



STATE OF COLORADO
 OFFICE OF THE STATE ARCHITECT
 STATE BUILDINGS PROGRAM

ASSEMBLING THE CONSTRUCTION PROJECT MANUAL FOR DISTRIBUTION

The following columns contain the documents required to be bound into the construction contract manual. Columns indicate distribution, order of documents, and whether the original (signed) or copy of the form should be included. Items in yellow are to be executed and attached - not referenced.

To Agency	To Contractor	To Architect/Engineer
Cover	Cover	Cover
Cover from Specs stamped by A/E	Cover from Specs stamped by A/E	Cover from Specs stamped by A/E
A/E Table of Contents	A/E Table of Contents	A/E Table of Contents
SBP Index	SBP Index	SBP Index
Signed Contractors Agreement	Signed Contractors Agreement	Signed Contractors Agreement
Copy of Bonds	Copy of Bonds	Copy of Bonds
Insurance Certificate(s)	Insurance Certificate(s)	Insurance Certificate(s)
Signed Notice to Proceed	Signed Notice to Proceed	Signed Notice to Proceed
General Conditions	General Conditions	General Conditions
Suppl. General Conditions (if any)	Suppl. General Conditions (if any)	Suppl. General Conditions (if any)
Addendum (if any)	Addendum (if any)	Addendum (if any)
Specimen Notice of Substantial Completion	Specimen Notice of Substantial Completion	Specimen Notice of Substantial Completion
Specimen of Notice of Acceptance	Specimen of Notice of Acceptance	Specimen of Notice of Acceptance
Specimen of Closing-Out Checklist	Specimen of Closing-Out Checklist	Specimen of Closing-Out Checklist
Specimen of Contractor's Settlement	Specimen of Contractor's Settlement	Specimen of Contractor's Settlement
Advertisement as Published	Advertisement as Published	Advertisement as Published
Information for Bidders	Information for Bidders	Information for Bidders
Original Bid and Bid Bond	Copy of Bid and Bid Bond	Copy of Bid and Bid Bond
Signed Notice of Award	Copy of Notice of Award	Copy of Notice of Award
Specifications	Specifications	Specifications

SEND CONTRACTOR'S CONTRACT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR BY ANY OTHER MEANS TO WHICH THE PARTIES AGREE.