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### Checklist for Contracts for Goods and Services - Before you sign an agreement

1. Establish clearly the total cost. \_\_\_\_\_  
How is the strata paying for this cost?
  - a) Contingency expense ? \_\_\_\_\_
  - b) Special levy? \_\_\_\_\_
  - c) Loan? \_\_\_\_\_
  - d) Combination ? \_\_\_\_\_
2. Is it by contingency or fixed price? \_\_\_\_\_
3. Are there conditions in the contract that can escalate costs? \_\_\_\_\_
4. Who has to approve any changes to the agreements/costs? \_\_\_\_\_
5. Does this contract require the approval of the owners by 3/4 vote? \_\_\_\_\_
6. Has your lawyer reviewed the contract? \_\_\_\_\_
7. Is the cost for legal services included in your budget? \_\_\_\_\_
8. Have you defined clearly the list of services & goods being provided? \_\_\_\_\_
9. Are there fixed commencement and completion dates? \_\_\_\_\_
10. Are there any costs or penalties for changes in the dates? \_\_\_\_\_
11. What insurance coverage is being provided? \_\_\_\_\_
12. Is it exclusively for your strata or general coverage? \_\_\_\_\_
13. Is the coverage sufficient for your job? \_\_\_\_\_
14. Is the insurance current and valid? \_\_\_\_\_
15. Is additional insurance required? \_\_\_\_\_
16. If yes, who will have to pay for it? \_\_\_\_\_
17. Are there conditions in the insurance that exclude the strata? \_\_\_\_\_
18. Is a warranty for the contract provided? \_\_\_\_\_

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19. Is the warranty being provided by the contractor or a 3<sup>rd</sup> party? \_\_\_\_\_
  20. Is there sufficient security for the warranty? \_\_\_\_\_
  21. Does the warranty require maintenance and repair schedules? \_\_\_\_\_
  22. Who is providing the warranty M&R service manual? \_\_\_\_\_
  23. Is bonding required for the project? \_\_\_\_\_
  24. Are building permits required for the contract? \_\_\_\_\_
  25. Who will obtain the permits? \_\_\_\_\_
  26. Who will pay for the permits & are they part of the contract? \_\_\_\_\_
  27. When will copies of the permits be provided and where are they posted? \_\_\_\_\_
  28. Is the contractor delegated the right authority to obtain the permits? \_\_\_\_\_
  29. Have you considered operational costs? \_\_\_\_\_
  30. Demolition and disposal: \_\_\_\_\_ Who pays the costs? \_\_\_\_\_
  31. Security Fencing and Hoarding \_\_\_\_\_ Who pays the costs? \_\_\_\_\_
  32. Sanitary & Site Safety \_\_\_\_\_ Who pays the costs? \_\_\_\_\_
  33. Worksafe Coverage \_\_\_\_\_ Who pays the costs? \_\_\_\_\_
  34. Supervision & Project Management \_\_\_\_\_ Who pays the costs? \_\_\_\_\_
  35. Restoration to adjacent affected areas \_\_\_\_\_ Who pays the costs? \_\_\_\_\_
  36. Is Termination of the Contract and Dispute Resolution in the contract? \_\_\_\_\_
  37. Do you understand the terms and conditions of termination? \_\_\_\_\_
  38. Are there costs and penalties associated with termination? \_\_\_\_\_
  39. Are the terms of dispute resolution clear? \_\_\_\_\_
  40. Is a specific procedure recommended for dispute resolution? \_\_\_\_\_
  41. When do you know the contract is complete? \_\_\_\_\_
  42. How are deficiencies or defects addressed? \_\_\_\_\_
  43. Are letters of assurance required for any sub contractors? \_\_\_\_\_
  44. How are the hold back and draw amounts being handled? \_\_\_\_\_