

Northern California Conference of Seventh-day Adventists' Operating Policy Regarding Construction Contracts

The Northern California Conference of Seventh-day Adventists is the legal corporate owner and insurer of all Seventh-day Adventist Church owned properties - Churches, Schools, etc., within its territory. Therefore, only duly elected officers and those approved by the Conference Executive Committee are permitted to bind the corporate legal body by contracts, leases and other legal binding agreements that pertain to buying or selling property, construction, remodeling, maintenance and other major repair work (e.g. painting, roofing, etc.) of Conference-owned property.

For new construction, building additions and major remodeling please contact the Property Management Department. for information and procedures for obtaining Building Committee approval and information regarding financing options. For contractor agreements for building projects that have been approved by the Building Committee and contracts for other construction, remodeling, repair and maintenance projects at NCC-owned facilities, the following policies shall apply:

1. The Conference Property Management Department is designated as the primary Conference department for approving contracts, working in conjunction with the Conference Treasurer and applicable Conference committees (e.g. Executive Committee, Building Committee and Trust and Property Management Council).
2. Proposed contracts shall be presented to the Property Management Dept. for review by staff and/or legal counsel. Submission may be by mail to the address below, or e-mail to ***property@nccsda.com***.
3. Contracts for new construction or major remodeling will be scheduled for review and approval by Conference Building Committee.
4. Contracts shall name the Northern California Conference of Seventh-day Adventists, d.b.a. (doing business as) then the name of the Church or School.
5. The Church or School is strongly encouraged to designate a knowledgeable local person as the liaison with the Conference to expedite the review/approval process.
6. Submit the following with each proposed agreement for approval:
 - a) Verification that the contractor's license is valid (<http://www.cslb.ca.gov>)
 - b) Contractor's workers' compensation insurance certificate
 - c) Certificate of contractor's liability insurance for \$1 million with the Northern California Conference of Seventh-day Adventists listed as additionally insured
7. Obtain from all contractors and sub-contractors lien releases as jobs are completed and fax or e-mail to the Property Management Department.

For questions about the above policies please call the Property Management Department at 916-886-5665 or e-mail ***property@nccsda.com***.

NCC Property Management Dept. P.O. Box 619015, Roseville, CA 95661