



CONSTRUCTION CONTRACT PROTOCOL

- 1.) Pastor must submit letter to the Bishop requesting permission to undertake the proposed project. The letter should state that the project has been presented, reviewed, and approved by the Pastor and the Parish and Finance Councils. The letter should also outline how the parish will fund the project (Kenedy Grant Funds, Parish Funds, Diocesan Loan, etc.).

(Please copy the Construction Department on the letter.)

The letter of approval from the Bishop's Office must be in hand before the parish can move forward with the project.

- 2.) If the proposal is under \$20,000.00, the Pastor is authorized to sign the proposal.
(Please provide the Construction Department with a copy of the signed proposal and payments to the contractor for recordkeeping).

If the proposal is over \$20,000.00 a diocesan contract must be prepared by the Construction Department for execution by the contractor and the Bishop. The diocesan contract must be accompanied by the selected bid, along with additional bids received. **(The Diocese requires that 3 bids be obtained).**

- 3.) The bidder who is awarded the contract must provide their Certificate of General Liability and Workers Compensation. If the contractor cannot provide the insurance, another quote must be selected. (Contractor may obtain the insurance, but please be advised that the contract amount will increase as the cost of the insurance will be incorporated into the cost of the project). **ALL CONTRACTORS MUST PROVIDE GENERAL LIABILITY AND WORKERS COMPENSATION FOR ALL CONSTRUCTION PROJECTS.**
- 4.) Should the project be funded by a Kenedy Grant in the amount of \$50,000.00 or more, Items #1-3 would still apply. Upon both parties signing the contract, the contract is forwarded to the Kenedy Foundation. The Foundation will then send the Pastor a Grant Agreement. The Pastor will sign the Grant Agreement. Please return the Agreement to the Construction Department. The Grant Agreement will be signed by the Bishop and/or his representative. The Agreement will be sent to the Kenedy Foundation. The Kenedy Foundation will place the project on a funding que. The Pastor will receive a letter from the Kenedy Foundation stating that the monies have been placed on deposit with the Diocese. At that time, the project is authorized to begin. **PROJECTS FUNDED BY THE KENEDY FOUNDATION CANNOT BEGIN UNTIL FUNDING IS ON DEPOSIT WITH THE DIOCESE.**