**CONTRACT PROCESSING FORM – DESIGN/BUILD**

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| --- | --- | --- | --- | --- | --- |
| **Project #** | | | | |  |
|  | | |  | | |
| **DATE:** |  | **CAMPUS:** | |  | |

|  |  |
| --- | --- |
| **PROJECT TITLE:** |  |
| **NAME OF CONTRACTOR:** |  |

\_\_\_\_\_ Construction Contract

\_\_\_\_\_\_ Contractor Signature

\_\_\_\_\_\_ Corporate Seal on Contract

\_\_\_\_\_ Notice to Proceed (3 copies) for Signature

\_\_\_\_\_ Tax Exempt Certificate for Signature

\_\_\_\_\_ Performance Bond

\_\_\_\_\_\_ Manually Signed

\_\_\_\_\_\_ Corporate Seal on Bond

\_\_\_\_\_ Labor & Material Bond

\_\_\_\_\_\_ Manually Signed

\_\_\_\_\_\_ Corporate Seal on Bond

\_\_\_\_\_ Insurance

**\_\_\_\_\_\_ The Curators of the University of Missouri** listed in lower left box (must say Curators)

\_\_\_\_\_\_ General Liability w/Curators named as Add’l Insured ($2M - $5M aggregate)

**\_\_\_\_\_\_** If Umbrella coverage required for GL and/or Auto must have Additional Insured

\_\_\_\_\_\_ Auto Insurance, Any OR Owned/Hired/Non-owned ($2M)

\_\_\_\_\_ If no company owned autos, letter on company letterhead stating such

\_\_\_\_\_\_ Workers Comp Insurance ($1M across the board)

\_\_\_\_\_\_ Builder’s Risk (amount of construction contract, minimum)

\_\_\_\_\_ Campus Funding Approval

\_\_\_\_\_ Board Backup – Project Approval

\_\_\_\_\_ Construction Backup (if over $500,000 construction cost)

\_\_\_\_\_ Save to FPD Construction Backup folder in appropriate quarter

\_\_\_\_\_ D/B Selection Summary/Evaluation

\_\_\_\_\_ Recommended proposal

\_\_\_\_\_ RFP, if not included in proposal

\_\_\_\_\_ M/WBE, if not included in proposal

\_\_\_\_\_ Financial Proposal, if not included in proposal

\_\_\_\_\_ Name of selection committee members

\_\_\_\_\_ Consultant Recommendation Letter

\_\_\_\_\_ PIF