## Mini Form

## Instructions

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|  | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility. |
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| **PURPOSE OF DOCUMENT:** | An abbreviated contract form intended for construction contracts below $300,000 |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | FM4[I]:4.5.1 |
| **CONTENTS:** | Mini Form  |
| **FOR USE WITH:** | Mini Form |
| **COMPLETED BY:** | Varies by document (see embedded instructions) |
| **ITS USE IS:** | Varies by document (see embedded instructions) |

**Completion Instructions:**

1. Since the **General Conditions** and **Instructions to Bidders** are core documents, no completion is requiredexcept for the Project Name and Project Number in the header*.*

1. Use of the certain documents, e.g. the P&P Bonds and the Bidding Documents, will vary by project depending on the estimated contract amount. See embedded instructions.
2. Generally, notes, suggested text, instructions and other information is formatted using the following methods:
* Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
* Coded instruction within brackets. The instructions and shading will disappear when the required information is typed.
* Suggested text is shaded in gray without brackets (see Modification and Additions below.)

4. The blank fields in the Agreement are completed at the time of award. The blank fields in the other documents require completion prior to bidding.

**Modifications and Additions:**

1. Since the General Conditions and Instructions to Bidders are core documents, *no modifications are allowed to this document*. Authorized modifications are made by way of the Supplementary Conditions and the Instructions to Bidders, respectively.
2. In the other documents, changes may be made to text shaded in gray.

**Comments:**

1. Equal Employment Opportunity language added to Advertisement.

2. The bid bond requirement is waived if this contract is used for projects that are informally bid or negotiated.