

Capital Outlay Project Email Cover Letter

Submit Completed Form to: facilities.reimbursements@doe.k12.ga.us

System:

State Project Number:

Project Name:

Section I **Only Check Items Submitted in this transmission**

Architectural Contract

Letter from Legal Counsel, (SB Rule 160-5-4-05)

Mandatory Addendum

Architectural Certificate of Liability

Publisher Affidavit or Website Advertisement - And Proof of Georgia Procurement Registry Ad

Certified Tabulation of Bids or Evaluation Score Sheet

Construction Contract (and GMP Amendment if applicable)

Performance Bond with Power of Attorney

Payment Bond with Power of Attorney

Contractor's Certificate of Liability

If Construction Manager/Design build method used also submit

CM Request for Proposal

Form Submitted by:

Name

Date of Submittal

Contact Information:

Phone Number

Email Address

Section II – Construction Pay Invoices with Schedule of Values

List each Construction Pay Application separately and amount requested for each app.

EX: Pay App #1 - \$82,325.75

Pay App #2 - \$1,278,798.32

Section III Architect Pay Invoices

List each Architect Pay Application separately and amount requested for each app.

EX: Pay App #1 - \$25,125.32

Pay App #2 - \$1,364.00

Section IV Change Orders

List each Change Order separately and amount of the change order

EX: Change Order #1 - \$1,275.00

Change Order #2 – (\$275.00)

Section V Final Submission - Place copy in folders and mail original

Certification of Board of Education Form

Architectural Certification Form

Asbestos Certification Form

DE0089 - Capital Outlay Cost Certification Form

*****A new form should be submitted with each email submittal*****