



Office of Property and Construction

Phone: (206) 382-4273 • Fax: (206) 382-4266 • Email: construction@seattlearch.org

Archdiocese Contact:

Attached is one **copy** of the contract. Please see the information below in order to process any changes and pay applications.

Date: _____ **Project and Description:** _____

This contract is:

- | | | |
|--|--|--|
| <input type="checkbox"/> For signature | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Not approved, please resubmit |
| <input type="checkbox"/> For your use | <input type="checkbox"/> As requested | <input type="checkbox"/> For review and comment |

Archdiocese Small Construction Contract Administrative Procedures

Parish Contract Administrator (“PCA”):

1. This contract is retained in the Parish files for a minimum of 6 years. Any associated drawings can be sent to the Office of Property and Construction Services (“OPCS”) or kept on file for the life of the improvement.
2. Generally, OPCS does not perform a site visit unless a request is made or hazardous material are removed.
3. All change orders must be done in writing and using the Archdiocese document located at <http://www.seattlearchdiocese.org/Archdiocese/Property/Forms.aspx>. Change orders with a value up to \$1,000 can be approved solely by the PCA with approval of the Pastor/Pastoral Leader. Change orders outside this amount including deductive changes require OPCS approval PRIOR to proceeding.
4. **CONTRACTOR INSURANCE:**
 _____ Is attached to this agreement and the work can proceed.
 _____ Has not been furnished. No work can proceed until the insurance has been forwarded to OPCS.
5. Washington State Law requires contractors, material, or equipment rental suppliers furnish a Pre-Lien Notice. If the Parish receives this notice, forward to OPCS.
6. Contractor Payment Procedures (allow 3 days for OPCS processing)
 - a) The contractor will submit to the PCA an invoice(s) and notarized lien release per the terms of contract. The lien release is attached to the contract.
 - b) The invoice will be reviewed and if accepted the PCA will date and sign the invoice with PARISH APPROVAL. If approval assistance is needed, contact PCS contract administrator.
 - c) The original approved invoice and the lien release is mailed to the OPCS contract administrator. This will be reviewed and approved. If a question(s) exists, the PCA will be contacted. Once approved, the invoice and lien release will be returned via e-mail to PCA. If the timeliness of the contractor payment is an issue, the invoice/lien release can be scanned and e-mailed to the OPCS contract administrator with the originals sent in the mail.
 - d) Once OPCS approval is granted, the Parish will issue payment to the contractor. If funds are needed for payment include the PRF/ARF withdrawal form when the invoice/lien is sent to OPCS as this will quicken the transfer of funds.