CONTRACT DOCUMENT CHECKLIST FOR REIMBURSEMENT

CAPITAL OUTLAY PROGRAM PROJECTS

SYSTEM: ___________________________  Facility Code: ____________

FACILITY NAME: ________________________________________________________

PROJECT NUMBER(S): ____________________________________________________

Submit the following documents within 30 days of signing an architectural contract:

- Architectural Contract
- Mandatory Addendum
- Architect’s Certificate of Liability Insurance
- Approved Plans and Specifications  To Be Verified by GaDOE

Submit the following documents within 30 days of signing a construction contract:

- Publisher’s Affidavit or Website Advertisement
- Certified Tabulation of Bids
- Construction Contract
- Performance Bond with Power of Attorney
- Payment Bond with Power of Attorney
- Contractor’s Certificate of Liability Insurance

If the Construction Delivery Method is not Design Bid Build, please submit the following additional documents: Please refer to the document “Important Information for Local School Systems Requesting Reimbursement for Capital Outlay Program Projects” for more information.

- Construction Management (CM) Firm Contract
- Request for Proposal (Original)
- Evaluation Score Sheet

Submit the following documents MONTHLY for the entirety of this project:

- Reimbursement Request with Schedule of Values
- Change Orders with Back-Up Documentation (If Any)

Submit the following documents after the project has been completed:

- Certificate of The Board of Education Form
- Architectural Certification Form
- Asbestos Certification Form (New Construction & Addition Only)

After all the above documents are received, a Project Cost Certification form will be prepared and sent to the Superintendent for his/her signature. Once we receive this form the final 10% payment will be released to your school system.

- Project Cost Certification Form (DE Form 0089)