

Contract Documentation Checklist

USDA - RD Contracts using EJCDC Funding Agency Edition 2007/2010 Documents (w/Performance and Payment Bonds)

Title: _____ **Date Reviewed:** _____
Municipality: _____ **Date of LOC:** _____
Local Office: _____ **County:** _____

| Check List | Contents | Pages | Form |
|------------|---|--------|---|
| | Table of Contents | varies | Prepared by Consultant |
| | Advertisement for Bids | 1 | RUS Bulletin 1780-26, Attachment E (substitutions allowed) |
| | Instructions to Bidders | 14 | RUS Bulletin 1780-26, Attachment F |
| | Bid Form | 8 | RUS Bulletin 1780-26, Attachment G |
| | Bid Bond | 2 | EJCDC No. C-430 (2007 Edition) |
| | Statement of Contractor's Qualifications | 1 | Guide A, Attachment A - Supplied by Rural Development |
| | Compliance Statement | 2 | Form RD 400-6 (12/09 version) |
| | Certification Regarding Debarment | 2 | Form AD-1048 |
| | Certification for Contracts, Grants & Loans | 1 | RD Instruction 1940-Q, Exhibit A-1 |
| | Notice of Award | 1 | EJCDC No. C-510 (2007 Edition) |
| | Agreement | 9 | EJCDC No. C-520 (2007 Edition) |
| | Performance Bond | 4 | EJCDC No. C-610 (2010 Edition) |
| | Payment Bond | 3 | EJCDC No. C-615 (2010 Edition) |
| | Standard General Conditions | 62 | EJCDC No. C-700 (2007 Edition) |
| | Supplementary General Conditions | 12 | RUS Bulletin 1780-26, Attachment H - Including Exhibit GC-A |
| | Special Conditions | varies | Prepared by Consultant - Only edit Attachment H brackets/blanks, use this section for additional conditions |
| | NYS Wage Rates | varies | NYS Wage Rates |
| | Federal Wage Rates | varies | Davis Bacon Wage Rates - Only required if ARRA or if other funding source requirement |
| | Davis Bacon 29 CFR 5.5 | 6 | Supplied by Rural Development - Only required if Federal Wage Rates have been included |
| | Project Sign | 1 | Supplied by Rural Development |
| | Notice to Proceed | 1 | EJCDC No. C-550 (2007 Edition) |
| | Contractor's Application for Payment | 1-4 | EJCDC No. C-620 (2010 Edition) - Only cover sheet required, but entire document may be used |
| | Contract Change Order | 1 | EJCDC No. C-941 (2007 Edition) |
| | Certificate of Substantial Completion | 2 | EJCDC No. C-625 (2007 Edition) |
| | Seismic Certification | 1 | RD Form - Supplied by Rural Development |
| | Plans and Specifications | varies | Architect/Engineer Submittal |

NOTES:

1. **Engineering Joint Contract Documents Committee (EJCDC) are available from the National Society of Professional Engineers (<http://www.nspe.org> or 1-800-417-0348). RD offices can not distribute EJCDC documents.**
2. **The following documents may be obtained from either Marcy Newman, P.E. (315) 782-7289, ext. 123; marcy.newman@ny.usda.gov, or John T. Helgren, P.E., (315) 477-6427; john.helgren@ny.usda.gov: Guide A - Attachment A, Davis Bacon 29 CFR 5.5, and Project Sign.**
3. **All other documentation can be located on the following web sites:**

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| http://www.rurdev.usda.gov/RDU_Bulletins_Water_and_Environmental.html | (RUS Bulletin 1780-26) |
| http://www.rurdev.usda.gov/me/CBP/const/1940qa1.pdf | (RD Instruction 1940-Q, Exhibit A-1) |
| http://www.rurdev.usda.gov/regs/formstoc.html#400 | (Form RD 400-6, 12/09 version) |
| http://www.rurdev.usda.gov/regs/formstoc.html#1 | (Form AD-1048) |