

Phase 2 - Contract Preparation Checklist

- 1. Prepare Schedule A
 - 1.1 Label every document with the following heading in the upper-right hand corner. Everything in **red** needs to be customized for each project. GT Construction Manager can provide Building # and Project #.

SCHEDULE A – Proposal of Contractor
Project Name
Building # - Building Name
Project Number: **xyz-20xx**
Page **x** of **y** (**total # of pages**)
 - 1.2 Schedule A includes these documents in this order:
 - 1.2.1 Proposal Cover Letter (Company Letterhead)
 - 1.2.2 Estimate Summary
 - 1.2.3 Bid Trade Analysis Sheets (In CSI Order)
 - 1.2.3.1 Bid Trade Analysis Sheet
 - 1.2.3.2 Subcontractor Quotes (Low to High Order)
 - 1.2.3.3 Repeat until all Bid Analyses are complete
 - 1.2.4 Construction Schedule
 - 1.2.5 Contract Document Listing
 - 1.2.6 Statement of Constructability
 - 1.2.7 Schedule of Values
 - 1.2.8 Subcontractor & Vendor Listing
 - 1.2.9 Submittal and Shop Drawing Log
 - 1.2.10 Allowance & Contingency Listing
 - 1.2.11 Payment & Performance Bond, if required
 - 1.2.12 Certificate of Insurance – if current “All Projects” COI is not on file with GT Contracting Officer
- 2. Exhibit B will be prepared by the GT CM and sent to your company for signature and witness.
- 3. Complete and submit Contract electronically to the GT CM with the following documents in one .pdf file:
 - 3.1 Task Order Checklist Form
 - 3.2 Exhibit B, signed and witnessed
 - 3.3 Schedule A
 - 3.4 Payment & Performance Bonds, if required
 - 3.5 Updated Certificate of Insurance, if required