



**Contract Type:** ☐ City-Owned Property ☐ Non-City-Owned Property **Contract Amount \$**

<b>PROJECT TITLE:</b>				
DDC Project ID #		Program Unit:		
Street Address				
Borough Zip		Date		
Project Manager		Ext.		
Sponsor Agency				
Prime Consultant				

**REQUIRED FOR ALL BID PACKAGES:**

	DOCUMENT	by:	ELECTRONIC FORMAT	NOTES	
1	<b>Bid Package Submission Form</b>	PM	PDF		<input type="checkbox"/>
2	<b>Specifications</b>	Consultant	PDF		<input type="checkbox"/>
3	<b>Table of Contents</b>	Consultant	Word		<input type="checkbox"/>
4	<b>Addendum to the General Conditions</b>	Consultant	Word		<input type="checkbox"/>
5	<b>Cost Estimate</b>	Consultant	Excel		<input type="checkbox"/>
6	Bid Breakdown	Consultant	Excel		<input type="checkbox"/>
7	ACCOFLOW CSB Sheet w/ Pin #	PM	Word		<input type="checkbox"/>
8	Bid Disposition Form (signed)	PM	PDF		<input type="checkbox"/>
9	MWBE Worksheet	PM	PDF		<input type="checkbox"/>
10	Confirmation of 100% CD review by A&E and/or CM	PM	Email		<input type="checkbox"/>

**PROJECT-BASED DOCUMENTS, NEEDED ONLY AS APPLICABLE:**

	DOCUMENT	by:	ELECTRONIC FORMAT	NOTES	
11	Proprietary Items Approval Memo (signed)	PM	PDF		<input type="checkbox"/>
11.1	<b>Justification of Proprietary Items</b>	Consultant	Word or PDF		<input type="checkbox"/>
11.2	Proprietary List "Special Notice to Bidders"	Consultant	Word		<input type="checkbox"/>
12	<b>PQL Approval Memo (signed)</b>	PM	PDF		<input type="checkbox"/>
13	Special Experience Requirements Approval Memo (signed)	PM	PDF		<input type="checkbox"/>
13.1	<b>SER Justification</b>	Consultant	Word or PDF		<input type="checkbox"/>
13.2	SER Requirements Page	BP	Word		<input type="checkbox"/>
14	<b>Unit Price Schedule</b>	Consultant	Excel		<input type="checkbox"/>
15	<b>Commissioning Specifications</b>	PM	Word or PDF		<input type="checkbox"/>
16	<b>Asbestos Specifications (if demolition in scope)</b>	PM	PDF		<input type="checkbox"/>
17	<b>Geotechnical Report</b>	Consultant	PDF		<input type="checkbox"/>
18	Justification Memo to ACCO (for projects > \$10M)	PM	PDF		<input type="checkbox"/>
19	Other Contract Documents (Federal, State, etc.)	PM	PDF		<input type="checkbox"/>
20	Feasibility Study & PLA Approval (for New Construction)	PM	PDF		<input type="checkbox"/>

\*\* Items in **Bold** are required at the time of review.  
All other documents are required prior to Design Completion.