



Project #: _____
Project Name: _____

TASK ORDER CHECKLIST (to be submitted with Task Order in Image Now)

Please confirm that all the items listed below have been completed *by initialing below* and submitting with Task Order as cover page:

	Exhibit B (prepared by GT CM & sent to Task Order Contractor) executed & attached
	Verify Exhibit B signed by authorized representative per Master Task Order Contract Exhibit E
	Schedule A - Every page labeled with correct heading
	Schedule A - Proposal Cover Letter on Company Letterhead attached
	Schedule A – All costs on Estimate Summary Sheet match attached Bid Trade Analysis Sheets, including Unifomat Bid Form (attached)
	Schedule A - Notation on Bid Trade Analysis Sheets indicates subcontractor selection and justification.
	Schedule A - Construction Schedule attached
	Schedule A – Contract Document Listing attached
	Schedule A - Statement of Constructability and Qualifications signed and attached ***All (3) roles signatures required***
	Schedule A - Schedule of Values attached
	Schedule A - Subcontractor & Vendor listing by trade attached
	Schedule A - Submittal & Shop Drawing Log attached
	Schedule A - Allowance & Contingency Listing attached
	Waste Recycling Policy (Supplemental Conditions) Acknowledged
	Payment & Performance Bonds attached for contracts greater than \$100K. Use BOR approved forms.
	Certificate of Insurance attached if current "All Projects" COI is not on file or has expired. Ensure Builders Risk/Installation Floater coverage is provided for contracts greater than \$50K. *** If Subs exist, attach letter certifying Subs have WC/EL.***

NOTES:

TASK ORDER COMPANY NAME: _____
 Printed Name, Title of Responsible Party: _____

Signature & Date: _____

GT CONSTRUCTION MANAGER NAME (Printed): _____

Signature & Date: _____