

## 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