PHASE 2
Contract Preparation
1. Prepare Schedule A

1.1 Label every document with the following heading in the upper-right hand corner. Everything in red needs to be customized for each project. GT Construction Manager can provide Building # and Project #.

SCHEDULE A – Proposal of Contractor

Project Name
Building # - Building Name
Project Number: wxyz-20xx
Page x of y (total # of pages)
1. Prepare Schedule A

- 1.2 Schedule A includes the following documents in this order:
  - 1.2.1 Proposal Cover Letter (Company Letterhead)
  - 1.2.2 Estimate Summary

<table>
<thead>
<tr>
<th>CSI Item Number</th>
<th>Category</th>
<th>TOTAL AMOUNT</th>
<th>S.F. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Conditions</td>
<td>$778.00</td>
<td>$0.35</td>
</tr>
<tr>
<td>2</td>
<td>Demolition</td>
<td>$739.00</td>
<td>$0.36</td>
</tr>
<tr>
<td>3</td>
<td>Flooring</td>
<td>$233.00</td>
<td>$0.11</td>
</tr>
<tr>
<td>7</td>
<td>Fire Protection</td>
<td>$113.00</td>
<td>$0.05</td>
</tr>
<tr>
<td>8</td>
<td>Doors/Frames/Hardware</td>
<td>$2,634.00</td>
<td>$1.11</td>
</tr>
<tr>
<td>8</td>
<td>Glass/Glazing</td>
<td>$221.00</td>
<td>$0.10</td>
</tr>
<tr>
<td>8</td>
<td>Framing &amp; Drywall</td>
<td>$978.00</td>
<td>$0.44</td>
</tr>
<tr>
<td>9</td>
<td>Paint</td>
<td>$553.32</td>
<td>$0.18</td>
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<tr>
<td>15</td>
<td>HVAC</td>
<td>$778.00</td>
<td>$0.35</td>
</tr>
<tr>
<td>16</td>
<td>Electrical</td>
<td>$1,020.00</td>
<td>$0.46</td>
</tr>
</tbody>
</table>

**Total Cost:** $7,697.32  $3.50
1. Prepare Schedule A

- 1.2 Documents (cont.)
  - 1.2.3 Bid Trade Analysis Sheets (in CSI Order)
    - 1.2.3.1 Bid Trade Analysis Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Total</th>
<th>Subcontractor 1</th>
<th>Subcontractor 2</th>
<th>Subcontractor 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid</td>
<td></td>
<td>1</td>
<td>%</td>
<td>$200.00</td>
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<td>1</td>
<td>ea</td>
<td>$300.00</td>
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<td></td>
<td></td>
<td>$1,404.00</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$1,904.00</td>
<td></td>
<td></td>
<td>$1,804.30</td>
</tr>
</tbody>
</table>

Then
1. Prepare Schedule A

- 1.2 Documents (cont.)
  - 1.2.3 Bid Trade Analysis Sheet
    - 1.2.3.2 Subcontractor Quotes (Low to High Order)

Sub A
Will do job for $xxx

Sub B
Will do job for $xxx

Then
1. Prepare Schedule A

- 1.2 Documents (cont.)
  - 1.2.3 Bid Trade Analysis Sheets
    - 1.2.2.3 Repeat until all Bid Analyses are complete
1. Prepare Schedule A

1.2 Documents (cont.)

- 1.2.4 Construction Schedule
- 1.2.5 Contract Document Listing
- 1.2.6 Statement of Constructability and Qualifications
- 1.2.7 Schedule of Values
- 1.2.8 Subcontractor & Vendor Listing
- 1.2.9 Submittal and Shop Drawing Log
- 1.2.10 Allowance & Contingency Listing
- 1.2.11 Payment & Performance Bond, if required
- 1.2.12 Certificate of Insurance – if current “All Projects” COI is not on file with GT Contracting Officer
2. Exhibit B will be prepared by the GT CM and sent to your company for signature and witness

- Sample of Exhibit B on next page
2. Exhibit B - Sample

STATE OF GEORGIA

Task Order No. 2.21

This Agreement is made the day of , 2021, between the Board of Regents of the University System of Georgia, hereinafter called the "State Board," and Mr. [Contractor Name], hereinafter called the "Contractor." The State Board and the Contractor are parties to this Agreement, which is to be evidenced by this Task Order.

WHEREAS, the Contractor is the entity to be supplied with the materials and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is the entity to be supplied with the materials and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor shall supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor shall prepare the materials and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,

NOW, THEREFORE, the State Board and the Contractor do hereby agree as follows:

WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule A of this Agreement, and
WHEREAS, the Contractor is to supply all labor, material, and equipment to perform the work authorized by Schedule B of this Agreement,
3. Complete and submit Contract electronically to the GT CM with the following documents in one .pdf file:

- 3.1 Task Order Checklist Form
- 3.2 Exhibit B, signed and witnessed
- 3.2 Schedule A
- 3.3 Payment & Performance Bonds, if required
- 3.4 Updated Certificate of Insurance, if required
3.1 Task Order Checklist Form

- To be submitted signed by Task Order Contractor with Contract