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| **Reference** | **Description** | **Due** | **Received** |
| **General Requirements** | | | |
| Instructions to Bidders 0.02C, GC 2.01, 2.02, & 2.03 | Certificate of Insurance Coverage | Within 15 days after receipt of contract |  |
| Instructions to Bidders 0.00E.4 | Apprenticeship Utilization Plan | Within 10 business days of NTP |  |
| GC 3.02 | Preliminary Construction Progress Schedule | Within 14 days of NTP |  |
| 01 3000 | Submittals Schedule | Within 14 days of NTP |  |
| 01 4000 | Project Quality Plan | Within 14 days of NTP |  |
| GC 4.03 | Shop Drawings | Prior to Construction |  |
| GC 5.02 | Copies of all required permits | when issued |  |
| 01 3000 & GC 5.04 | Intents to Pay Prevailing Wages | Within 30 days of NTP and prior to payment |  |
| 01 3000 & GC 5.07 | Site-Specific Safety Plan | Within 30 days of NTP, prior to payment, and prior to initial construction meeting |  |
| 01 3000 & GC 5.20 | List of Subcontractors and Suppliers | Within 30 days of NTP and prior to payment |  |
| 01 3000 & GC 6.02 | Proposed Schedule of Values | Within 30 days of NTP and prior to payment |  |
| 01 2000 & 01 3000 | Contractor's Overhead Daily Rate | Within 30 days of NTP and prior to payment |  |
| 01 3000 | Register in the DES Diversity Compliance Program (B2Gnow) at https://des.diversitycompliance.com/ | Within 30 days of NTP and prior to payment |  |
| 01 7800 | Draft O&M Manuals | Construction is 75% complete |  |
| 01 7800 | Draft Staff Training plan | Construction is 75% complete |  |
| 01 7800 | Draft warranties | Construction is 75% complete |  |
| 01 7800 | Final O&M Manuals | 2 weeks prior to Substantial Completion |  |
| 01 7800 | Complete staff training and provide training materials | 2 weeks prior to Substantial Completion |  |
| 01 7800 | Notice of substantial completion with list of remaining incidental corrective work (punch list) | Substantial Completion |  |
| 01 7800 | LEED submittal (if applicable | Substantial Completion |  |
| 01 7800 | Certificates of warranty | Substantial Completion |  |
| 01 7800 | All required permits required by AHJ | Substantial Completion |  |
| 01 7800 | All specified spare parts, tools, and extra stock | Substantial Completion |  |
| 01 7800 | Keys and Key Schedule | Substantial Completion |  |
| 01 7800 | All specified required test reports | Substantial Completion |  |
| 01 7800 | Draft "As-Built" Project Record | Substantial Completion | 12/24/2025 |
| GC 4.02 | Final "As-Built" Project Record | Final Acceptance |  |
| 01 7800 | Written notice that all incidental corrective work (punch list) completed | Final Acceptance |  |
| **Recurring Submittals** | | | |
| GC 3.02 | Construction Progress Schedules | Monthly |  |
| GC 5.04 | Certified Payroll uploaded to L&I portal | Monthly |  |
| GC 6.03 | Pay applications (A-19 Invoice) | Monthly |  |
| GC 10.11 | Submit payment information into DES Public Works Diversity Tracking & Management System | Monthly |  |
| **Project Specific Submittals** | | | |
| Consultant Specifications | Proposed Products - to be completed by consultant | To be filled out by consultant |  |
| Consultant Specifications | Test and Inspection reports | To be filled out by consultant |  |
| Consultant Specifications | Manufacturer's instructions and field reports | To be filled out by consultant |  |
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