

Rev. 11/2003

RURAL UTILITIES SERVICE WATER AND/OR WASTE ASSEMBLY OF CONTRACT DOCUMENTS

- ___ 1. Certificate of Insurance - Attached to left inside cover (coverage should be in amounts as required in General Conditions - RUS Bulletin 1780-13, Attachment 9, page 17, paragraph 21.3.1) and must provide for 15 days written notice of cancellation as required by General Conditions, page 16, paragraph 21.2. Terms must cover construction time.
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 2. Title Page.
- ___ 3. Engineer's Certificate of No Change in Federal Contract Documents - dated, signed and sealed.
Note: If changes are made, a description of changes shall be noted.
- ___ 4. Table of Contents.
- ___ 5. Advertisement for Bids (RUS Bulletin 1780-13, Attachment 1), (2 pages).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 6. Information for Bidders (RUS Bulletin 1780-13, Attachment 2), (3 pages).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 7. Supplemental Information for Bidders - Lobbying Requirements (4 pages).
<http://www.rurdev.usda.gov/tx/rusforms.htm>
<http://rdinit.usda.gov/regs/regs/exh/ex1940q.pdf>
- ___ 8. Bid (RUS Bulletin 1780-13, Attachment 3), (3 pages).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 9. Bid Bond (RUS Bulletin 1780-13, Attachment 4), (2 pages), with the following statement attached to Bid Bond (5% of the total amount of the bid):
<http://www.usda.gov/rus/water/regs-bulletins.htm>

"IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located."
- ___ 10. Certification for Contracts, Grants & Loans (Required for contracts over \$100,000)
RD 1940-Q, **Exhibit A-1 only** (1 page).
<http://rdinit.usda.gov/regs/regs/pdf/1940q.pdf>
- ___ 11. Notice of Award/Acceptance of Notice (RUS Bulletin 1780-13, Attachment 7), (1 page).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 12. Agreement (RUS Bulletin 1780-13), (4 pages).
<http://www.usda.gov/rus/water/regs-bulletins.htm>

Rev. 11/2003

PRIVATE CORPORATION

- ___ 13a. Payment Bond (RUS –TX Bulletin 1780-13, Attachment 6-NP, dated 03/02), (5 pages)
<http://www.rurdev.usda.gov/tx/rusforms.htm>
- ___ 14a. Performance Bond (RUS –TX Bulletin 1780-13, Attachment 5, dated 03/02), (4 pages).
<http://www.rurdev.usda.gov/tx/rusforms.htm>

PUBLIC BODY

- ___ 13b. Payment Bond (RUS-TX Bulletin 1780-13, Attachment 6-PB, dated 12/03), (4 pages).
<http://www.rurdev.usda.gov/tx/rusforms.htm>
- ___ 14b. Performance Bond (RUS-TX Bulletin 1780-13, Attachment 5, dated 03/02), (4 pages).
<http://www.rurdev.usda.gov/tx/rusforms.htm>
- ___ 15. Compliance Statement (Form RD 400-6, rev. 4/00), (2 pages).
<http://www.usda.gov/rus/water/wwforms.htm>
- ___ 16. Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (Form AD 1048, rev. 1/92), (2 pages).
<http://www.usda.gov/rus/water/wwforms.htm>
- ___ 17. Notice to Proceed/Acceptance of Notice (RUS Bulletin 1780-13, Attachment 8), (1 page).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 18. General Conditions (RUS Bulletin 1780-13, Attachment 9), (pages 1-22).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 19. RUS Supplemental General Conditions, (RUS Bulletin 1780-14), (8 pages), which includes Certificate of Owner's Attorney (page 7) and RUS concurrence (page 8).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 20. Statement Regarding Cultural Materials (undated), (1 page/1 paragraph).
<http://www.rurdev.usda.gov/tx/rusforms.htm>
- ___ 21. Technical Specifications.

Other forms applicable:

Contract Change Order (Form RD 1924-7, rev. 2/97)

<http://www.usda.gov/rus/water/wwforms.htm>

Partial Payment Estimate (RD Form 1924-18, rev. 6/97), etc.

<http://www.usda.gov/rus/water/wwforms.htm>

Certificate of Substantial Completion, form developed by engineer

Rev. 11/2003

**ASSEMBLY OF CONTRACT DOCUMENTS FOR
SHORT FORM CONSTRUCTION CONTRACT**

(may be used for contracts under \$100,000 for non-profit organizations,
when Payment and Performance Bonds are not required)

- ___ 1. Title Page.
- ___ 2. Engineer's Certificate of No Change in Federal Contract Documents - dated, sealed and signed.
- ___ 3. Table of Contents.
- ___ 4. RUS Bulletin 1780-15. <http://www.usda.gov/rus/water/regs-bulletins.htm>
 - ___ a. Notice and Instruction to Bidders - Item 1, (1 page).
 - ___ b. Bidder's Proposal - Item II, (3 pages).
 - ___ c. Notice of Award - Item III, (1 page).
 - ___ d. Contract - Item IV, (3 pages).
 - ___ e. General Conditions - Item V, (3 pages).
- ___ 5. Compliance Statement Form RD 400-6, (if contract bid exceeds \$10,000), (2 pages).
<http://www.usda.gov/rus/water/wwforms.htm>
- ___ 6. Form AD-1048 (1/92) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, (2 pages).
<http://www.usda.gov/rus/water/wwforms.htm>
- ___ 7. RUS Supplemental General Conditions (RUS Bulletin 1780-14), (8 pages).
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- ___ 8. Special Conditions: Cultural Material Statement, (1 page/1paragraph).
<http://www.rurdev.usda.gov/tx/rusforms.htm>
- ___ 9. Other: Notice to Proceed, Form RD 1924-10, "Release by Claimants,"
Form RD 1924-9, "Certificate of Contractor's Release," as applicable.
<http://www.usda.gov/rus/water/wwforms.htm>

Other forms applicable: Contract Change Order (Form RD 1924-7, rev. 2/97)
<http://www.usda.gov/rus/water/wwforms.htm>
Partial Payment Estimate (Form RD 1924-18, rev. 6/97)
<http://www.usda.gov/rus/water/wwforms.htm>
Certificate of Substantial Completion, form developed by engineer