

UNIVERSITY OF NEBRASKA
CONTRACT CHECKLIST
UNFP 6.3.1.1.1

#	INITIALS	DATE	✓	ITEM
1				BOR Agenda item or other documentation authorizing this contract.
2				Contract amount agrees with BOR approved budget or other authorized budget document(s).
3				This contract does not represent a change of project scope by University of Nebraska definition.
4				Contractor is a registered contractor with NE DOL. A/E licensed in NE.
5				A certified Board resolution evidencing individuals authorized to sign on behalf of the contractor/vendor or architect/engineer has been provided.
6				Current University of Nebraska Certificate of Insurance form or ACORD Certificate of Liability Insurance form used.
7				Certificates of Insurance signed by a licensed agent.
8				Certificate of Insurance includes agent's signature, and proof of licensure.
9				Limits of coverage meet or exceed recommended limits of coverage.
10				Expiration dates of insurance are after the date the agreement is to be executed by the University.
11				Verify to which policy excess coverage applies.
12				Ratings of insurance carriers are included with company name on certificate.
13			c	c. Builders Risk Insurance: Projects \$10 Million and less are covered via a base program. Projects exceeding \$10 Million: show proof specific project was added to the Master Builder's Risk Program.
14			c	c. University Owner's Protective Bond used and properly prepared. (Blanks filled in properly.)
15			c	c. Bond amount equal to or in excess of the amount of the agreement.
16			c	c. Date of bond on or after date of the agreement.
17			c	c. Certificate of Authority for the Bonding Company to do business in the state of Nebraska.
18			c	c. Monetary limitations of the Power of Attorney are appropriate (no limit or greater than bond).
19			c	c. Date of certification of Power of Attorney is the same as the bond.
20			c	All required documents are included with the agreement and are properly executed signed. (c. Include Forms 13 & 17.)
21			c	Any copies of the required documents are identical.
22			c	Parties are properly identified on the required documents (use of legal name).

Project No/Name _____ Company Name _____

Facilities Representative

Printed Name / Signature

Date

Facilities Representative

Printed Name / Signature

Date

Campus Vice Chancellor for Business/Finance,

Business Affairs or designee

Printed Name/Signature

Date

UNCA General Counsel

Printed Name/Signature

Date

c.: Applies to Construction Contracts