

# Top 10 Bid Packaging Tasks for PMs to complete before each Intake Meeting

- 1) Addendum to GC:** Ensure this is completely filled out
- No highlighted instructions should remain
  - Do not revise standard text (ex. footer date)

Addendum to the General Conditions  
March 15, 2020

Page 1 of \_

- 2) Check TOC:** Ensure the DDC General Conditions (DIV 01) is not included in the TOC or within the Specifications.

**INCORRECT**  
TOC with DIV 01

X

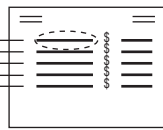
DIV 01  
01 30 00 .....  
DIV 03  
03 33 00 .....

**CORRECT**  
TOC without DIV 01

DIV 03  
03 33 00 .....  
DIV 05  
05 12 00 .....

- 3) Estimate to match TOC:** Compare Cost Estimate with TOC to ensure all Spec Sections have a corresponding line item and associated cost. Titles + CSI #'s must match exactly.

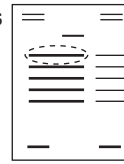
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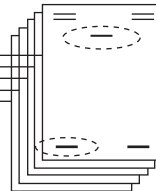
Cost Estimate

- 4) Spec to match TOC:** Ensure each Spec Section is listed in the TOC, and that the titles and CSI #'s match exactly.

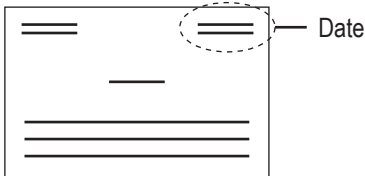
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Specifications



- 5) Check Date:** Ensure all Spec sections have the same date for submission, check that the date is the same on all spec sections, and that this date is updated from the last.



- 6) Check Spec Template:** Check that the correct Specification Template is used, including headers, footers, Related Document section



Department of  
Design and  
Construction

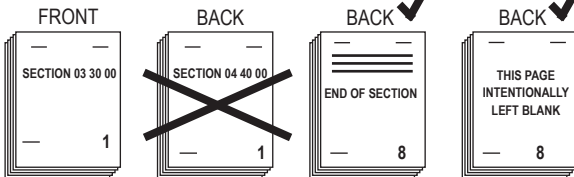
FMS No. - [xxxxxxxx]  
Issue Date - [xx/xx/xxxx]

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. The following documents apply to all required work for the Project: (1) the Contract Drawings, (2) the Specifications, (3) the General Conditions, (4) the Addendum and (5) the Contract [City of New York Standard Construction Contract].

- 7) Check Pagination:** Each Section must have an even number of pages. If odd, add blank page + text "This Page Intentionally Left Blank," along with headers and footers.



- 8) Check Roof Work:** Modifications to an existing warranted system must include Special Experience Approval for the Installer, and Proprietary Approval for the Manufacturer.

**Special Experience**

SER for Roof Installer is required for this roof because of warranty....

**Proprietary**

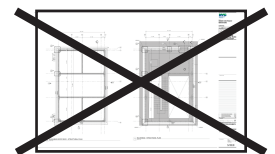
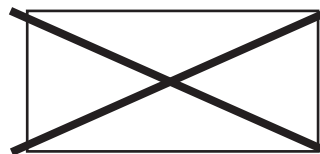
Proprietary Approval is required for this roof manufacturer to match...

- 9) Check for Fire Alarm Work:** Modifications to an existing Fire Alarm system must include Proprietary Approval for the Fire Alarm manufacturer.

**Proprietary**

Proprietary Approval is required for this fire alarm manufacturer to match....

- 10) Check for Extras:** Ensure there are no cut sheets, drawings, or forms included with the technical specifications.



**DO NOT SCHEDULE AN INTAKE MEETING UNTIL ALL OF THE ABOVE ITEMS ARE ADDRESSED.**