

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)