

REQUEST FOR CONSTRUCTION CONTRACT

Please provide the information requested below and forward the completed file to the Research Foundation. Attention Grants & Contracts. No construction may commence until an agreement has been executed.

1. General Information

RF Account # _____ CUNY Unit _____

PI Name _____

Project Manager's Name _____

Campus Planning Office _____

Address _____

Telephone # _____

2. Contractor Information

Contractor's Name _____

Business Address _____

Telephone _____

Architect's Name _____

Business Address _____ Telephone _____

3. Payment

Performance Period Start Date _____ End Date _____

Total Amount of Agreement _____ Payment Schedule _____

Retainage Amount _____ Liquidated Damages _____ day

4. Attachments

Three Written Bids
Project Manual (specifications/drawings)
Bid Bond
Performance Bond
Payment Bond
Dept. of Design and Construction Management Approval

Certificates of Insurance
Comprehensive General Liability
Workers' Compensation Professional
Liability (Architects only)

You must attach a signed justification/waiver for the omission of any of the above.

Signed _____ Date _____ Telephone _____
College Authorization

RF Internal Use

Approved _____ Date _____ Telephone _____
RF Project Administrator