

**PREPARATION AND APPROVAL OF
CONSTRUCTION CONTRACTS
and BONDS**

CHECKLIST

Use with ABC Forms C-5, C-6, & C-7 (August 2001)
and ABC Forms 9-A, 9-B, & 9-C (August 2001)

SIX COPIES OF CONTRACT, BONDS, AND INSURANCE CERTIFICATES ARE REQUIRED

The numbers in the left column below correspond to the numbers in the left margin of the form.

CONSTRUCTION CONTRACT - ABC Form C-5 and ABC Form 9-A (PSCA Projects)	
(1)	PROJECT NUMBER(S): Insert the BC Project Number in the block provided. <ul style="list-style-type: none"> On ABC Form 9-A, also insert the PSCA Project Number in the block provided.
(2)	DATE: Insert the date upon which the Contractor will sign the contract.
(3)	OWNER: Insert the full, legal name of the Owner (Awarding Authority). <ul style="list-style-type: none"> On ABC Form 9-A, insert the name of the Local Education Authority (city or county school board, college, university, etc.) after "Alabama Public School and College Authority and"
(4)	CONTRACTOR Insert the Contractor's full, legal name and correct mailing address.
(5)	The WORK: Insert the complete name of the Project; same as in the Bid Documents.
(6)	CONTRACT DOCUMENTS: Insert the date of the Bid Documents
(7)	ADDENDA: Identify, by number and date, all pre-bid Addenda that were issued to the Bid Documents. If none were issued, insert "None".
(8)	ARCHITECT: Insert the full, legal name of the Project Architectural or Engineering firm.
(9)	CONTRACT SUM: The Contract Sum is the total of the Contract's Base Bid and accepted Bid Alternate Prices, if any. Insert the Contract Sum in words and figures, verifying that this amount corresponds with the CERTIFIED TABULATION OF BIDS.
(10)	BID ALTERNATE PRICES: Identify which, if any, Bid Alternate Prices are accepted and included in the Contract Sum by inserting either (a) "No Alternate Prices Requested in Bid", (b) "No Alternate Prices Accepted", or (c) a listing of the accepted Alternates by number and dollar amount.
(11)	The CONTRACT TIME: State the Contract Time in words and in figures.
(12)	LIQUIDATED DAMAGES: If the Owner has computed a daily rate for liquidated damages, insert the amount in both words and figures in the spaces provided.
(13)	SPECIAL PROVISIONS: This space may be used to incorporate Special Provisions into the Contract, such as the disposition of Unit Prices proposed with the Contractor's bid. If the solicitation for bids required Unit Prices, insert a statement of which Unit Prices, if any, are accepted and incorporated into the Contract. If more space is needed, Special Provisions may be stated on an attachment that is cited in the Special Provisions section. <ul style="list-style-type: none"> ABC Form 9-A is published bearing Special Provision "A. Severable Payments", which is where the portions of the Contract Sum to be paid by the PSCA and the Local Education Authority are to be stated. Obtain these amounts from the ABC and insert them in the spaces provided. Other Special Provisions, such as disposition of Unit Prices, may be inserted below this provision.
(14)	STATE GENERAL CONTRACTOR'S LICENSE: Insert the Contractor's current state general contracting license number, bid limit, and classification in the spaces provided.
(15)	SIGNATURES - APPROVING and CONTRACTING PARTIES Appendixes A-1, A-2, and A-3 of the ABC's Manual of Procedures show how to prepare the signature spaces for State Agency and Department contracts, PSCA contracts, and Postsecondary Education contracts respectively. Refer the appropriate Appendix to prepare the signature spaces for the Approving and Contracting Parties after consulting with the Awarding Authority to: <ol style="list-style-type: none"> verify correct names and titles for each space and determine if additional signature spaces are required.

CHECKLIST for PREPARATION and APPROVAL of CONSTRUCTION CONTRACT and BONDS

<p>PERFORMANCE BOND, ABC Form C-6 or ABC Form 9-B PSCA Projects), and PAYMENT BOND, ABC Form C-7 or ABC Form 9-C(PSCA Projects)</p> <p>Before forwarding the Construction Contract and Bonds to the Owner, verify that the Surety has accurately provided all information in the spaces provided. The information should be the same on both Bonds.</p>	
(1)	SURETY'S BOND NUMBER should be inserted in the block provided.
(2)	PRINCIPAL: The Contractor's name and address is to be the same as appears in the Construction Contract.
(3)	SURETY: The full, legal name and address of the bonding company.
(4)	OWNER: The Owner's name and address is to be the same as appears in the Construction Contract.
(5)	PENAL SUM: The Penal Sum of each Bond is to be the Contract Sum of the Construction Contract and is to be inserted in both words and figures.
(6)	The Date of the Construction Contract: The date that appears on the Construction Contract.
(7)	The PROJECT: The same name or description as appears in the Construction Contract.
(8)	DATE: After "SIGNED AND SEALED" is to appear the date upon which Contractor and Surety sign the Bond. THIS DATE MUST NOT PRECEDE THE DATE OF THE CONSTRUCTION CONTRACT.
(9)	CONTRACTOR'S SIGNATURE: The Contractor's name must appear beneath "CONTRACTOR", under which the signature of a member or officer of the firm must appear with the name and title of the signing party appearing LEGIBLY beneath the signature. The Contractor's signature must be witnessed on the line under "ATTEST".
(10)	SURETY'S SIGNATURE: <ul style="list-style-type: none"> a. The full, legal name of the bonding company must appear under "SURETY", under which the signature of an individual having power of attorney for the bonding company must appear with the individual's name and title appearing LEGIBLY beneath the signature. b. The signature of an agent of the surety who is a resident of Alabama must appear in the space provided. The agent's name and Alabama address must appear LEGIBLY beneath the signature.
(11)	ATTACHED POWER OF ATTORNEY: Attached to each copy of the Bonds must be a Power of Attorney, signed by an officer of the bonding company, for the individual signing the bond on behalf of the bonding company. THE DATE OF THE POWER OF ATTORNEY MUST NOT PRECEDE THE DATE OF THE BOND.

<p>CERTIFICATE(S) of INSURANCE</p> <p>Certificates of Insurance must accompany the Construction Contract and bonds evidencing that the Contractor has obtained <u>all</u> insurance coverage specified in the Contract Documents.</p>
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<p>FORWARDING CONTRACT, BONDS, and CERTIFICATE(S) of INSURANCE</p> <p>After determining that the Construction Contract (signed by the Contractor), Bonds, and certificate(s) of insurance are in order, the design professional should forward all six (6) copies of these documents to the Owner for signature and forwarding to the ABC. A copy of the CERTIFIED TABULATION OF BIDS must be attached to each copy of the Construction Contract.</p>
