

Yellow Medicine County Contract Check List

(For Contracts Other Than Professional Services)

Contract per Board Minutes

Project Description _____

Date in Minutes _____

Name of Contractor _____

Fund (Revenue; R&B; Construction, Ditch) _____

Amount of Contract _____

\$ _____

Less than \$5,000 refer to policy 503 Purchasing Policies & Protocol & Contracts narrative _____

\$5,000 to \$9,999 refer to policy 503 Purchasing Policies & Protocol & Contracts narrative _____

\$10,000 to \$25,000 refer to policy 503 Purchasing Policies & Protocol & Contracts narrative _____

\$25,000 to \$100,000 refer to policy 503 Purchasing Policies & Protocol & Contracts narrative _____

More than \$100,000 refer to policy 503 Purchasing Policies & Protocol & Contracts narrative _____

Specs (keep copy on file) _____

Affidavit of Publication (save copy) _____

Abstracts (save all bids) _____

Original Contract (save refer to retention schedule) _____

Performance Bond (save) needed for county contracts between \$50,000 & \$75,000 involving labor, work or repair or construction of bridges, roads, ditches or bldgs. Both a Payment and Performance Bond (save) needed for public work contracts over \$75,000. _____

Change Orders -May need board approval and additional bonds _____

IC-134 (obtain and save) required for any public works if the company has employees even if under \$10,000 _____

Final Payment can only be made after the IC-134 is received (copy of paid claim) _____