within 110% of aggregate estimate): Yes ☐ No ☐
- Electronically Published Notice (at least 14 days prior to bid opening; electronic publication required): Date: _____ If Rebid, Date of Electronic Publication: _____
- Bid Opening Date: _____
- Latest permitted date for contract execution (later of (a) 60 days from bid opening or (b) bid extension expiration date): _____
- If the final contract signature will take place more than 60 days after the bid opening date, a bid extension letter signed by the contractor will be required: ☐ Attached
- Bid Extension: Yes ☐ No ☐
- Awarded to lowest bidder: Yes ☐ No ☐ (If no, submit rejection letter(s) to low bidder(s))
- Were standard contract forms modified? (added or deleted language) Yes ☐ No ☐
(If yes, include explanation)

SUBMITTED BY (PLEASE SIGN): _____ Date: _____
(MUST HAVE SIGNATURE OF PROJECT COORDINATOR)

APPROVED BY ATTORNEY GENERAL: _____ Date: _____