

Contract Signing Checklist

OWNER / CONTRACTOR (GC)

- Copies of Contracts (4 minimum)
- RD Compliance Statements
 - Form RD 400-6 (>\$10,000) Compliance Statement for EEO **(by GC)**
 - Form AD 1048 (> \$25,000) Debarment **(by GC)**
 - RD Instruc. 1940-Q Exhibit A-1 (>\$100,000) Lobbying Disclosure **(by GC)**
- Payment and Performance Bonds with date of contract or later and amount = or > than contract
- Surety's Power of Attorney
- Certificate of Insurance with proper amounts and Additional Insured listed
- Proof of Builder's Risk Policy (for amount of contract)
- Corporate Seals (Owner and Contractor)
- General Contractor's - Power of Attorney / Corporate Resolution
- Notice of Award
- Notice to Proceed
- All Signed Contracts and Bonds to be sent to Owner's Attorney for review **(Sign Cert. Of Owner's Att.)**
- List of Sub Contractors
- Copies of Construction Values (break down for lump sum contracts)
- Copies of Construction Schedule

RURAL DEVELOPMENT

- Department of Labor Form
- Debarment Search
- Pre-Con Form
- RD Sign off on Contract
- Review of project tracking / pay request form
- Review Bonds for TC 570 list
- Monthly Meeting Agenda

| <u>INSURANCE AMOUNTS</u> | <u>RUS</u> | <u>CF</u> |
|----------------------------------|------------|-----------|
| Worker's Comp. | 500,000 | |
| Gen'l Liability | | |
| - Gen. Agg. | 2,000,000 | |
| - Products | 1,000,000 | |
| - Pers. & Advert | 1,000,000 | |
| - Ea. Occur. (Bodily & Property) | 1,000,000 | |
| - Excess/Umbrella Liability | 5,000,000 | |
| Auto Liability | 1,000,000 | |