**Cover Sheet and Instructions**

TABLE OF CONTENTS

**APPROVED DOCUMENT—**This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette (see Introduction to the Facilities Manual, “Approved Documents”).

|  |  |
| --- | --- |
| PURPOSE OF DOCUMENT: | Provides bidders with a list of documents contained in the bidding documents and contract documents. |
| CROSS-REFERENCES TO FACILITIES MANUAL (FM): | **FM4[I]:4.3.3** |
| CONTENTS: | Table of Contents (standard list) |
| FOR USE WITH:(Not Applicable to Some Documents) | √  | Long Form(LF) |  | Short Form(SF) |  | Brief Form(BF) |
| COMPLETED BY: |  | Filling In |  | Adding Text |  | No Data Required |
| ITS USE IS: |  √ | Required |  | Optional |

**Completion Instructions:**

1. Fill in the blank space for “Project Name” and “Project No.”

**Modifications and Additions:**

 None.

**Comments:**

 None.

END OF COVERSHEET AND INSTRUCTIONS

TABLE OF CONTENTS

Cover Page

Certification

Table of Contents

Advertisement for Bids

Project Directory

Instructions to Bidders

Supplementary Instructions to Bidders

Information Available to Bidders

Bid Form

Bid Bond

Agreement

General Conditions

Supplementary Conditions

Exhibits

 Certificate of Insurance

 Payment Bond

 Performance Bond

 Application For Payment

 Selection of Retention Options

 Escrow Agreement for Deposit of Securities In Lieu of Retention and Deposit of Retention

 Submittal Schedule

 Cost Proposal

 Field Order

 Change Order

 Conditional Waiver and Release Upon Progress Payment

 Unconditional Waiver and Release Upon Progress Payment

 Summary of Builder’s Risk Insurance Policy

 Self-Certification

 Report of Subcontractor Information

 Certificate of Substantial Completion

 Final Distribution of Contract Dollars

 General Contractor Claim Certification

 Subcontractor Claim Certification

 Conditional Waiver and Release Upon Final Payment

 Unconditional Waiver and Release Upon Final Payment

Specifications

List of Drawings

Drawings (Under Separate Cover)