

Diocesan Requirements For Negotiating Contracts With Vendors

Contract Values	Type of Contract Required:
<p style="text-align: center;">Up To \$ 40,000.00</p>	<p style="text-align: center;">Short Form Construction Contract, (Rev. 08/09/17 - 3 Pages)</p> <ul style="list-style-type: none"> • To be filled out by the Parish, School, and/or Contractor. • The Pastor signs this contract. Contractor to provide Certificate of Insurance (COI – Please list the Diocese and Parish/School as additional insured.), Commercial License, and W9 for each project. • Does not need approval or signature from the Bishop’s Office, unless the project requires a Building Permit and Notice of Commencement. For all permitted projects, please contact the Construction Office. • This contract was prepared by the Diocesan Attorney, so it does not have to go to legal for review as long as no changes are made. Does not require addenda. • Upon completion and prior to Final Payment, Contractor is required to provide all Closeout Documents (Warranties, Final Unconditional Release of Lien, and Proof of Permit Closure/Final Inspection. • The owner should be listed as follows: <p style="text-align: center;">GREGORY L. PARKES, AS BISHOP OF THE DIOCESE OF ST. PETERSBURG, A CORPORATION SOLE</p>
<p style="text-align: center;">From \$40,001.00 to \$250,000.00</p>	<p style="text-align: center;">Simple Construction Contract (Rev. 08/09/17 - 6 pages)</p> <ul style="list-style-type: none"> • To be filled out by the Parish, School, and/or Contractor. • Two copies with original signatures must be submitted to the Diocesan Office of Construction along with a Permission to Build letter addressed to the Bishop. • This contract will be sent to the Bishop’s Office for approval and signature. • This contract was prepared by the Diocesan Attorney, so it does not have to go to legal for review as long as no changes are made. However, it is allowable to customize the payment schedule. • This contract must have documented pastor’s approval. Once the contract is received by the Construction Office, an email will be sent to the parish to obtain the Pastor’s approval. • The Vendor must include his proposal (schedule of values), Certificate of Insurance (COI – Please list the Diocese and Parish/School as additional insured.), Commercial License, and W9 for each project with the contract when submitted. • This contract does not require addenda. • All Contracts over \$40,000.00 will require a Permission to Build letter be submitted to the Bishop. • The owner should be listed as follows on all documents: <p style="text-align: center;">GREGORY L. PARKES, AS BISHOP OF THE DIOCESE OF ST. PETERSBURG, A CORPORATION SOLE</p>