

## Sample Contract File Arrangement

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

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