

## **APPENDIX**

# **CONSTRUCTION & ADMINISTRATION FORMS**

*date*

**DELIVERY**

*(name of contractor & address)*

**RE: NOTICE-OF-AWARD – Mit981810C CREP Wetland Project**

Dear *(name)*:

This is to notify you that the Division of Soil Conservation has determined \_\_\_\_\_ is the successful bidder for the Mit981810C CREP Wetland Project. Award is being made for the base bid of \$ \_\_\_\_\_.

In accordance with Item #9 of the Instructions to Bidders, Document BB, you have fourteen (14) calendar days from the date of receipt of this notice to obtain the Performance Bond and execute the Contract. In addition, the Division must be provided with a Certificate of Insurance pursuant to the INSURANCE AND RELATED PROVISIONS of the General Conditions.

Please note that Iowa Code Section 91C.7, requires that all construction contractors awarded a contract to perform work for the state or an agency of the state must be registered with the Iowa Division of Labor. The Division of Soil Conservation cannot execute a contract with your firm unless you provide proof of this registration. Be sure to fill in the Division of Labor registration number blank on the Contract (*Document DD*).

Enclosed are four copies of the Contract and the Performance Bond document. Please complete, sign and return all four copies along with completed Performance Bond. In addition, we must have the Certificate of Insurance pursuant to the General Conditions and/or Special Conditions.

Congratulations on being the successful bidder. We look forward to working with your company on this project. If you have any questions, please contact Mike Bourland, Engineer, (515) 242-6130, or Shawn Richmond, (515) 281-7032.

Sincerely,

Jake Hansen, Chief  
Water Resources Bureau  
Division of Soil Conservation

/mjb  
Enclosures  
CC:

(Date)

*DELIVERY*

RE: **NOTICE-TO-PROCEED** - MIT981810C CREP Wetland Project

Dear :

The Division of Soil Conservation has received the signed construction contract, the completed Performance Bond, and the Certificate of Insurance from \_\_\_\_\_. These documents were found to be in order and the Division executed this contract with \_\_\_\_\_ dated \_\_\_\_\_, 2015. Executed copies of the contract and performance bond are enclosed.

A Preconstruction Conference, as required in Item 12 of the Instructions to Bidders, (*Document BB*), must be scheduled with the Division and held prior to the initiation of any work on the site. This Preconstruction Conference must be held within ten (10) days of the receipt of this Notice-to-Proceed. No work may commence on site prior to the Preconstruction Conference.

In accordance with the Contract, (*Document DD*), \_\_\_\_\_ must commence work under this contract for the MIT981810C CREP Wetland Project within fourteen (14) calendar days of the date of receipt of this notice. You have until December 15, 2015, to complete all the awarded work.

If you have any questions, please contact Mike Bourland at 515-242-6130.

Sincerely,

Jake Hansen, Chief  
Water Resources Bureau  
Division of Soil Conservation

/mjb  
Enclosures  
CC:

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**DOCUMENT SS**

**TO DIVISION:**

**FROM CONTRACTOR:**

**PROJECT:**

Iowa Division of Soil Conservation  
 Wallace State Office Building  
 Des Moines, IA 50319-0050

**Bid No.**  
  
**Project I.D.**  
  
**Date:**  
  
**Period To:**

**PAGE 1 OF 2**  
**DISTRIBUTION TO:**  
 DIVISION (2)  
 CONTRACTOR (1)  
 ENGINEER (1)

**Summary of Approved Change Orders & Contract Amendments**

Number	Addition	Deduction

**Net change by Change Orders and Contract Amendments**

**PAYMENT #1 LESS RETAINAGE    PAYMENT #2 LESS RETAINAGE    FINAL PAYMENT LESS RETAINAGE    RETAINAGE ONLY**

	DATE: / /	DATE: / /	DATE: / /	DATE: / /
<b>1. ORIGINAL CONTRACT SUM:</b>	\$0.00	\$0.00	\$0.00	\$0.00
2. Net Changes by Change Orders/Amendments (from table)				
3. Contract Sum to Date (Line 1+/-2)	\$0.00	\$0.00	\$0.00	
4. Total Completed & Stored to Date (Column G on Continuation Sheet)	\$0.00	\$0.00	\$0.00	
5. Retainage (5% of Line 4)	\$0.00	\$0.00	\$0.00	
6. Total Earned Less Retainage (Line 4 less Line 5)	\$0.00	\$0.00	\$0.00	
7. Previous Certificates For Payment (Line 6 from prior Certificate)		\$0.00	\$0.00	
8. Balance to Finish, Plus Retainage (Line 3 less Line 6)	\$0.00	\$0.00	\$0.00	
9. Current Payment Due (Line 6 less Line 7)	\$0.00	\$0.00	\$0.00	\$0.00

The undersigned Contractor certifies that to the best of Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to Contractor for which previous Certificates for Payment were issued and payments received from the Division and that current payment shown herein is now due.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**CONTRACTOR**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, Engineer certifies to the Division that to the best of the Engineer's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**ENGINEER'S CERTIFICATE FOR PAYMENT**

**AMOUNT CERTIFIED \$ \_\_\_\_\_**

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of Contracting Officer or Contractor under this Contract.



CHANGE ORDER REQUEST  
CONSERVATION RESERVE ENHANCEMENT PROGRAM  
DIVISION OF SOIL CONSERVATION  
STATE OF IOWA

Change Order Request No. \_\_\_\_\_  
Project ID (File) No.: \_\_\_\_\_ Date: \_\_\_\_\_

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Name of Project: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_  
Architect/Engineer: \_\_\_\_\_  
Contract Plan and  
Detail Reference: \_\_\_\_\_  
Change Order Request  
Drawing No. and Date: \_\_\_\_\_  
Contract Specification  
Reference: \_\_\_\_\_  
Description of Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BREAKDOWN OF CONTRACT COST:**

Original Project Contract Amount: \$ \_\_\_\_\_  
Approved Change Orders No. \_\_\_\_ thru \_\_\_\_: \$ \_\_\_\_\_  
Pending Recommended Change Order Requests Nos. \_\_\_\_: \$ \_\_\_\_\_  
This Change Order Request: \$ \_\_\_\_\_  
Resulting Total Recommended Amount: \$ \_\_\_\_\_

Reason for Contract Change: \_\_\_\_\_

Change Requested by: \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

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CONTRACTOR APPROVAL

\_\_\_\_\_  
(Company) By: \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Address) \_\_\_\_\_  
(Date)

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CREP COORDINATOR RECOMMENDATIONS

\_\_\_\_\_ Concur \_\_\_\_\_ Recommend Rejection (Attach Explanation)

CREP Coordinator: \_\_\_\_\_  
(Signature) (Date)

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DIVISION OF SOIL CONSERVATION AUTHORIZATION

Change Order required due to:  
\_\_\_\_\_

Immediate authorization to proceed granted: \_\_\_\_\_ Yes \_\_\_\_\_ No

**APPROVED:**

**DENIED:**

\_\_\_\_\_  
Director, Division of Soil Conservation  
Division of Soil Conservation  
Iowa Department of Agriculture  
and Land Stewardship  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Director, Division of Soil Conservation  
Division of Soil Conservation  
Iowa Department of Agriculture  
and Land Stewardship  
\_\_\_\_\_  
(Date)

END OF DOCUMENT HH

*State of Iowa*  
***DIVISION OF SOIL CONSERVATION***  
*Iowa Department of Agriculture and Land Stewardship*  
*Mit981810C CREP Wetland Project Construction Contract Amendment*

***THIS AMENDMENT***, made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the State of Iowa, acting through:

Division of Soil Conservation  
Iowa Department of Agriculture and Land Stewardship

hereinafter called the ***DIVISION***, and

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

hereinafter called the ***CONTRACTOR***.

***WITNESSETH:*** That the ***DIVISION*** and the ***CONTRACTOR*** mutually agree to amend the agreement made \_\_\_\_\_, 2015 for the MIT981810C CREP Wetland Project as described below:

Description of Amendment(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Plan Sheet(s) and/or

Detail Reference(s): \_\_\_\_\_

Contract Construction Specification

Reference(s): \_\_\_\_\_

Amendment No. \_\_\_\_\_

Drawing No. and Date: \_\_\_\_\_

Reason for Revision of

Contract Completion Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Contract Completion Date: \_\_\_\_\_

Current Contract Completion Date: \_\_\_\_\_

Revised Contract Completion Date, This Amendment: \_\_\_\_\_

**BREAKDOWN OF AMENDMENT CONTRACT COST BY BID ITEM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Project Contract Amount: \$ \_\_\_\_\_

Approved Change Orders No. \_\_\_\_\_ thru \_\_\_\_\_: \$ \_\_\_\_\_

Approved Amendments No. \_\_\_\_\_ thru \_\_\_\_\_: \$ \_\_\_\_\_

This Amendment: \$ \_\_\_\_\_

Resulting Total Amended Contract Amount: \$ \_\_\_\_\_

*IN WITNESS WHEREOF*, the parties hereto have executed this Amendment, in the day and year first above mentioned.

**FOR THE DIVISION**

**FOR THE CONTRACTOR**

\_\_\_\_\_  
Michael L. Naig, Deputy Secretary  
Iowa Department of Agriculture and Land Stewardship

\_\_\_\_\_  
(Company Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Address of Company)

\_\_\_\_\_  
(City, State, Zip Code)

Seal if by a corporation

**CONSENT FROM SURETY:**

**BY:** \_\_\_\_\_  
(Surety Representative)

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Date)

END OF DOCUMENT II

IOWA  
Department of Revenue  
www.state.ia.us/tax

**Designated Exempt Entity**  
**Iowa Construction Sales Tax Exemption Certificate**

This document may be completed by a designated exempt entity and given to their contractor and/or subcontractor along with an authorization letter. *Seller:* Keep this certificate in your files. *Contractor/Exempt Entity:* Keep a copy of this certificate for your records. **Do not send this to the Department of Revenue**

Designated Exempt Entity Division of Soil Conservation Iowa Department of Agriculture and Land Stewardship		
Address 1 502 East 9th Street		
Address 2		
City Des Moines	State IA	Zip Code 50319
Construction Project Name Mit981810C CREP Wetland Project		
Construction Project Number (if used) Job No. 15-01		

General Contractor or Subcontractor Name Sample		
Address 1 123 Construction Ave		
Address 2		
City Diggerville	State IA	Zip Code 55555

Description of contract/subcontract (please print/type clearly)

Construction of wetland using a steel sheet pile weir and an earthen embankment.

The named contractor may purchase building materials used in the contract, exempt from sales tax. This exemption does NOT apply to materials, equipment and supplies consumed by the contractor or subcontractor.

Designated Exempt Entity Authorized Agent \_\_\_\_\_ Date: \_\_\_\_\_

**Authorization Letter From Division of Soil Conservation - Agriculture and Land Stewardship**

Pursuant to Iowa Code Sections: 422.42 (16) & (17), and 422.47 (5), you are authorized to purchase construction materials tax free for the contract specified above.

The exemption certificate (or a copy of the certificate) may be provided to the suppliers of your construction materials and will authorize them to sell you the materials exempt from Iowa sales tax and any applicable local option sales tax and school infrastructure local option sales tax. Complete information on qualifying materials can be found at www.state.ia.us/tax, the Department of Revenue (IDR) website.

It is your responsibility to have records identifying the materials purchased and verifying they were used on this contract. Any materials purchased tax-free and not used on the construction project are subject to sales and applicable local option taxes. Should this occur, the tax must be paid directly by you to IDR in the same calendar quarter the project is completed. E-mail the department at: idrf@idrf.state.ia.us if you have questions on this requirement.

Contractors should be aware that use of the certificate to claim exemption from tax for items not used on this project or that do not qualify for exemption could result in civil or criminal penalties.

31-013 (12/10/02)

END OF DOCUMENT QQ