



## CONSTRUCTION CONTRACT SIGNING INSTRUCTIONS

### PRIOR TO SIGNING:

1. Receive three sets of specs and drawings signed and stamped by architect/engineer<sup>1</sup> with signature block for Contractor and State Buildings Program or delegee signature.
2. Receive one each original **Performance Bond (SC-6.22)** and **Labor and Material Payment Bond (SC-6.221)**
3. Receive an electronically certified insurance certificates (Builder's Risk Insurance is only required if the project is \$1,000,000 or more)
4. Receive and approve contractors **Direct Labor Burden Calculation (SBP-6.18)**, ) for the file
5. Prepare and assemble at least three original Contractor's Agreements or one DocuSign<sup>2</sup> envelope containing:
  - a. Agreement
  - b. General Conditions of the Contract
  - c. All Exhibits

### THESE ITEMS ARE EXECUTED AT A CONTRACT SIGNING:

1. Contractor and Director of State Buildings/State Buildings' delegee sign the cover of the specifications and the coversheet of the construction drawings.
2. Principal Representative, Contractor and Manager of State Buildings/State Buildings' delegee execute the Contractor's Agreement.
3. The contractor inserts the date the Contractor's Agreement is signed by the Controller (effective date) on the first page of each bond.

### GIVE TO CONTRACTOR:

1. One set of stamped, signed drawings.
2. Building Inspection Record with the requirements of the Compliance Notice and contact names completed.
3. The Prevailing Wage Poster (If applicable)
4. Confirm access to electronic change documents on OSA website.

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<sup>1</sup> Or one complete electronic set with signature blocks for Contractor and State Buildings Program or delegee to electronically sign the cover pages.

<sup>2</sup> DocuSign is the only approved electronic contract signature for State agencies and Institutions that follow State Fiscal Rule. Institutions of Higher Education with their own Fiscal Rules must utilize the electronic signature platform approved by their university.