



San José State
UNIVERSITY

**PUBLIC WORKS CONSTRUCTION AGREEMENT
(MINOR CAPITAL OUTLAY PROJECT)**

**CHECKLIST
(Minor Cap)**

- Agreement:** Four (4) copies MUST be signed by the Contractor's Authorized Officer; Send back ALL copies for contract execution by the University and CSU General Counsel; Executed copy will be sent back to Contractor with Notice to Proceed.
- Scope Of Work:** Written by the University Project Manager or University Consultant. Approved by University Officers
- Certificate Of Insurance:** To be evaluated by University PW Contracts Administrator in compliance with Contract General Conditions, Article 4.06
- Acceptability of Insurers:** AM Best's rating A VII documentation, GC Article 4.06, (5)
- General Liability Insurance:** General Aggregate = \$2 Mil; Each Occurrence = \$1 Mil; GC Article 4.06 (4)
- Automobile Liability Insurance:** Each Accident = \$1 Mil; Any Auto must be covered; GC Article 4.06 (4)
- Insurance Provisions:** Additional Endorsement coming from insurance provider should read:
"The State of California, the Trustees of the California State University, The University, their officers, employees, representatives, volunteers, and agents shall be covered as additional insured." GC Article 4.06 (3)
- Workman's Compensation:** Liability limits = \$1 Mil; Insurance Provider should rank AM Best A: VII rating, GC Article 4.06
- Performance Bonds:** For Contracts \$100,000 and above; MUST be signed and sealed by Contractor and Bond Company; At 100% of awarded contract price; GC Article 3.03
- Payment Bonds:** For Contracts \$5,000 and above; MUST be signed and sealed by Contractor and Bond Security Company; At 100% of awarded contract price; GC Article 3.03
- Drug-Free Workplace Certification:** MUST be signed by Contractor's authorized company officer. (Government Code Sections 8355, 8356, and 8357)
- Non-Discrimination Compliance:** MUST be signed by Contractor's authorized company officer. (Government Code Section 12900)
- Vendor Data Record:** MUST be signed by Contractor's authorized company officer. (IRS W-9 / SUAM 9780.03)

Submitted by: _____ **Date:** _____

Reference:
Contract General Conditions
Minor Capital Outlay Projects
SUAM (6/03) Appendix D; Sec 9780.03
SJSU(Rev.7/22/09)

QUICK LINK (CSU Forms)
http://www.calstate.edu/cpdc/Suam/Appendices/Appendix_D.shtml