# Fountara LLC – Contractor / Vendor Documentation Checklist

Project: Moss Bluff Restoration and Resilience Project

Operator: Fountara LLC (UEI X7UEPLPY4J15)

Landowner: Moss Bluff Properties LLC

Funding Source: Public grant disbursements (FDEP / SJRWMD / NRCS / DOE)

## A. Required Before Work Starts

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| Item | Description | Submitted (✓) |
| 1. Signed Contractor Agreement | Executed copy of Fountara LLC draw-based payment contract. |  |
| 2. Scope of Work (Exhibit A) | Detailed task list, quantities, unit rates, and completion schedule. |  |
| 3. Certificate of Insurance | General Liability ($1M min) and Workers Comp listing Fountara LLC and Moss Bluff Properties LLC as additional insureds. |  |
| 4. W-9 Form | Current IRS W-9 with EIN and business address. |  |
| 5. Business License / Contractor Certification | Florida license or applicable trade certification (copy). |  |
| 6. Safety Plan / JSA | Job Safety Analysis for all field activities (OSHA compliant). |  |
| 7. Equipment List & Fuel Plan | Inventory of equipment and containment procedures. |  |
| 8. Environmental Compliance Acknowledgment | Signed confirmation of boundaries and spill response readiness. |  |
| 9. Schedule of Values (SOV) | Line-item breakdown for draw requests and progress verification. |  |
| 10. Subcontractor List | Names, contact info |  |

## B. Required for Each Draw / Payment

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| --- | --- | --- |
| Item | Description | Submitted (✓) |
| 1. Progress Invoice | Invoice showing percent complete and tasks covered by the draw. |  |
| 2. Field Verification Sheet | Signed by Fountara project manager and grant inspector. |  |
| 3. Photo Documentation | Before/after photos with geo-tag for each task area. |  |
| 4. Daily Logs / Labor Hours | Crew hours and equipment usage for reporting to grantor. |  |
| 5. Updated Schedule of Values | Reflecting percent complete after draw. |  |
| 6. Lien Waiver | Signed release of lien for the work covered by the draw. |  |

## C. Required at Project Close-Out

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| Item | Description | Submitted (✓) |
| 1. Final Inspection Report | Completed and signed by Fountara and grant agency representative. |  |
| 2. Warranty Statement | One-year warranty on workmanship and materials. |  |
| 3. As-Built Map or Survey | Showing restored areas and installed features. |  |
| 4. Final Invoice & Lien Release | Marked 'Paid in Full' after final draw received. |  |

## Submission Instructions

All documents must be uploaded to the project folder or emailed to: projects@fountara.com  
Subject line: [Contractor Name] – Moss Bluff Docs [Phase #].  
  
No mobilization or site access is granted until items A.1–A.10 are on file. Payment will not be released until all required draw documents (Section B) are verified.