

# Saskatchewan



Saskatchewan  
Learning

Facilities Branch

1 - 2220 College Avenue  
Regina SK S4P 3V7  
(306) 787-1156 Phone  
(306) 798-3481 Fax

## CONFIRMATION OF CONTRACT AWARD

**School Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**School Division / # :** \_\_\_\_\_

Saskatchewan Learning will provide funding for its share of approved capital projects expected to be complete within the current fiscal year (prior to March 31) according to the following policy:

- 1) **where the department contribution is greater than \$50,000**, it will be paid out in two installments: 50% upon receipt of a completed Confirmation of Contract Award (CCA) and payment of the balance upon receipt of the Certificate of Substantial Performance of Contract from the project architect or engineer.
- 2) **where the department contribution is \$50,000 or less**, it will be paid out in one transaction upon receipt of the Certificate of Substantial Performance of Contract.

### Declaration:

On Behalf of the school division, I hereby confirm that the contract has been awarded as per board motion, dated \_\_\_\_\_.

To: \_\_\_\_\_

*(Name of Contractor)*

\_\_\_\_\_  
*(Address)*

Certificate of Substantial Completion will be provided by:

\_\_\_\_\_  
*(Name of Consulting Architect or Engineering Firm)*

\_\_\_\_\_  
*(Signature of SD Signing Officer)*

\_\_\_\_\_  
*(Position)*

\_\_\_\_\_  
*(Date)*

Please complete this form for every approved capital project. Return by mail or facsimile to:

Facilities Branch, Saskatchewan Learning  
1st Floor, 2220 College Avenue  
REGINA SK S4P 3V7  
fax: (306) 798-3481