

Project #: _____
Project Name: _____

TASK ORDER CHECKLIST (to be submitted with Task Order in Image Now)

Please confirm that all the items listed below have been completed *by initialing below* and submitting with Task Order as cover page:

| | |
|--|-------------------------------------------------------------------------------------------------------------|
| | Exhibit B (prepared by GT CM & sent to Task Order Contractor) executed & attached |
| | Schedule A - Every page labeled with correct heading |
| | Schedule A - Proposal Cover Letter on Company Letterhead attached |
| | Schedule A – All costs on Estimate Summary Sheet match attached Bid Trade Analysis Sheets |
| | Schedule A - Notation on Bid Trade Analysis Sheets indicates subcontractor selection and justification. |
| | Schedule A - Construction Schedule attached |
| | Schedule A – Contract Document Listing attached |
| | Schedule A - Statement of Constructability and Qualifications signed and attached |
| | Schedule A - Schedule of Values attached |
| | Schedule A - Subcontractor & Vendor listing by trade attached |
| | Schedule A - Submittal & Shop Drawing Log attached |
| | Schedule A - Allowance & Contingency Listing attached |
| | Waste Recycling Policy (Supplemental Conditions) Acknowledged |
| | Payment & Performance bonds attached, if required |
| | Certificate of Insurance attached, if current "All Projects" COI is not on file with GT Contracting Officer |

NOTES:

TASK ORDER COMPANY NAME: _____
 Name of Responsible Party (Printed): _____
 Signature & Date: _____

GT CONSTRUCTION MANAGER NAME: _____
 Signature & Date: _____