



Facilities Section

Checklist for Construction Pay Requests

- Cover Letter** from the local school system that identifies the following: the name of the facility (as identified in the grant application), the state DOE project number(s), and the total amount requested in these broad categories: Construction, Architectural, Geo-technical, and Other.
- Signed copy of the **Architectural Contract** (DE FORM 0576) or an AIA or other standard document with the **Mandatory Addendum**. Also, please include a current copy of the **Architect's Certificate of Insurance**.
- Plans and Specifications** must be approved by a DOE Facilities Services architect and on file before any reimbursement can take place.
- Signed **Publishers Affidavit** showing that the project was advertised for a period of not less than 28 consecutive days with the advertisement published at least two times with the second advertisement published not less than two weeks after the first advertisement. The affidavit should be a *Publishers Affidavit* if print media was used; or a signed document from the local school superintendent (or designee) if a web page advertisement was used. Dates of advertisements and a notary public signature must be included on this submitted affidavit.
- Certified Tabulation of Bids**, signed and dated by the architect.
 - If a low bid is declared to be non-responsive, a letter explaining the circumstances is required. In this case, the second lowest bidder will be declared as the lowest responsive bid with the understanding that all DOE guidelines shall be followed.

- A copy of the executed **Construction Contract** and attachments.

Moreover, if a **Construction Management Firm (CM) Contract** is used; then, the following documents must be included with the contract:

- **CM Bid for Proposal** clearly stating the request for proposal (RFP) criteria that was used to choose the winning CM.
 - **Score Sheet**, signed and dated, with identification of evaluative criteria and the scores for all bidders.
- Copies of **the Performance and Payment Bonds** along with the power of attorney; this should be submitted prior to (or with) the first construction pay request.
- Copy of the **Contractor's Certificate of Insurance**
- Change Orders** submitted to DOE Facilities should include appropriate back up documentation to clearly identify the work being performed and the amount of changes being made to the contract.
- Requests for Reimbursement** for construction must include a properly signed DOE form entitled **Certificate of The Contractor (DOE FORM 0263)** with appropriate support documentation to include, at a minimum, a *schedule of values*, a *schedule of materials stored on site*, and a *listing of all executed change orders*.
- In order to draw the final 10% retainage of state funds, the following documents are to be submitted: the **Architectural Certification** (of the costs), the **Certificate of the Board of Education**, and the **Asbestos Certification** (New Construction and Additions only).

Additional information about Capital Outlay Grants Administration is available on the Facilities Section web page.