

# Diocesan Requirements for Negotiating Contracts with Vendors

Contract Values	Type of Contract Required:
<p style="text-align: center;"><b>Up To \$ 40,000.00</b></p>	<p style="text-align: center;"><b>Short Form Construction Contract</b> (Rev. 08/22/22 - 2 Pages)</p> <ul style="list-style-type: none"> <li>• To be filled out by the Parish, School, and/or Contractor and attach a proposal with a breakdown of labor, material and sales tax. All documents should be sent to the Office of Construction for review prior to execution.</li> <li>• 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.</li> <li>• Does not need to be reviewed by Office of Construction nor obtain approval or signature from the Bishop’s Office unless the project impacts worship space or requires a Building Permit and/or Notice of Commencement. For all permitted projects and/or impacting worship space, please submit all contract documents and a TA-001 Form to the Construction Office for review.</li> <li>• 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, but the contractor’s proposal should be attached for reference.</li> <li>• For projects that do NOT require permit or the Bishop’s Office approval, upon completion and prior to Final Payment, Contractor is required to provide all Closeout Documents (Warranties and Final Unconditional Release of Lien.</li> <li>• For projects that require a permit and/or the Bishop’s Office approval, 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) to the Office of Construction.</li> <li>• The owner should be listed as follows:</li> </ul> <p style="color: red; text-align: center;"><b>GREGORY L. PARKES, AS BISHOP OF THE DIOCESE OF ST. PETERSBURG, A CORPORATION SOLE</b></p>

<p style="text-align: center;"><b>From \$40,001.00 to \$500,000.00</b></p>	<p style="text-align: center;"><b>Simple Form Construction Contract</b> (Rev. 08/22/22 - 6 pages)</p> <ul style="list-style-type: none"> <li>• To be filled out by the Parish, School, and/or Contractor; and then forwarded along with all other supporting documents to the Office of Construction for final review.</li> <li>• The Contractor must include his proposal (schedule of values or breakdown of labor, materials/equipment, and sales tax), Certificate of Insurance (COI – Please list the Diocese and Parish/School as additional insured.), Commercial License, Notice of Commencement (NOC), and W9 for each project with the contract when submitted.</li> <li>• The Parish/School will then collect all the documents, have the Pastor sign under “Pastor Approval” on page 6 of 6, and submit to the Diocese’s Office of Construction along with a Permission to Build letter and TA-001 Form providing the total cost and funding source. It will then be forwarded to the Chancellor’s Office for Bishop’s approval and signature.</li> <li>• Upon Project approval and prior to contract execution, the Parish/school will need to transfer all required funds to the designated Projects in Progress Savings and Loan Account for the Diocese to pull and process payments.</li> <li>• The contract documents were prepared by the Diocesan Attorney and 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.</li> <li>• This contract does not require addenda, but the contractor’s detail proposal should be included.</li> <li>• <b>All Contracts over \$40,000.00, requiring a permit/NOC, or impacting worship space will require a Permission to Build letter.</b></li> <li>• Upon completion and prior to Final Payment, Contractor is required to provide all Closeout Documents (Warranties, As-Built Drawings, Final Unconditional Release of Lien, and Proof of Permit Closure/Final Inspection) to the Office of Construction.</li> <li>• The owner should be listed as follows on all documents: <b>GREGORY L. PARKES, AS BISHOP OF THE DIOCESE OF ST. PETERSBURG, A CORPORATION SOLE</b></li> </ul>
<p style="text-align: center;"><b>\$500,001.00 and Up Construction Manager</b></p>	<p style="text-align: center;"><b>Construction Manager Agreement</b></p> <ul style="list-style-type: none"> <li>• <b>PLEASE CONTACT THE OFFICE OF CONSTRUCTION FOR GUIDANCE AND ASSISTANCE.</b></li> <li>• The Diocese of St. Petersburg requires that the contractor submit 2 signed originals of the current AIA A101- 2017 contract.</li> <li>• The Contractor must include his proposal (schedule of values or breakdown of labor, material/equipment, and sales tax), Certificate of Insurance (COI – Please list the Diocese and Parish/School as additional insured.), Commercial License, Notice of Commencement (NOC), and</li> </ul>

	<p>W9 for each project with the contract when submitted.</p> <ul style="list-style-type: none"> <li>• The Parish/School will coordinate with the Office of Construction to collect all the documents, have the Pastor submit a Permission to Build letter and TA-001 Form providing the total cost and funding source. It will then be forwarded to the Chancellor’s Office for Bishop’s approval.</li> <li>• Upon Project approval and prior to contract execution, the Parish/school will need to transfer all required funds to the designated Projects in Progress Savings and Loan Account for the Diocese to pull and process payments.</li> <li>• The Contractor must include his detailed proposal with the contract when submitted.</li> <li>• The Contractor must provide certificates of insurance with the contract when submitted.</li> <li>• The owner must be listed as follows:  <b>GREGORY L. PARKES, AS BISHOP OF THE DIOCESE OF ST. PETERSBURG, A CORPORATION SOLE</b></li> <li>• The following addenda must be attached: <ul style="list-style-type: none"> <li>* Addendum to General Conditions A 201-2017, rev. Nov. 15, 2019</li> <li>* Bond/No Bond, rev. Dec. ‘10</li> </ul> </li> </ul> <p>If this project is design build, please contact the Office of Construction for information on required forms.</p>
<p><b>Architects</b></p>	<p style="text-align: center;"><b>Architect’s Agreement</b></p> <ul style="list-style-type: none"> <li>• <b>PLEASE CONTACT THE OFFICE OF CONSTRUCTION FOR GUIDANCE AND ASSISTANCE.</b></li> <li>• The Diocese of St. Petersburg requires that the architect submit 2 signed originals of the AIA B101-2017 contract. The owner should be listed as follows:  <b>GREGORY L. PARKES, AS BISHOP OF THE DIOCESE OF ST. PETERSBURG, A CORPORATION SOLE</b></li> <li>• The Architect must include his proposal with the contract when submitted</li> <li>• The Architect must provide a certificate of insurance with the contract when submitted.</li> <li>• The Diocese of St. Petersburg requires that the following addendum be attached: <ul style="list-style-type: none"> <li>^Addendum to AIA Contract Between Owner and Architect, DiVito, rev. Feb. 20, 2020</li> </ul> </li> <li>• Exhibit “A” Addendum to AIA Contract between Owner &amp; Architect Rev. Apr. 2-16</li> <li>• Extent of Architect Responsibilities Form 87-01 Rev. Dec. ‘11</li> <li>• General Conditions &amp; Addendum to General Conditions</li> </ul>
	<p style="text-align: right;">rev 8/22/2022</p>