



FACILITIES SERVICES UNIT

Important Information for Local School Systems Requesting Reimbursement for Capital Outlay Program Projects

General Information

In order for local school systems to be reimbursed with state funds, for eligible expenditures, identified in their approved Capital Outlay Program Application, the system **must comply** with the following:

- Do all of the work stated in the Capital Outlay Program Application
- Abide by Federal and State Laws
- Follow Facilities Services Rules and Guidelines
- Submit all documents listed on the Contract Document Checklist for Reimbursement

Failure to comply with one or more of these statutes can lead to the termination of state funds for your Capital Outlay Program Project(s).

Contract Document Checklist for Reimbursement

Please provide the Grants Specialist with all of the documents that are listed on this form. Failure to provide one or more documents on this list will delay, or possibly terminate reimbursement payments to the local school system. However, before submitting any documents listed on the Contract Document Checklist for Reimbursement, please check the following items very carefully:

- Contractual Agreement**
Make sure the Facilities Services Unit has a Contractual Agreement on file, for your Fiscal Year Capital Outlay Program Application.
- Plans and Specs**
Make sure the plans and specs have been approved by a Georgia Department of Education (GaDOE) Architect.

□ **Architectural Contract**

Make sure the project(s) listed in the architect's contract match the project(s) in the Capital Outlay Program Application. Also, make sure both the Superintendent and Architect signatures are on the contract.

□ **Mandatory Addendum**

The Mandatory Addendum is a legal document; therefore, *all of the sections* must be filled out completely before being submitted to Facilities Services. Although, the amount listed as the stated cost limitation (*section six*) is a decision made by the local board of education; the amounts listed as state funds, required local funds, and additional required local funds must match what is in the Capital Outlay Program Application. These numbers are located on the *Project Summary* page for each project. Please be advised that the state funds, required local funds, and additional required local funds *will not equal the stated cost limitation*.

□ **Architect's Certificate of Liability Insurance**

Make sure the Architect's Certificate of Liability Insurance has not expired. As long as work is being performed on a job site, the Architect's Certificate of Liability Insurance must remain up to date. For example, if today's date is 7/15/10 and the Architect's Certificate has an expiration date 7/1/10, this certificate is not up to date. The expiration date on the certificate must cover the entire time frame of the construction project(s).

□ **Publisher's Affidavit**

There are two ways to legally advertise a contract opportunity: Newspaper or Website.

Contract Opportunity = General Contractor, Construction Management Agency, Design Build, Construction Management at or not at Risk.

"Prior to entering into a public works construction contract other than those exempted by Code Section 36-91-22, a governmental entity shall publicly advertise the contract opportunity." O.C.G.A. 36-91-20

• **Newspaper**

If the local school system decides to advertise their contract opportunity in the newspaper, the system must use the legal organ in their County. The local school system must supply Facilities Services with a Publisher's Affidavit from the legal organ stating the following: the advertisement was published at least two times; and the dates the contract opportunity was advertised, etc. The local school system must send a copy of the

advertisement with the Publisher's Affidavit. ***Please see the sample copy we have on our website.***

- **Website**

If the local school system decides to advertise their contract opportunity on their website, the system must fill out and properly execute the Website Advertisement form located on our website, and return it to this office. The local school system must send a copy of the advertisement that went on the website.

- **Certified Tabulation of Bids**

Make sure the Tabulation of Bids is signed and dated by the Architect.

- **Construction Contract**

Make sure the project(s) listed in the contractor's contract match the project(s) in the Capital Outlay Program Application. Also, make sure both the Superintendent and Contractor signatures are on the contract.

Please Note: Certain construction delivery methods require additional documents to be submitted before reimbursement begins. Here is a listing of some popular Construction Delivery Methods:

- Design Bid Build
- Competitive Sealed Proposals
- Construction Management at or not at Risk
- Construction Management Agency
- Design Build

If the construction delivery method used is ***Competitive Sealed Proposals, Construction Management Agency, Design Build, Construction Management at or not at Risk***, the following documents must be submitted with the contract:

- The original ***Request for Proposal*** that clearly states the criteria used to choose the winning contractor.
- ***Evaluation Score Sheet(s)*** that list all the Contractors, the criteria stated in the Request for Proposal, and the individual scores assigned to the Contractors. This document should be signed and dated by all the Evaluators.

- **Performance and Payment Bonds**

Make sure the Performance and Payment Bonds are fully executed and include the power of attorney.

- Contractor's Certificate of Liability Insurance**
 Make sure the Contractor's Certificate of Liability Insurance has not expired. As long as work is being performed on a job site, the Contractor's Certificate of Liability Insurance must remain up to date. For example, if today's date is 7/15/10 and the Contractor's Certificate has an expiration date 7/1/10, this certificate is not up to date. The expiration date on the certificate must cover the entire time frame of the construction project(s).
- Cover Letters**
 All contracts and reimbursement requests submitted to this office should come with a cover letter from the local school system that identifies the following information: the name of the facility (*as identified in the Capital Outlay Application*), the GaDOE project number(s), the facility code, and the total amount requested. The total amount requested should be identified in the following broad categories: Architectural, Construction, Geo-Technical and Other. In addition, the cover letter should be signed by one of the following people: Superintendent, Associate Superintendent, Chief Financial Officer, Accounting Director/Manager, Finance Director/Manager, Bookkeeper, Facilities Director/Manager or Chief Operations Officer.
- Reimbursement Requests**
 All reimbursement requests must include the following: Certificate of the Contractor (*DE FORM 0263*), schedule of values/continuation sheet (*AIA or similar*), a listing of materials stored, the Architect's and Contractor's Signature.
- Change Orders**
 The local school system must submit all change orders that are associated with the project. Change orders should be fully executed (Superintendent, Architect, & Contractor signatures), include appropriate back-up documentation to clearly identify the work being performed and the amount of changes being made to the contract.
- Close Out Documents**
 GaDOE will reimburse 90% of state funds for eligible expenses identified in the Capital Outlay Program Application. The final 10% of state funds are held until the project(s) are complete. To begin the close-out process all local school systems must submit the following documents: all remaining *reimbursement requests*, all *change orders* associated with the project, *Certificate of the Board of Education*, *Architectural Certification* form, *Asbestos Exclusion* form (new construction and additions only). Once all of these documents are received, the Grants Specialist will prepare a Project Cost Certification Form for the Superintendent's signature.
- Closing a Project**
 The final 10% of state funds will be paid when the original, fully executed Project Cost Certification Form is received by this office.