Project: <u>Project Name & (eB #)</u>

This checklist will assist you in all the steps necessary to prepare a project to go out to bid in eBuilder and ensure QA/QC

☐ Verify Drawings are <u>stamped</u> and <u>dated</u> and <u>titled</u> correctly; <u>project title</u> (should be similar to eBuilder project name)

☐ Verify Technical Specs have Project Name, Firm Name, Section # and Page # on every page in the header or footer

Title Page (01)

☐ Ensure title & date match drawing title & date (no abbreviations and name the drawing the "building name_work being done")

☐ Ensure A/E company name and address are correct

Instructions to Bidders (03)

☐ Ensure Title matches the Title on the Drawings

☐ Fill in all highlighted areas (Facilities Contracts will fill in bid dates and times)
    Note on item 9. e. that the number of Alternate acceptance calendar days should match the Bid Form, item 2.c.

☐ Do not remove unused sections

Electronic Bid Scope Template

☐ Complete the *Bid Scope Template* – this becomes the bid schedule of values including allowances and must include all alternates for which pricing is being requested.

Bid Proposal Certification Form (04)

☐ Heading: Fill in Project Name

☐ First Paragraph: Fill in Date of bid documents, Consultant Company name and address

☐ Item 3. Fill in calendar days and completion date in the Milestone Dates

☐ Item 10 a. g. 2. Fill in calendar days in the Alternates item in the Acceptance section.

☐ Above the first bidder signature block (BF-5 of master): If Unit Pricing is not required delete Unit Pricing from the list; otherwise, remove yellow highlighting

☐ Do not remove unused sections

General Conditions (05)
☐ Ensure Title matches the Title on the Drawings
☐ Page 2, Article 2 A.2 Remove IUOE paragraph if not applicable
☐ Page 29, Section 15.07 – Fill in Project Manager's name

General Requirements (06)
☐ Ensure title & date match Drawings title & date
☐ Fill in all footers (within each section) with Project Name and Date. Project Name should be as close to drawing title as possible. Section Title in footer can be moved over or broken into two lines.
☐ When removing a section, start at the top of the section to be deleted and highlight down to the next section title (section break included). Check that page numbers and header/footers are correct.
☐ Once edits are complete, go back to the GRs Table of Contents and right click anywhere on the table and click "update field">"Update entire Table"

Table of Contents (02)
☐ Insert Project Title in CAPS
☐ Division 1 – Delete any sections that were removed from the GRs
☐ Technical Specifications: Ensure that all tech specs titles/section match what the AE has provided. Also check headers/footers for correct numbering.
☐ Drawings: Check that all drawing numbers and titles are listed (should match cover page of drawings)

Title Page Technical Specs (07)
☐ Insert Project Title in CAPS in place of "xxx"

Title Page NYS DOL PWR (08)
☐ *If project is in a state owned facility* - insert Project Title in CAPS in place of "PROJECT"; otherwise this page is not required