SPECIFICATION GUIDE
FOR REQUIREMENT CONTRACTS

This guide is provided as an example of a typical Division of School Facilities Specification for a Requirement Contract. It is for informational purposes only and does not supersede the requirements or information stated in the actual Contract Documents.

Contract Documents include but are not limited to the STANDARD FORM OF CONTRACT PROPOSAL – General Contract Requirements (Sections 1 through 8), Technical Specification (Sections 9 and 10), Board of Education Standard Specifications, Board of Education Standard Details, School Construction Authority Standard Specification, Schools Construction Authority Standard Details and Amendments to the Specification. Additional documents, codes and detailed drawings may be included by document or reference into the Specification.

Some of the information which is available from each document follows. References for commonly requested information are provided.

STANDARD FORM OF CONTRACT PROPOSAL

Title Page

Contract Serial Number
Bid Date
Pre-Bid Conference Date
Bid Opening Date
Bidder Information

Section 1 GENERAL INSTRUCTIONS

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1.17 Payment of Prevailing Wage
1.18 Sub-Contracting

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2.22 Financial standing
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2.26 Instructions on the Bid process

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Section 8 REPRESENTATION OF FACT

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8.7 Equal employment opportunity
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8.9 Bidder information

Section 9 SPECIAL TERMS AND CONDITIONS

9.1 Supplementary instructions to Bidders
- A. Assignment of Aggregate Classes
- B. Additional qualifications and requirements for Bidders
  - 1. Experience required, number of years and type of work
  - 2. Required documentation from Contractor
    - d. Machinery and equipment list
    - g. Required licenses and certificates of workpeople
  - 3. Required staffing by Prevailing Wage titles and required equipment
  - 8. OSHA 10 Safety Training
- C. Details of the Bid Process
  - 6. List of ITEMs to be bid

9.2 Supplementary general conditions
- C. Proceed Orders
- G. Change Orders
- I. Requests for payment

Section 10 BID SPECIFICATION AND CONDITIONS

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- C. References and Standards
- D. Materials

Procedures

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- H. Guarantee

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