

Project Name: _____
Contract #: _____
Project #: _____
Contractor Name: _____

Contractor's Checklist
(Owner/Contractor Agreement)

Contract Agreements

- Owner name/address is correctly stated as:
New Hanover County Board of Education
6410 Carolina Beach Road
Wilmington, NC 28412
- Contractor Name/address are correct; Company Name must be as stated on the Corporate Seal
- Contract and Project number are included and correct
- Contract Amount is correct
- Contract Agreement is signed, sealed, and dated

Performance and Payment Bonds

- Contractor name/address are correct (and match Corporate Seal)
- Owner name/address are correct
- Contract date (date of Board Approval of Bids)
- Bond amounts are correct and are both written out and stated numerically
- Description (name and location) of project
- Contract and Project number are included and correct
- Bonds are signed and sealed by both Contractor and Attorney-in-Fact
- Power of Attorney is attached with seal

Certificate of Insurance

- Insurance amounts are correct as listed in the General Conditions
- Contractor named as insured (as appears on Corporate Seal)
- Policy is current
- General Liability (in the amount of _____)
- Automobile Liability (in the amount of _____)
- Excess Liability (in the amount of _____)
- Workers' Compensation (in the amount of _____)
- Builders Risk (in the amount equal to the contract amount)
- New Hanover County Board of Education is named as additional insured by written endorsement
 - Additional Insured by written endorsement
 - Certificate Holder, attn: Facility Planning Department
6410 Carolina Beach Road
Wilmington, NC 28412
- Policy Endorsement