

Use of Contractors for NCC Churches and Schools

The following process applies to all NCC Churches/Schools that engage in new building projects, remodeling, ongoing maintenance (landscaping, custodial) and major repair projects (e.g. re-roofing, re-paving etc.):

1. The church/school board should, for major construction and remodeling projects, form a building/remodeling committee to define and oversee the project following church business meeting approval. For other projects (minor remodeling & repairs) board approval alone is acceptable.
2. Contact the Conference Property Management Department to inform them of the intended project via phone at 925-603-5057 or by Email: property@nccsda.com.
3. Obtain a minimum of three (3) bids for the proposed work. Inform those desiring to submit bids that they will need to provide the following:
 - (a) Proof of current State Contractor's license and bond (verify with the California State Contractors License Board at <http://www.cslb.ca.gov/>)
 - (b) Proof of the Workers' Compensation Insurance unless the contractor works alone with no employees or unlicensed subcontractors.
 - (c) A certificate of liability insurance issued before the beginning of work which names the **Northern California Conference of Seventh-day Adventists** as additional insured for a minimum amount \$1,000,000 for new construction or major remodeling or \$500,000 for smaller projects (such as interior painting, minor remodeling, etc.).
4. Once bids are received and reviewed, determine the projected cost of the project and fund-raising and/or financing needs.
5. For new construction - Contact the Conference Property Management Department to have the project put on the schedule for the Conference Building Committee for approval (property@nccsda.com 925-603-5057).
6. Submit applications for building permits to the Property Management Department for review and signature (building departments generally require an authorized signature of the property owner before issuing a building permit).
7. Submit all contractor agreements to Property Management Department for legal review and signatures before the commencement of work.
8. It is recommended that a separate bank account be established for all major construction projects. In any case, it is the responsibility of the church/school treasurer to properly account for all expenses attributed to the construction project, documenting all expenses with invoices and receipts.
9. Ask for a copy of product warranties for specialized items being installed as part of the project (e.g. roofing materials, appliances or equipment).
10. Obtain a release of lien from all contractors/subcontractors at the conclusion of the project at the time of the final payment.
11. Report the total project expenses, with invoices and receipts if requested, to the Property Management Department for accounting purposes.
12. Lastly, for new construction, please provide a copy of the as-built construction plans to the Property Management Department for safekeeping and future reference.