

☒ Construction Contract Preparation - Checklist ☒

Documents and Information Required To Prepare AOC Standard Contract

Check off items as they are received – *empty box reflects item still needed*. Strike-thru indicates that the item is not needed for this particular contract.

Documents

- ☐ 1. Documentation verifying Pastor and Parish Councils approve the project.
- ☐ 2. Documentation verifying the project is fully funded and where the funds are held.
- ☐ 3. Contractor's project proposal or scope of work, associated spec sheets and questions/answers clarifying scope (Exhibit A of our standard contract).
- ☐ 4. A payment schedule for services rendered (Exhibit B of our standard contract).
- ☐ 5. Any product warranty information that can be provided at this time. (Exhibit C of our standard contract).
- ☐ 6. Contractor's Liability Insurance Certificate. See sample Certificate of Insurance showing all required elements and coverages.
- ☐ 7. A copy of the contractor's current Worker's Compensation Certificate.
- ☐ 8. Completed AHERA form if this is a school. See blank AHERA form.

Information

- ☐ 9. A proposed start and completion date.
- ☐ 10. The cost of the project.
- ☐ 11. The workmanship warranty period (not the product warranty period).
- ☐ 12. The Contractor and Owner contact information (name, address).

Additional Requests/Instructions

Please provide the above to Joseph Mangan (jmangan@catholiccincinnati.org) for all projects over \$25,000, OR for projects under \$25,000, use the above checklist and link <http://www.catholiccincinnati.org/ministries-offices/property-management/new-improved-forms-and-contracts/revised-standard-contract/> to fill out the Archdiocese of Cincinnati Standard Contract.