

# Major Differences Between Construction Document Types

## Construction Document Differences

ITEM	TYPE OF DOCUMENT			
	LONG FORM	BRIEF FORM	INFORMAL FORM	MINI FORM
<b>Administration of contract documents</b>	By University's Representative	By University's Representative	By University	By University
<b>Advertising of bids</b>	Required	Required	Not Required <sup>3</sup>	Not Required <sup>3</sup>
<b>Alternates</b>	As required	As required	As required	Not used
<b>Formal bid protests</b>	Required	Required	Not Required	Not Required
<b>Bid security</b>	Required	Required	Not Required	Required (if project estimate >\$50,000)
<b>Builders Risk Insurance</b>	Required	Required <sup>2</sup>	Required <sup>2</sup>	Not required
<b>Cost Proposal</b>	As required	As required	As required	Not used
<b>Identification of Apparent Lowest Responsible Bidder</b>	Required	Required	Required	Required (unless contract negotiated)
<b>Listing of Subcontractors</b>	Required	Required	Required	Required unless contract negotiated)
<b>Payment:</b>				
<b>Progress payments</b>	Monthly	Monthly	Monthly	Monthly (if contract over \$25,000)
<b>Retention</b>	5%	5%	5% (if Facility makes Progress payments)	5% (if Facility makes Progress payments)
<b>Escrow Agreement for Deposit of</b>	Contractor may elect	Contractor may elect	Contractor may elect	Not used

<b>Securities in Lieu of Retention and Deposit of Retention into Escrow</b>				
<b>Pre-bid conference</b>	Required	Required	Not required <sup>4</sup>	Not required <sup>4</sup>
<b>Public bid opening</b>	Required	Required	Not required <sup>6</sup>	Not required
<b>Sealed bids</b>	Required	Required	Required	Required (unless contract negotiated)
<b>Withdrawal of bid</b>	Not allowed <sup>5</sup>	Not allowed <sup>5</sup>	Not allowed <sup>5</sup>	Not allowed <sup>5</sup>

## Notes

1. Federal agencies funding University projects often require competitive bidding for projects valued at over \$10,000. See the rules of the applicable funding agency.
2. Builder's risk property insurance is required for Brief Form contracts valued at over \$300,000.
3. The Facility may always advertise a project, regardless of cost.
4. The Facility may mandate a pre-conference, regardless of cost.
5. Withdrawal of bid is not allowed except in accordance with University policy (Regents' Policy).
6. Must post project award details on internet website.