CONTRACT CHECKLIST

Updated 02-26-2013

City contracts must be checked to ensure they are ready for review and signature. Contracts should be forwarded for approval using the Contract Approval Routing Form and routed through the assigned City Project Manager.

City Project Manager:

CHECK	CONTRACT:
	Are all blanks filled in, except for the signatures of the Mayor (or City Manager), City Secretary and City Attorney?
	The date the Contract is “made and entered into” should be the meeting date the bid was awarded by City Council (for contracts over $50,000), or the date of City Manager approval (for contracts under $50,000). Is the date of the contract correct?
	The numerical figure representing the amount of the Contract must agree with the amount that is listed in words.
	units x unit price = amount
	individual amounts = total base bid
	total bid = amount awarded by Council
	Company name is consistent throughout all contractual documents
	If the contractor is a corporation, the President or Vice-President of the corporation should sign the Contract. The Secretary of the corporation must then attest the signature and seal the Contract unless the contract form used provides for an acknowledgment by a notary.
	Contract total matches the awarded amount by Council
	Signed by authorized person for the company
	Printed name matches signed name
	The name of the person signing the Contract on behalf of the contractor and the City must be typed on the appropriate lines as well as each's title.
	If the Contract form is revised by the striking-out or inserting of new language, both parties should initial the change.
	BONDS
	Performance bond = 100% of Contract Amount (our form)
	Check for same company name (identical to contract)
	Check for same contract date (reference in top paragraphs)
	The name of the surety on the bond must appear the same on each page of the bond.
	Check for issuance date (date of contract or after)
	Check for same signature & title throughout bond.
	Check for typed name and title of the person signing bond and for legible signature.
	Check for agent in Dallas County.
	The items listed as work to be done must exactly match the improvements listed on the Contract.
	The surety’s seal (which is the seal of the bond company) must appear under the surety’s signature (not a notary’s seal). All corporate sureties have seals. The seal may be a legible facsimile seal, unless the instrument states otherwise.
	Payment Bond = 100% of contract amount (our form)
	Check for same company name (identical to contract)
	Check for same contract date (reference in top paragraphs)
	The name of the surety on the bond must appear the same on each page of the bond.
	Check for issuance date (date of contract or after)
	Check for same signature & title throughout bond
	Check for typed name and title of the person signing bond and for legible signature.
	Check for agent in Dallas County
	The items listed as work to be done must exactly match the improvements listed on the Contract.
	The surety’s seal (which is the seal of the bond company) must appear under the surety’s signature (not a notary’s seal). All corporate sureties have seals. The seal may be a legible facsimile seal, unless the instrument states otherwise.

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	INSURANCE-GENERAL
	Certificate of Insurance (ACORD form)
	Check for Company name
	Check the expiration date on policy to ensure it is current.
	Check for City of Mesquite listed as additional insured under General and Auto Liability Policies.
	Check for a waiver of subrogation in favor of the City of Mesquite under General and Workers Comp/Employers Liability
	Workers Compensation $100,000 per occurrence
	INSURANCE-CONSTRUCTION
	Commercial Liability $500,000 per person/$1,000,000 per occurrence
	Contractual Liability property damage $500,000 per occurrence with general aggregate of $1,000,000
	Automobile combined single limit $500,000
	INSURANCE-DESIGN
	Commercial General Liability - $1,000,000 per occurrence and $1,000,000 annual aggregate AND automobile combined single limit $500,000
	Professional liability insurance for contracts <$50,000, $500,000 required.
	Professional liability insurance for contracts >$50,000, $1 million required.
	OTHER
	Conflict of Interest Questionnaire on file with the City Secretary?
	IRS W9 Form Required for Setting Up Vendor Account and Processing Payment
	Checked by:_____ Date:_____