

c42 STANDARD DOCUMENT INSTRUCTIONS AND CHECKLIST

Project Name, SBC Number:	Date:	Reviewer:
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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 trade bidding.
 "V" indicates documents used on Best Value projects.
 "C" indicates documents used on basic commissioning project (not third-party enhanced commissioning projects).
3. Non-construction projects should use documents indicated in column "N".
4. Utilize documents as indicated in the "DO" column.
5. 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.

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 22 16	Supplementary Instructions to Proposers - Best Value	use	tbd	V		☐	
00 25 13	Pre-Bid Meetings	create	na	G	N	☐	About 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	10/18	B		☐	
00 61 13	Contract Bond	use	10/18	G	N	☐	Unless taking later CM/GC Trade bids
00 61 43	Three Year Roof Bond	use	5/18	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	10/18	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	5/18	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	5/18	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	5/18	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 (Include TDEC issued Notice of Coverage and TDEC approved Stormwater Pollution Prevention Plan.)	use	10/18	G		☐	If SWPPP applies (add to it if needed)
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	5/18	G		☐	If applicable, correlate roofing spec
07 61 02	Twenty Year Total Metal Roofing System Warranty	use	5/18	G		☐	If applicable, correlate roofing spec
23 08 00	Mechanical & Control Systems Commissioning	use	10/18	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