

**“REVISED BUSINESS MANUAL”
SUGGESTED FORMAT**

ALL MATERIAL TO BE INPUT BY
CLERICAL STAFF AND WRITE-PROTECTED

- I. FACILITIES (folder)
 - i. How To Use Material
 - A. Planning (folder)
 - 1. Approaches to Construction
 - 2. Partnering - Team Building
 - B. Selection of Design Professionals (folder)
 - 1. Competitive Process
 - 2. Architect vs. Engineer
 - 3. Documents (folder)
 - a. RFP
 - b. Selection Schedule
 - c. Scope of Services
 - d. Statement of Qualifications
 - C. Financing (folder)
 - D. Site Acquisition (folder)
 - E. DSA Approval Requirements (folder)
 - F. Public Works Bidding Forms (folder)
 - i. How To Use These Forms (folder)
 - 1. EXTENSION OF TIME - LIQUIDATED DAMAGES
 - 2. PROGRESS SCHEDULE
 - 3. PERFORMANCE/PAYMENT BONDS
 - 4. CLAIMS FOR DAMAGES
 - 5. SUBCONTRACTING
 - 6. DISTRICT'S RIGHT TO TERMINATE CONTRACT
 - 7. GUARANTEE
 - 8. PREVAILING WAGE RATES
 - 9. APPRENTICES
 - 10. INSURANCE COVERAGES
 - 11. FIRE INSURANCE
 - 12. SURVEYS
 - 13. INDEMNIFICATION
 - 14. SUBSTITUTIONS
 - 15. COST BREAKDOWN AND PERIODICAL ESTIMATES
 - 16. PAYMENTS
 - 17. PAYMENTS WITHHELD
 - 18. CHANGES AND EXTRA WORK
 - 19. DEDUCTIONS FOR UNCORRECTED WORK
 - 20. CORRECTION OF WORK BEFORE FINAL PAYMENT
 - 21. OCCUPANCY
 - 22. DISTRICT'S INSPECTOR OF RECORD
 - 23. SOILS INVESTIGATION REPORT

- 24. ARCHITECT'S STATUS
 - 25. SUBSTITUTION OF SECURITIES
 - 26. CONTRACT CLOSEOUT
 - 27. RESOLUTION OF CONSTRUCTION CLAIMS
 - 28. EXCAVATION DEEPER THAN FOUR FEET
 - 29. AB 1610 REQUIREMENTS
 - 30. COMPLETION
 - 31. INVOICE SUBMITTAL
 - 32. STATE AUDIT
 - 33. and others as needed/appropriate
1. Notice To Contractors Calling For Bids
 2. Notice To Contractors Calling For Bids (Alternate)
 3. Information For Bidders
 4. Information For Bidders (Alternate)
 5. Information Required From Bidders
 6. Non-Collusion Affidavit
 7. Bid Bond
 8. Bid Form
 9. Bid Form (Alternate)
 10. Designation of Subcontractors
 11. Drug Free Certification
 12. Non-Asbestos Certification
 13. Workers Compensation Certification
 14. Agreement
 15. General Conditions
 16. Change Order Form
 17. Performance Bond
 18. Payment Bond
 19. Guarantee Form
- G. Competitive Bidding (folder)
1. Overview
 - a. What Is Required
 - b. When Required
 - c. When Excused
 - i. Emergency
 - ii. Futile and Unavailing
 - iii. Sole Source
 - iv. Special Items
 - 1) Computer/Data Processing Equipment
 - v. Alternatives To Competitive Bidding
 - 1) CMAS Acquisition
 - 2) Piggyback Contracts (here or under other contracting?)
 2. Pre-Qualification of Bidders (folder)
 - a. Overview
 - b. Documents (folder)

- i. Prequalification Questionnaire
 - ii. Uniform Rating Scale
 - 3. Jobwalks
 - 4. Bid Opening (folder)
 - a. Responsive Bids
 - b. Responsible Bidders
 - 5. Bid Protests
 - 6. Award of Contract
- H. Construction Dispute Resolution

II. BUSINESS