

Sample Contract File Arrangement

Folder Number/Name	Contents
#1 – Contract Bid Folder	<ol style="list-style-type: none"> 1. In house list of contractors that legal notice was sent to. 2. Copy of actual notice that appeared in the paper. 3. Bill from newspaper for legal notice. 4. Copy of Bid Forms. 5. Copy of Bid Bonds. 6. Copy of signed “Representations, Certifications, and Other Statements of Bidders”. 7. Copy of Indian or Tribal preference documentation. 8. Copy of Non-Collusive Affidavits. 9. Copy of bid tabulation sheet. 10. Letter of recommendation to award contract. 11. Copy of independent cost estimate for proposed contract.
#2 – Contract Award Folder	<ol style="list-style-type: none"> 1. Copy of cost or price analysis. 2. Documentation to support the rational for award of the contract. 3. Documentation to support that the contractor was cleared from the Suspended and Debarred listing. 4. Copy of Performance Bond. 5. Copy of Payment Bond. 6. Evidence of deposit of a cash escrow of not less than 20 percent of the total contract price. 7. Letter of credit for 25 percent of the total contract price. 8. Letter of credit for 10 percent of the total contract price. 9. Copy of Signed contract. 10. Copy of insurance certificates. 11. Copy of pre-construction checklist.
#3 – Specifications	<ol style="list-style-type: none"> 1. Copy of contract specifications. 2. Copy of any bidding addendums. 3. Copy of drawings.
#4 – Contract Registers	<ol style="list-style-type: none"> 1. Copy of contract register. 2. Copy of change order register. 3. Copy of contract progress schedules.
#5 – Change Orders	<p>Copy of all change orders in numerical order, including:</p> <ol style="list-style-type: none"> 1. Copy of change order documents. 2. Copy of cost or price analysis. 3. Documentation to support the rational for award of the change order. –Finding of Fact 4. Supporting documents.
#6 – Contract Payments	<ol style="list-style-type: none"> 1. Copy of all contractor payment requests. 2. Supportive documentation.
#7 – Contractor Payrolls	<ol style="list-style-type: none"> 1. Copy of all contractor payroll reports.

Sample Contract File Arrangement

Folder Number/Name	Contents
#8 - Submittals	<ol style="list-style-type: none">1. Copy of contractor submittal log.2. Copy of all contractor submittals.
#9 – Daily Logs	<ol style="list-style-type: none">1. Copy of all daily logs.
#10 – General Correspondence & Closeout Documents	<ol style="list-style-type: none">1. Miscellaneous correspondence.2. Copy of final inspections and punch lists.3. Contract closeout documents.4. Copy of all warranties.5. Copy of all operation and maintenance manuals.