

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ADVERTISEMENT TO BID SHOULD NOT BE PUBLISHED PRIOR TO COMPLETION OF THE CONTRACT DOCUMENTS.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), list City of Middleton as Owner so project will also be shown on City web site

SPECIAL INSTRUCTIONS OR COMMENTS:

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

Is this a multi-contract project?

Yes _____ No _____

DESCRIBE

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 _____