

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		<input type="checkbox"/>	
00 01 07	Seals Page	create	na	G		<input type="checkbox"/>	If seal/signature not on cover/title page
00 01 10	Table of Contents	create	na	G		<input type="checkbox"/>	
00 11 16	Invitation to Bid	edit	5/18	B		<input type="checkbox"/>	
00 11 19	Request for GMP	edit	tbd	T		<input type="checkbox"/>	
00 11 66	Invitation to Bid - Non-Construction	edit	tbd		N	<input type="checkbox"/>	
00 21 13	Instructions to Bidders	use	5/18	B		<input type="checkbox"/>	
00 21 19	Instructions to CM/GC for Producing GMP	use	tbd	T		<input type="checkbox"/>	
00 21 63	Instructions to Bidders – Non-Construction	use	tbd		N	<input type="checkbox"/>	
00 22 16	Supplementary Instructions to Proposers - Best Value	use	tbd	V		<input type="checkbox"/>	
00 25 13	Pre-Bid Meetings	create	na	G	N	<input type="checkbox"/>	About pre-bid conference
00 30 00	Information Available to Bidders	edit	5/18	G		<input type="checkbox"/>	If applicable
00 31 26	Asbestos Survey Information Available to Bidders	use	5/18	G		<input type="checkbox"/>	If applicable
00 31 32	Geotechnical Information Available to Bidders	use	5/18	G		<input type="checkbox"/>	If applicable
00 41 13	Bid Form	edit	8/18	B		<input type="checkbox"/>	
00 41 63	Bid and Agreement Form – Non-Construction	fill-in	tbd		N	<input type="checkbox"/>	
00 42 23	GMP Summary	use	tbd	T		<input type="checkbox"/>	
00 42 71	GMP List of Trade Subcontracts	use	tbd	T		<input type="checkbox"/>	
00 42 75	GMP Disclosure of General Conditions	use	tbd	T		<input type="checkbox"/>	
00 45 21	Drug-Free Workplace Affidavit	use	5/18	G		<input type="checkbox"/>	
00 47 13	Construction Bid Envelope	use	5/18	B		<input type="checkbox"/>	
00 47 63	Non-Construction Bid Envelope	use	tbd		N	<input type="checkbox"/>	
00 52 13	Agreement	use	10/18	B		<input type="checkbox"/>	
00 61 13	Contract Bond	use	10/18	G	N	<input type="checkbox"/>	Unless taking later CM/GC Trade bids
00 61 43	Three Year Roof Bond	use	5/18	G		<input type="checkbox"/>	If applicable
00 72 03	Marker for General Conditions of the Contract for Construction	use	10/18	G		<input type="checkbox"/>	May be used in drafts prior to CD phase
00 72 13	General Conditions of the Contract for Construction	use	10/18	G		<input type="checkbox"/>	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		<input type="checkbox"/>	As Owner approves for high risk construction projects
00 72 63	General Conditions of the Contract for Non-Construction	use	tbd		N	<input type="checkbox"/>	
00 73 45	Supplementary Conditions: Federal Wages	use	10/18	G		<input type="checkbox"/>	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	<input type="checkbox"/>	As needed
01 21 13	Allowances	use	5/18	G		<input type="checkbox"/>	If applicable
01 21 15	List of Allowances	edit	5/18	G		<input type="checkbox"/>	If applicable
01 22 13	Unit Prices	use	5/18	G		<input type="checkbox"/>	If applicable
01 22 15	List of Unit Prices	edit	5/18	G		<input type="checkbox"/>	If applicable
01 23 00	Alternates	edit	5/18	G		<input type="checkbox"/>	If applicable
01 25 13	Product Substitution Procedures	use	10/18	G	N	<input type="checkbox"/>	
01 25 33	Product Substitution Request Form	use	5/18	G	N	<input type="checkbox"/>	
01 26 00	Contract Modification Procedures	use	5/18	G		<input type="checkbox"/>	
01 26 20	Weather Delays	use	5/18	G		<input type="checkbox"/>	
01 26 25	Weather Delay Report	use	5/18	G		<input type="checkbox"/>	
01 26 40	Form for Amendment, Change Order, or Directive	use	5/18	G	N	<input type="checkbox"/>	
01 26 54	Form for Price Summary	use	5/18	G	N	<input type="checkbox"/>	
01 26 55	Form for Price of Work	use	5/18	G	N	<input type="checkbox"/>	
01 26 56	Form for Price of Time	use	5/18	G	N	<input type="checkbox"/>	
01 29 16	CM/GC-GMP Contingency and Reserve	use	tbd	T		<input type="checkbox"/>	
01 29 17	CM/GC-GMP Contingency Log	use	tbd	T		<input type="checkbox"/>	
01 29 18	CM/GC-GMP Reserve Fund Log	use	tbd	T		<input type="checkbox"/>	
01 29 54	Retainage Escrow Initiation	use	5/18	G		<input type="checkbox"/>	
01 29 73	Schedule of Values	use	5/18	G		<input type="checkbox"/>	
01 29 76	Progress Payment Procedures	use	5/18	G		<input type="checkbox"/>	
01 30 00	Administrative Requirements	create	na	G	N	<input type="checkbox"/>	As needed
01 31 19	Project Meetings	use	10/18	G		<input type="checkbox"/>	
01 31 90	Administrative Logs	use	5/18	G		<input type="checkbox"/>	
01 31 93	Visitor Log	use	5/18	G		<input type="checkbox"/>	
01 32 00	Construction Progress Documentation	use	5/18	G		<input type="checkbox"/>	
01 41 15	Basic Regulatory Requirements	use	5/18	G	N	<input type="checkbox"/>	
01 45 29	Testing Laboratory Services	use	10/18	G		<input type="checkbox"/>	If applicable
01 50 00	Temporary Facilities and Controls	create	5/18	G	N	<input type="checkbox"/>	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		<input type="checkbox"/>	If SWPPP applies (add to it if needed)
01 60 00	Product Requirements	use	5/18	G		<input type="checkbox"/>	
01 74 00	Cleaning and Waste Management	create	na	G		<input type="checkbox"/>	
01 77 70	Closeout Procedures	use	5/18	G		<input type="checkbox"/>	
01 78 01	Closeout Submittals	use	10/18	G		<input type="checkbox"/>	For basic needs
01 78 02	Closeout Submittals	edit	10/18	G		<input type="checkbox"/>	For more complex projects
01 78 25	Data Binder Receipt	use	5/18	G		<input type="checkbox"/>	
01 78 88	Report of Subcontractors and Suppliers	use	5/18	G	N	<input type="checkbox"/>	
01 79 21	Demonstration and Training	use	5/18	G		<input type="checkbox"/>	If applicable
01 79 25	Demonstration and Training Verification	use	5/18	G		<input type="checkbox"/>	If applicable
01 81 14	High Performance Building Requirements (HPBr)	use	na	G		<input type="checkbox"/>	Refer to Office of State Architect's website.
01 91 13	Commissioning	use	10/18	C		<input type="checkbox"/>	
01 91 23	Performance Testing Identification Form	use	5/18	C		<input type="checkbox"/>	
01 91 26	Performance Testing Procedures Form	use	5/18	C		<input type="checkbox"/>	
01 91 29	Functional Performance Test Certification	use	5/18	C		<input type="checkbox"/>	
07 50 36	Total Roofing System Warranty	use	5/18	G		<input type="checkbox"/>	If applicable, correlate roofing spec
07 61 02	Twenty Year Total Metal Roofing System Warranty	use	5/18	G		<input type="checkbox"/>	If applicable, correlate roofing spec
23 08 00	Mechanical & Control Systems Commissioning	use	10/18	C		<input type="checkbox"/>	If applicable
23 08 13	Sensor Point Calibration Check Sheet	use	5/18	C		<input type="checkbox"/>	If applicable
23 08 16	Terminal Box Point Calibration Check Sheet	use	5/18	C		<input type="checkbox"/>	If applicable
26 08 00	Electrical & Lighting Commissioning	use	5/18	C		<input type="checkbox"/>	If applicable
26 08 06	Panelboard Check Sheet	use	5/18	C		<input type="checkbox"/>	If applicable
26 08 13	Power Circuit Check Sheet	use	5/18	C		<input type="checkbox"/>	If applicable
26 08 30	Generator Testing Procedures Form	use	5/18	C		<input type="checkbox"/>	If applicable
26 08 32	Generator Testing Findings Form	use	5/18	C		<input type="checkbox"/>	If applicable
26 08 50	Lighting Check Sheet	use	5/18	C		<input type="checkbox"/>	If applicable

END OF CHECKLIST