|  |  |  |
| --- | --- | --- |
| Project Name, SBC Number: | Date: | Reviewer: |

INSTRUCTIONS:

1. Coordinate with instructions in Designers’ Manual Chapter 4 Project Manual Guide.
2. General projects should use documents indicated in column “G” as follows.

“G” indicates documents used on all types of projects.

“B” indicates documents used on traditional lump sum bidding projects.

“T” indicates documents used on CM/GC projects with subcontract (trade) bidding.

“V” indicates documents used on Best Value projects.

“C” indicates documents used on basic commissioning project (not third-party enhanced commissioning projects).

1. Non-construction projects should use documents indicated in column “N”.
2. Utilize documents as indicated in the “DO” column.
3. Use the check column to complete this section as a form and submit it to the Owner with preliminary bidding and contract documents as described in Chapter 3: Design.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Section Number | Procurement and Contracting Requirements Sections | DO | Issue  Mo/Yr | G | N | 🗸 | Comments: How to use,  or if not always, when to use. |
| 00 01 01 | Project Title Page | create | na | G |  |  |  |
| 00 01 07 | Seals Page | create | na | G |  |  | If seal/signature not on cover/title page |
| 00 01 10 | Table of Contents | create | na | G |  |  |  |
| 00 11 16 | Invitation to Bid | edit | 5/18 | B |  |  |  |
| 00 11 19 | Request for GMP | edit | tbd | T |  |  |  |
| 00 11 66 | Invitation to Bid - Non-Construction | edit | tbd |  | N |  |  |
| 00 21 13 | Instructions to Bidders | use | 5/18 | B |  |  |  |
| 00 21 19 | Instructions to CM/GC for Producing GMP | use | tbd | T |  |  |  |
| 00 21 63 | Instructions to Bidders – Non-Construction | use | tbd |  | N |  |  |
| 00 25 13 | Pre-Bid Meetings | create | na | G | N |  | Create as needed for pre-bid conference |
| 00 30 00 | Information Available to Bidders | edit | 5/18 | G |  |  | If applicable |
| 00 31 26 | Asbestos Survey Information Available to Bidders | use | 5/18 | G |  |  | If applicable |
| 00 31 32 | Geotechnical Information Available to Bidders | use | 5/18 | G |  |  | If applicable |
| 00 41 13 | Bid Form | edit | 8/18 | B |  |  |  |
| 00 41 63 | Bid and Agreement Form – Non-Construction | fill-in | tbd |  | N |  |  |
| 00 42 23 | GMP Summary | use | tbd | T |  |  |  |
| 00 42 71 | GMP List of Trade Subcontracts | use | tbd | T |  |  |  |
| 00 42 75 | GMP Disclosure of General Conditions | use | tbd | T |  |  |  |
| 00 45 21 | Drug-Free Workplace Affidavit | use | 5/18 | G |  |  |  |
| 00 47 13 | Construction Bid Envelope | use | 5/18 | B |  |  |  |
| 00 47 63 | Non-Construction Bid Envelope | use | tbd |  | N |  |  |
| 00 52 13 | Agreement | use | 8/19 | B |  |  |  |
| 00 61 13 | Contract Bond | use | 10/18 | G | N |  | Unless taking later CM/GC subcont. bids |
| 00 61 43 | Three Year Roof Bond | use | 08/20 | G |  |  | If applicable |
| 00 72 03 | Marker for General Conditions of the Contract for Construction | use | 10/18 | G |  |  | May be used in drafts prior to CD phase |
| 00 72 13 | General Conditions of the Contract for Construction | use | 4/19 | G |  |  | For Contract Documents use the unique PDF version provided by the Owner |
| 00 72 13.2 | Supplementary Conditions –  Article 11 for High Risk Construction | use | 10/18 | G |  |  | As Owner approves for high risk construction projects |
| 00 72 63 | General Conditions of the Contract for  Non-Construction | use | tbd |  | N |  |  |
| 00 73 45 | Supplementary Conditions: Federal Wages | use | 10/18 | G |  |  | If applicable per Owner, with wage scale |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Section Number | General Requirements Sections  and Other Sections | DO | Issue  Mo/Yr | G | N | 🗸 | Comments: How to use,  or if not always, when to use. |
| 01 11 00 | Summary | create | tbd | G | N |  | As needed |
| 01 21 13 | Allowances | use | 5/18 | G |  |  | If applicable |
| 01 21 15 | List of Allowances | edit | 5/18 | G |  |  | If applicable |
| 01 22 13 | Unit Prices | use | 5/18 | G |  |  | If applicable |
| 01 22 15 | List of Unit Prices | edit | 5/18 | G |  |  | If applicable |
| 01 23 00 | Alternates | edit | 5/18 | G |  |  | If applicable |
| 01 25 13 | Product Substitution Procedures | use | 10/18 | G | N |  |  |
| 01 25 33 | Product Substitution Request Form | use | 5/18 | G | N |  |  |
| 01 26 00 | Contract Modification Procedures | use | 5/18 | G |  |  |  |
| 01 26 20 | Weather Delays | use | 12/18 | G |  |  |  |
| 01 26 25 | Weather Delay Report | use | 5/18 | G |  |  |  |
| 01 26 40 | Form for Amendment, Change Order, or Directive | use | 7/19 | G | N |  |  |
| 01 26 54 | Form for Price Summary | use | 5/18 | G | N |  |  |
| 01 26 55 | Form for Price of Work | use | 5/18 | G | N |  |  |
| 01 26 56 | Form for Price of Time | use | 8/20 | G | N |  |  |
| 01 29 16 | CM/GC-GMP Contingency and Reserve | use | tbd | T |  |  |  |
| 01 29 17 | CM/GC-GMP Contingency Log | use | tbd | T |  |  |  |
| 01 29 18 | CM/GC-GMP Reserve Fund Log | use | tbd | T |  |  |  |
| 01 29 54 | Retainage Escrow Initiation | use | 5/18 | G |  |  |  |
| 01 29 73 | Schedule of Values | use | 5/18 | G |  |  |  |
| 01 29 76 | Progress Payment Procedures | use | 8/20 | G |  |  |  |
| 01 30 00 | Administrative Requirements | create | na | G | N |  | As needed |
| 01 31 19 | Project Meetings | use | 10/18 | G |  |  |  |
| 01 31 90 | Administrative Logs | use | 5/18 | G |  |  |  |
| 01 31 93 | Visitor Log | use | 5/18 | G |  |  |  |
| 01 32 00 | Construction Progress Documentation | use | 5/18 | G |  |  |  |
| 01 41 15 | Basic Regulatory Requirements | use | 5/18 | G | N |  |  |
| 01 45 29 | Testing Laboratory Services | use | 10/18 | G |  |  | If applicable |
| 01 50 00 | Temporary Facilities and Controls | create | 5/18 | G | N |  | As needed |
| 01 57 23 | Temporary Stormwater Pollution Control | use | 8/20 | G |  |  | If SWPPP applies (add to it if needed) |
| (Include TDEC issued Notice of Coverage and TDEC approved Stormwater Pollution Prevention Plan.) | | | | | | | |
| 01 60 00 | Product Requirements | use | 5/18 | G |  |  |  |
| 01 74 00 | Cleaning and Waste Management | create | na | G |  |  |  |
| 01 77 70 | Closeout Procedures | use | 5/18 | G |  |  |  |
| 01 78 01 | Closeout Submittals | use | 10/18 | G |  |  | For basic needs |
| 01 78 02 | Closeout Submittals | edit | 10/18 | G |  |  | For more complex projects |
| 01 78 25 | Data Binder Receipt | use | 5/18 | G |  |  |  |
| 01 78 88 | Report of Subcontractors and Suppliers | use | 5/18 | G | N |  |  |
| 01 79 21 | Demonstration and Training | use | 5/18 | G |  |  | If applicable |
| 01 79 25 | Demonstration and Training Verification | use | 5/18 | G |  |  | If applicable |
| 01 81 14 | High Performance Building Requirements (HPBr) | use | na | G |  |  | Refer to Office of State Architect’s website. |
| 01 91 13 | Commissioning | use | 10/18 | C |  |  |  |
| 01 91 23 | Performance Testing Identification Form | use | 5/18 | C |  |  |  |
| 01 91 26 | Performance Testing Procedures Form | use | 5/18 | C |  |  |  |
| 01 91 29 | Functional Performance Test Certification | use | 5/18 | C |  |  |  |
| 07 50 36 | Total Roofing System Warranty | use | 8/20 | G |  |  | If applicable, correlate roofing spec |
| 07 61 02 | Twenty Year Total Metal Roofing System Warranty | use | 8/20 | G |  |  | If applicable, correlate roofing spec |
| 23 08 00 | Mechanical & Control Systems Commissioning | use | 8/20 | C |  |  | If applicable |
| 23 08 13 | Sensor Point Calibration Check Sheet | use | 5/18 | C |  |  | If applicable |
| 23 08 16 | Terminal Box Point Calibration Check Sheet | use | 5/18 | C |  |  | If applicable |
| 26 08 00 | Electrical & Lighting Commissioning | use | 5/18 | C |  |  | If applicable |
| 26 08 06 | Panelboard Check Sheet | use | 5/18 | C |  |  | If applicable |
| 26 08 13 | Power Circuit Check Sheet | use | 5/18 | C |  |  | If applicable |
| 26 08 30 | Generator Testing Procedures Form | use | 5/18 | C |  |  | If applicable |
| 26 08 32 | Generator Testing Findings Form | use | 5/18 | C |  |  | If applicable |
| 26 08 50 | Lighting Check Sheet | use | 5/18 | C |  |  | If applicable |

END OF CHECKLIST