

Project: _____

Engineer: _____ Phone: _____

2013 Edition EJCDC Executed Contract Documents Checklist

- (Circle YES or NO)
- | | | | |
|--|-----------|-----|----|
| A. EJCDC E-500 (2014 Edition), Engineering Agreement | APPROVED: | YES | NO |
| B. Are there 5 bound sets of Executed Contract Documents ? | | YES | NO |
| C. Are all addendums part of the final contract(s)? | | YES | NO |
- D. The following forms are to be fully executed and in each contract set.
(**Exception:** the “**Notice to Proceed**” cannot be filled out prior to RD concurrence)

PLEASE CHECK COLUMN BELOW:

___ **Table of Contents**

EJCDC C-111, Advertisement for Bids

EJCDC C-200 (Rev 1) , Instructions to Bidders

EJCDC C-451, Qualifications Statement

EJCDC C-410, Bid Form

EJCDC C-430, Bid Bond

EJCDC C-510 (Rev 1), Notice of Award

___ **EJCDC C-520 (Rev 1) Agreement between Owner and Contractor, **Must be filled out, signed and dated****

EJCDC C-700 (Rev 1), Standard General Conditions

EJCDC C-800 (Rev 1) Supplementary Conditions

___ **EJCDC C-610, Performance Bond, **Full amount of contract stated, Power of Attorney, Certificate of Compliance, and dated the same as the Agreement or later****

___ **EJCDC C-615, Payment Bond, **Full amount of contract stated, Power of Attorney, Certificate of Compliance, and dated the same as the Agreement or later****

EJCDC C-620, Application for Payment

EJCDC C-941, Change Order

___ **EJCDC C-550, Notice to Proceed **DO NOT execute until the pre-construction meeting****

EJCDC C-625, Certificate of Substantial Completion

___ **Form RD 400-6 Compliance Statement, and Notice to Prospective Subcontractors of Requirements for Certifications of Non-Segregated Facilities, Form. **Must be filled out****

___ **Form AD-1048 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions. **Must be filled out****

___ **RD Instruction 1940-Q, Exhibit A-1, Certification for Contracts, Grants and Loans. Must be filled out unless contract is less than \$100,000**

___ **Certificate of Liability Insurance, Must be filled out, check for correct “Additional Insured’s”**

___ **Current copy of Ohio Workmen’s Compensation Certificate Must be included for each contractor**

___ **Certificate of Owner’s Attorney, RUS Bulletin 1780-26 Exhibit I**

___ **Engineer’s Certification of Final Plans and Specifications, RUS Bulletin 1780-26 Exhibit J**

Technical Specifications

Temporary Construction Sign with Logo for Rural Development RUS Projects.

Environmental Mitigation Measures

___ **Prevailing Wage Rates**, Explicit mention of the prevailing wage rates must be made in Article 24 of the Instructions to Bidders, and may be mentioned (optional) in the Advertisement of Bids. The following guide may be used to help determine the applicable wage rates. Please note that unique situations may develop that require formal guidance from the regulatory wage agencies:

- A. If the Owner is a public body and the project has only RD and/or non-federal funds then use State of Ohio Wage Rates; or**
- B. If the Owner is a Non-Profit and the project has only RD and/or non-federal funds then no other wage rates apply other than Minimum Wage; or**
- C. If any other funding scenario exists then use Davis-Bacon Wage Rates.** (Other funding sources may include CDBG, ARC, or EDA).