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

☐ Verify Drawings are <u>stamped</u> and <u>dated</u> and titled correctly; <u>project title</u> (should be SUCF project name on Project Details page in eBuilder)

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

☐ SUCF Project # should be on Drawings and title page

Title Page

☐ Ensure title & date match drawing title & date (no abbreviations)

☐ Ensure A/E company name and address are correct

Instructions to Bidders

☐ Ensure title matches Drawings title

☐ 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.

Bid Form / Bid Submission Form

☐ Fill in highlighted areas (no abbreviations)

☐ Item 2. Do not delete; if no alternates, change Alternate ONE to "NONE"

☐ Item 3. Fill in MWBE percentages

☐ Item 5. List all subdivisions required (usually related to Tech Specs and/or Schedule of Values)

☐ Item 9. Delete any divisions not needed
   Add allowance number(s) and dollar value(s) at the bottom of the list, if applicable

☐ Item 11. d. – Alternate acceptance calendar days should match Item 2.c. on Bid Form

☐ Item 12. Add Unit Pricing info if needed; if not needed delete entire section

☐ Last page: Milestone Schedule – if not needed, delete page

☐ Check document numbering if there are any deletions

General Conditions

☐ Ensure title matches Drawings title

☐ Page 29, Section 15.07 – Fill in Project Manager's name

☐ Exhibit D – Form 1, MWBE percentages need to be filled in highlighted areas

General Requirements
☐ 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 full title name 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
☐ 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
☐ Drawings: Check that all drawing numbers and titles are listed (should match cover page of drawings)