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**CITY OF MIDDLETON**  
**STANDARD SPECIFICATIONS AND**  
**CONSTRUCTION CONTRACT DOCUMENTS**

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# SPECIFICATIONS CHECKLIST

ADVERTISEMENT TO BID SHOULD NOT BE PUBLISHED PRIOR TO COMPLETION OF THE CONTRACT DOCUMENTS.

IT IS THE ENGINEER'S RESPONSIBILITY TO MAKE SURE THEIR PROJECT IS ADVERTISED AS INDICATED BELOW:

1. WISCONSIN MUNICIPAL PROJECTS FOR PUBLIC WORKS REQUIRE A PROJECT TO BE ADVERTISED IN THE MUNICIPALITY'S LEGAL NEWSPAPER AT LEAST TWICE, IN CONSECUTIVE WEEKS, THE LAST OF WHICH SHALL BE AT LEAST ONE WEEK BEFORE THE BID OPENING (REF SS 62.15(3) AND 985).

## CONTRACT AND SPECIFICATION TYPING INFORMATION

ENGINEER IN CHARGE: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADVERTISEMENT DATES: \_\_\_\_\_ BID DATE: \_\_\_\_\_

## ADVERTISEMENT TO LIST AVAILABILITY OF BID DOCUMENTS

### DIGITAL BID DOCUMENTS THROUGH QUEST CONSTRUCTION DATA NETWORK

Create on Quest web site ([www.QuestCDN.com](http://www.QuestCDN.com)), list City of Middleton as Owner so project will also be shown on City web site

## SPECIAL INSTRUCTIONS OR COMMENTS:

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Secretary  
√ When  
Complete

## INSERTS

PERMANENT EASEMENTS?	Yes	No	(Circle One)	<input type="checkbox"/>
TEMPORARY EASEMENTS?	Yes	No	(Circle One)	<input type="checkbox"/>
SOIL BORINGS?	Yes	No	(Circle One)	<input type="checkbox"/>
PERMIT(S)?	Yes	No	(Circle One)	<input type="checkbox"/>
DRAWINGS:				
1. _____				<input type="checkbox"/>
2. _____				<input type="checkbox"/>
POCKET:	Yes	No	(Circle One)	<input type="checkbox"/>

## Secretary complete:

FINAL DRAFT REVIEWED: \_\_\_\_\_

DATE SPEC SENT TO PRINTER: \_\_\_\_\_

NO. OF COPIES: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

How have insurance requirements been established?

Past project requirements: \_\_\_\_\_

Other contact: \_\_\_\_\_

Who provides following insurance?

Liability: [Contractor] [City]  
Property: [Contractor] [City]

Is there to be related work at the site which is not part of these contract documents?

Yes \_\_\_\_\_ No \_\_\_\_\_

Note: If coordination with other Contractors is required, add Supplementary Condition 7.4.

DESCRIBE

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Is this a multi-contract project?

Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE

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Type of Bid Forms to be used? (✓ Check all that apply)

Lump Sum \_\_\_\_\_ Unit Price \_\_\_\_\_ Base Bid \_\_\_\_\_

Alternates Allowed \_\_\_\_\_ Multiple Contract Bid \_\_\_\_\_

Copies of signed Contract Documents required (Typically 3) No. \_\_\_\_\_

Are O&M Manuals required?

Yes \_\_\_\_\_ No \_\_\_\_\_