

**SUPPLEMENTAL PROCEDURES
CONSTRUCTION & PLANNING OFFICE
PRAIRIE VIEW A&M UNIVERSITY**



ARTICLE XVII - CONTRACT EXECUTION

As early as possible in the bidding process, the unbound sets of specification documents should be obtained from the project A/E and thoroughly checked for completeness, legibility and accuracy. If addenda have been issued during the bidding, they should be incorporated into the specification document and added to the Table of Contents.

- 17.1 The number of unbound sets of specifications required for contracting purposes depends on the project, but the basic requirements include:
- (a) Original- for the Physical Plant and C&P Office- Central File.
 - (b) Contractor's - second original
 - (c) Surety's - third original, if payment and/or performance bonds are required.
 - (d) Fourth original - for the Contractor's interim use during the contract execution process pending receipt of the fully executed set.
 - (e) Fifth copy - for the project inspector.
 - (f) Sixth & Seventh copies - for the Comptroller and Contract Office.
 - (g) Eighth copy - for the project A/E.
 - (h) Ninth copy - for the Component Physical Plant.
 - (i) Tenth copy - for the User.
- 17.2 The Component fiscal office (Purchasing) no longer receive a set of the contract documents on a project. Instead, they are finished a copy of the bid proposal form, the executed contract pages and if applicable, a copy of the performance and payment bonds.
- 17.3 The number of contract sets required for movable furnishings contracts differ somewhat beyond the first four sets. The additional sets include:
- (a) Fifth copy for the C&P Interior Designer.
 - (b) Sixth copy for the User.
- 17.4.1 After execution of the documents by the CEO is completed, sufficient reproduced copies of the contract forms, payment bond, performance bond, and the sureties power of attorney form should be made for insertion into the remaining non-executed contract sets for transmittal with the Notice-to-Proceed letter.

17.4.2 The following contract amounts will determine the need for performance and payment bonds.

- (a) \$25,000 or less - no bonds needed.
- (b) \$25,001 and above - payment bond needed.
- (c) \$100,001 or more - performance and payment bonds needed.

17.7 If the successful bidder or selected contractor fails to execute and return the three appropriate contract sets to C&P within fifteen (15) days after the date of transmittal to the bidder or selected contractor for that purpose, the bid proposal guaranty shall become the property of the Owner, not as a penalty, but as liquidated damages.

17.7.4 After execution of the contract documents by the CEO is completed, sufficient reproduced copies of the contract forms (2 pages), payment bond, performance bond, and the sureties power of attorney form should be made for insertion into the remaining non-executed contract sets for transmittal with the Notice-to-Proceed letter.

17.8 The C&P Office prepares the Notice-to-Proceed (NTP) letter. The NTP letter performs the following functions: