

## **Part 2.2 Standard Document – Checklist For Contract Documents**

### **Invitation To Bid**

- Check Standard Format in Guideline Part 2.1
- Subcontractors closing as per Instructions to Bidders Clause 12, date and time  
(Example: BOBS is two working days before general contractors closing at 3:00 pm local time)

### **Part 1.1 Instructions To Bidders**

- Clause 2 - list where enquiries are to be directed.
- Clause 3, 3.1.2 - insert the time frame for acceptance of 'approved equivalents'.
- Clause 11, 11.1 (a) – list Subcontractors bonded trades or refer to Bid Form
  
- Clause 11, 11.1 (b) – list Subcontractors not bonded trades or refer to Bid Form

### **Part 1.2 Stipulated Price Bid Form**

- Insert Name of Project, Project Number
- Insert Name of Owner and Owner's Address
- Check applicable box on Bid Form item (a) and fill in number of weeks on where required to be completed by Owner.
- Fill in acceptance period on Bid Form item (c).
- Appendix 'A' – Insert Section/Divisions of work to close as per Instructions to Bidders Clause 12 and names of Subcontractors or suppliers not closing as per Clause 12.
  
- Appendix 'B' – Insert Project Name, Location and Project/Contract No. and Insert description of Alternative where applicable.
- Appendix 'C' (where applicable) - Insert Project Name, Location and Project/Contract No. and Insert description of Item of Work.
- Appendix 'D' (where applicable) - Insert Project Name, Location and Project/Contract No. and Insert description of Units of Work requiring unit pricing.
- Appendix 'E' (where applicable) - Insert Project Name, Location, Project/Contract No. and the description and amount of Cash Allowances from all Divisions

### **Part 1.4 Project Specific Amendments**

- CCDC 2 - Part 11 Insurance/Bonds – insert Supplementary Conditions as appropriate.

For BC Government requirements refer to  
<http://www.fin.gov.bc.ca/pt/rmb/construction.shtml>