

**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
	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: \_\_\_\_\_