

Preparing Bid Documentation & Forms

Use this checklist to keep track of progress on your real estate construction and capital projects.

PROJECT NAME: _____

STATUS	ITEM	NOTES
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Bid Documentation

- RFP DOCUMENT
- PLANS & SPECIFICATIONS
- STANDARD FORM CONTRACT
- BUILDING RULES & REGS
- INSURANCE REQUIREMENTS
- LIST OF APPROVED SUBS
- PHOTOS AND SCOPE NARRATIVE

Bid Forms

- LEVEL OF DETAIL
- LINE ITEMS
- MARKUPS
- ALTERNATES
- UNIT PRICES

