

**UNIVERSITY OF NEBRASKA
CONTRACT CHECKLIST
(FOR PURCHASE, SERVICE, LICENSED PROFESSIONAL SERVICES AND CONSTRUCTION AGREEMENTS)
UNFP 6.3.1.1.1**

#	INITIALS	DATE	✓	ITEM
1				BOR Agenda item or other documentation authorizing this contract is attached when DESIGN FEE >Maximum Four Year \$ limit or CONSTRUCTION FEE > \$250,000.
2				Contract amount agrees with BOR approved budget.
3				This contract does not represent a change of project scope by University of Nebraska definition.
4				A foreign contractor/vendor or architect/engineer is domesticated (Certificate of Authority to do Business in the State of Nebraska).
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, including his/her title.
8				Certificate of Insurance includes agent's signature, title, and a copy of signer's current license..
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	Builders Risk Insurance has been provided by (check one) Contractor: _____ University of Nebraska: _____
14			c	University Owner's Protective Bond used and properly prepared. (Blanks filled in properly.)
15			c	Bond amount equal to or in excess of the amount of the agreement.
16			c	Date of bond on or after date of the agreement.
17			c	Certificate of Authority for the Bonding Company to do business in the state of Nebraska.
18			c	Monetary limitations of the Power of Attorney are appropriate (no limit or greater than bond).
19			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).
21			c	All copies of the required documents are identical.
22			c	Parties are properly identified on the required documents (legal name).

Project Name _____ Company Name _____

Campus Facilities Representative _____
Printed Name / Signature Date

Campus Vice Chancellor for Business Affairs _____
Printed Name / Signature Date
or designee

UNCA General Counsel _____
Signature Date

UNCA Chief Facilities Officer _____
Signature Date

C= Applies to Construction Contracts

Reference: Review of Bids and Contracts Procedures

Date: June 2002 Revised: January 2019