



PHASE 2

Contract Preparation

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: **wxyz-20xx**

Page **x** of **y** (total # of pages)

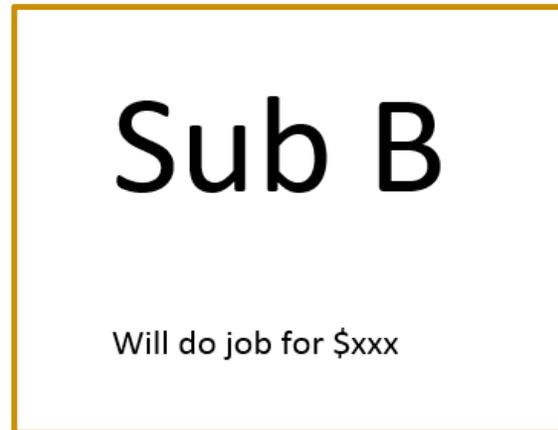
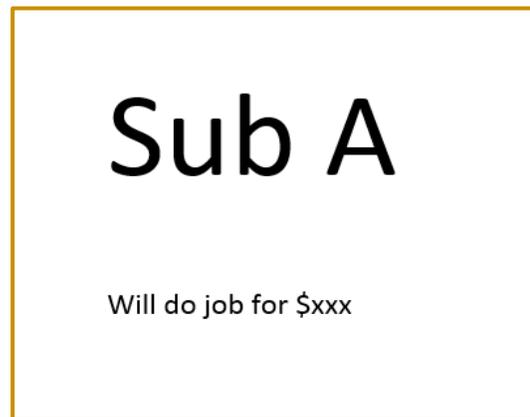
1. Prepare Schedule A

- 1.2 Schedule A includes the following documents in this order:
 - 1.2.1 Proposal Cover Letter (Company Letterhead)
 - 1.2.2 Estimate Summary

<i>CSI Item Number</i>	<i>Category</i>	<i>TOTAL AMOUNT</i>	<i>S.F. Cost</i>
1	General Conditions	\$778.00	\$0.35
2	Demolition	\$789.00	\$0.36
3	Flooring	\$233.00	\$0.11
7	Fire Protection	\$113.00	\$0.05
8	Doors/Frames/Hardware	\$2,434.00	\$1.11
8	Glass/Glazing	\$221.00	\$0.10
8	Framing & Drywall	\$978.00	\$0.44
9	Paint	\$353.32	\$0.16
15	HVAC	\$778.00	\$0.35
16	Electrical	\$1,020.00	\$0.46
Total Cost:		\$7,697.32	\$3.50

1. Prepare Schedule A

- 1.2 Documents (cont.)
 - 1.2.3 Bid Trade Analysis Sheet
 - 1.2.3.2 Subcontractor Quotes (Low to High Order)



Then

1. Prepare Schedule A

- 1.2 Documents (cont.)
 - 1.2.3 Bid Trade Analysis Sheets
 - 1.2.2.3 Repeat until all Bid Analyses are complete

1. Prepare Schedule A

- 1.2 Documents (cont.)
 - 1.2.4 Construction Schedule
 - 1.2.5 Contract Document Listing
 - 1.2.6 Statement of Constructability and Qualifications
 - 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

- Sample of Exhibit B on next page

2. Exhibit B - Sample

STATE OF GEORGIA

Exhibit B

No. ____ of Three
EXECUTED ORIGINALS

TASK ORDER NUMBER #####-##
TASK ORDER FOR GENERAL CONSTRUCTION SERVICES

THIS AGREEMENT is made the ____ day of _____, 20__ between the Board of Regents of the University System of Georgia, by and on behalf of Georgia State University, (hereinafter called "Owner"), and [CONTRACTOR] (hereinafter called the "Contractor"), whose mailing address is [CONTRACTOR'S ADDRESS].

WITNESSETH:

WHEREAS, the Owner has the authority to make contracts and to execute all instruments necessary or convenient as well as the authority to employ such other experts, agents, and employees as may be in the Owner's judgment necessary to carry on properly the business of the Owner; and

WHEREAS, the Owner and Contractor are parties to an active and valid Task Order Contract for General Construction Services;

NOW, THEREFORE, the Owner and the Contractor in consideration of the mutual promises and benefits flowing to the parties hereinafter stated, agree as follows:

- SCOPE OF WORK** - The Contractor shall furnish all labor, materials, tools, and equipment to perform the Work described in Schedule "A" [NAME OF PROJECT]. Proposal of Contractor dated [DATE OF PROPOSAL] and, if applicable, Schedule "B" Additional Working Guidelines [AND/OR as shown on the drawings and called for in the specifications entitled: [NAME OF PROJECT], as prepared by: [DESIGN PROFESSIONAL], who is referred to in the Contract Documents as the Design Professional). It is the intent and it is hereby agreed that the Contractor shall perform all work covered by this [Task Order No. #####-## and/or the Contract Documents].
- TIME OF COMPLETION** - This Contract shall be commenced on [DATE OF COMMENCEMENT] and shall be achieved in [# OF DAYS] consecutive calendar days from and including the date of the commencement, time being of the essence.
- CONTRACT SUM** - The Owner shall pay the Contractor the sum of [NUMERICAL SUM] ([WRITTEN CONTRACT SUM]) subject to adjustments by additive or deductive Change Orders.

EXECUTED AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

OWNER: BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA by and on behalf of GEORGIA INSTITUTE OF TECHNOLOGY

by: _____
Charles Rhode, AVP
Facilities

ATTEST: _____

CONTRACTOR NAME _____

by: _____
President
Printed name _____

ATTEST: _____
Secretary
Printed Name _____

Enclosures: Schedule "A" - Proposal from Contractor
Schedule "B" - Additional Working Guidelines

s

Task Order Contract #####, Dated XXXXX

Page 1



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
- 3.2 Schedule A
- 3.3 Payment & Performance Bonds, if required
- 3.4 Updated Certificate of Insurance, if required

3.1 Task Order Checklist Form

- To be submitted signed by Task Order Contractor with Contract



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
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
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
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
Payment & Performance bonds attached, if required
Certificate of Insurance attached, if current "All Projects" COI is not on file with GT Contracting Officer

NOTES:

General Contractor Name: _____
Responsible Party Name: _____

Signature & Date: _____
Construction Manager Name: _____

Signature & Date: _____