**Specification Guidelines**

These guidelines are intended to be supportive in nature and should not be interpreted to be Construction Specifications for direct use. The Architect should utilize the information presented and incorporate it into their specification format.

**00 40 00  Procurement Forms and Supplements**

1.0  General

The “front end” documents for all University funded projects will be made available to the Architect at the commencement of each project. These documents include the:

- Mandatory Pre-Bid Announcement
- Advertisement for Bids
- Instructions to Bidders
- General Conditions
- Contract
- Certificate of Insurance Form
- Performance and Payment Bond Form
- Vendor Disclosure of Financial Interests
- Bid Form
- Bid Bond Form
- PC 2 Form
- Prevailing Wage Scale
- Surety Letter Form
- Contractor Certification Form

Provided with these are specific instructions on how they are to be used and incorporated into the Project Manual.

The “front end” documents for Capital Development Board projects will be made available by the Capital Development Board.