

Guide for contracting using 1942-A, 1942-C Instruction.

Contracts under 10,000 dollars

- Solicit Three Estimates
 - If the estimate has a contract agreement signature block use the estimate for the contract.
 - Documentation of contract award and concurrence should be given in the running record of the file for all work accepted under small purchase procedures.
- Required forms for Final
- Contractors Release
 - One Yr. Warranty

TECHNICAL SERVICES FOR CONTRACTS

1. The owner is responsible for providing the license architect or engineering services for all contracts.
2. A preliminary feasibility report is required for all construction unless an exception for a brief report for projects 100,000 dollars or less is given.
3. Plans and specifications are required for all construction and must receive a Rural Development concurrence.
4. All facilities must receive a 504/ADA self-evaluation and site certification.

Contracts under 100,000 dollars Competitive Bidding

- Advertisement
- Instruction to Bidders
- Bid Form
- AD – 1048
- RD 400-6
- RD 400-3
- Notice of Award
- Contract Agreement
- General Conditions
- Supplemental General Conditions
- Contract Concurrence
- DOL Compliance
- Notice to Proceed

Required forms for Final

- Contractors Affidavit AIA G706
- Contractors Release AIA G706A
- One Yr. Warranty
- Final Completion Certification from the Architect
- Certification of Compliance with ADA Section 504
- Final Acceptance by RD using 1924-12 Inspection.

Contracts over 100,000 dollars

- Advertisement
- Instruction to Bidders
- Bid Form
- Bid Bond
- AD – 1048
- RD 400-6
- RD 400-3
- Certificate of Loans and Grants
- Notice of Award
- Contract Agreement
- General Conditions
- Supplemental General Conditions
- Performance Bond
- Payment Bond
- Certification of Attorney
- Contract Concurrence
- DOL Compliance
- Notice to Proceed

Required forms for Final

- Contractors Affidavit AIA G706
- Contractors Release AIA G706A
- One Yr. Warranty
- Final Completion Certification from the Architect
- Certification of Compliance with ADA Section 504
- Final Acceptance by RD using 1924-12 Inspection