

CONTRACT PROCESSING FORM – DESIGN/BUILD

Project # _____

DATE: _____ **CAMPUS:** _____

PROJECT TITLE: _____

NAME OF CONTRACTOR: _____

Please verify the following information is attached:

- _____ Construction Contract
 - ___ Contractor Signature
 - ___ Corporate Seal on Contract

- _____ Notice to Proceed (3 copies) for Signature

- _____ Tax Exempt Cer'tificate for Signature

- _____ Performance Bond
 - ___ Manually Signed
 - ___ Corporate Seal on Bond

- _____ Labor & Material Bond
 - ___ Manually Signed
 - ___ Corporate Seal on Bond

- _____ Insurance
 - ___ General Liability w/Curators named as Add'l Insured (\$2M - \$5M aggregate)
 - ___ Auto Insurance, Any OR Owned/Hired/Non-owned (\$2M)
 - ___ If no company owned autos, letter on company letterhead stating such
 - ___ Workers Comp Insurance (\$1M across the board)
 - ___ Builder's Risk (amount of construction contract, minimum)

- _____ Campus Funding Approval

- _____ Board Backup – Project Approval

- _____ Construction Backup (if over \$500,000 construction cost)
 - ___ Save to FPD Construction Backup folder in appropriate quarter

- _____ D/B Selection Summary/Evaluation
 - ___ Recommended proposal
 - ___ RFP, if not included in proposal
 - ___ Supplier Diversity, if not included in proposal
 - ___ Financial Proposal, if not included in proposal
 - ___ Name of selection committee members

- _____ Consultant Recommendation Letter