

# Construction Document Organization

## TABLE LEGEND

BD Bidding Document

CD Contract Document

DOCUMENT	LONG FORM	BRIEF FORM	INFORMAL FORM	MINI FORM
<b>Cover Page</b>	BD	BD	BD (optional)	BD (optional)
<b>Certification</b>	BD	BD	Not used	Not used
<b>Table of Contents</b>	BD	BD	BD (optional)	BD (optional)
<b>Advertisement for Bids</b>	CD	CD	Not used	Not used under \$50,000
<b>Request for Bid</b>	Not used	Not used	CD	CD (informal bidding)
<b>Project Directory</b>	BD	BD	BD (optional)	Not used
<b>Instructions to Bidders (core document)</b>	CD	CD	CD	CD (Not used under \$50,000)
<b>Supplementary Instructions to Bidders</b>	CD	CD	CD	Not used
<b>Information Available to Bidders</b>	BD	BD	BD	Not used
<b>Base Qualification Questionnaire</b>	Not used	Not used	BD (Between \$300K-\$600K)	Not used
<b>Bid Form</b>	CD	CD	CD	CD (informal bidding)
<b>Bid Bond</b>	BD	BD	Not used	Not used under \$50,000
<b>Agreement</b>	CD <sup>1</sup>	CD <sup>1</sup>	CD <sup>1</sup>	CD <sup>1</sup>
<b>General Conditions (core document)</b>	CD	CD	CD	CD
<b>Supplementary Conditions</b>	CD	CD	CD	CD
<b>Exhibits Table of Contents</b>	BD	BD	BD	BD
<b>Exhibit 1: Certificate of Insurance</b>	CD	CD	CD	CD
<b>Exhibit 2: Payment Bond</b>	CD	CD	CD	CD (contracts over \$25,000)
<b>Exhibit 3: Performance Bond</b>	CD	CD	CD	Not used
<b>Exhibit 4: Application for Payment</b>	CD	CD	CD	Not used

<b>Exhibit 5A: Selection of Retention Options</b>	CD	CD	CD	Not used
<b>Exhibit 5B: Escrow Agreement for Deposit of Securities in Lieu of Retention and Deposit of Retention</b>	CD	CD	CD	Not used
<b>Exhibit 6: Submittal Schedule</b>	CD	CD	CD	Not used
<b>Exhibit 7: Cost Proposal</b>	CD	CD	CD	Not used
<b>Exhibit 8: Field Order</b>	CD <sup>1</sup>	CD <sup>1</sup>	CD	CD <sup>1</sup>
<b>Exhibit 9: Change Order</b>	CD <sup>1</sup>	CD <sup>1</sup>	CD <sup>1</sup>	CD <sup>1</sup>
<b>Exhibit 10: Subcontractor's Conditional Waiver and Release upon Progress Payment</b>	CD	CD	Not used	Not used
<b>Exhibit 11: Subcontractor's Unconditional Waiver and Release upon Progress Payment</b>	CD	CD	Not used	Not used
<b>Exhibit 12: Summary of Builder's Risk Insurance Policy</b>	BD <sup>2</sup>	BD <sup>2 3</sup>	BD <sup>2 3</sup>	Not used
<b>Specifications Table of Contents</b>	CD	CD	CD	CD
<b>Specifications, Division 1, Table of Contents</b>	CD	CD	CD	CD
<b>Specifications, Division 1, General Requirements</b>	CD	CD	CD	CD
<b>Specifications, Divisions 2-16</b>	CD	CD	CD	CD
<b>List of Drawings</b>	CD	CD	CD	CD
<b>Drawings</b>	CD	CD	CD	CD
<b>Addenda</b>	CD	CD	CD	CD
<b>Notice to Proceed</b>	CD	CD	CD	CD
<b>Notice of Completion</b>	CD	CD	CD	CD

#### Notes

1. The Agreement form is issued with the bidding documents for informational purposes; the executed Agreement becomes a contract document.
2. Copy of actual insurance policy issued for the Project after award becomes a Contract Document.
3. Applies only if the construction cost is more than \$300,000.