**Items that must be completed**

**Before a contractor can start work**

1. Contractor must have a fully executed Contract.

**ALL** **the following items must be completed before the Central Office Bureau of Highway Construction Director can add his signature to the contract which completes full execution of the contract.\*\*\***

* DBE Commitments turned in by the contractor and signed off by the DBE Office.
* Contract returned from the contractor with appropriate seals and signatures.
* The Performance & Payment Bond returned from the contractor with the contract with appropriate seals, signatures, and attachments.
* The governor puts his signature on the DT 25 form, which authorizes the contract to be approved by the BHC Director.

**\*\*\*When the contract has been fully executed, Central Office Bureau of Highway Construction will notify the Region Office, the Contractor, and WTBA.**

1. The following Contract Administration items must also be completed.

* Contractor must have a region approved Erosion Control Implementation Plan (ECIP)
* Contractor must have approved sublet request forms
* Contractor must have a region accepted work schedule
* Contractor must have completed the Preconstruction meeting with the region.
* Any other items required by contract before construction can begin (i.e. permits, public meetings, etc.)
* Region must issue a Start Notice to the contractor on all working day, calendar day, and completion date contracts. Request for Notice to Start/Resume Work Order form is found in Pantry Software/SE Region. Complete and submit to Karen Roberts: [Karen.roberts@dot.wi.gov](mailto:Karen.roberts@dot.wi.gov)