



Project Name

| | | | |
|---------------------------------------------------------------|----------------------------------------|--------------------------------------------------|-----------|
| Project Number | 19-XYZ-00247 | Contract Date | 16-Dec-19 |
| General Contractor | LMNOP General Contracting | Contract Amount | \$\$ |
| Owner | NYC Department of ... | Project Start Date | 1-Oct-19 |
| Architect | Studio Archs | WBE Goals | 0% |
| Project Address | 1234 ABC St | MBE Goals | 50% |
| | NYC, NY 12345 | SDVOB / SBE Goals | 0% |
| Insurance | Spearhead GL | Certified Payroll | Yes |
| Payment Terms | | Sales Tax - Yes or No | |
| Payment Terms: Owner to GC (# of days) | GC Payment + 7 Days | Capital Improvement (ST124) | Yes |
| Payment Terms: Owner to GC (# of days) | GC Payment + 7 Days | Exempt (ST120) | Yes |
| Final Payment Due to SPCX | 90 - 120 Days | Exempt Entity (ST119) | No |
| Pencil REQs Due | 1st of the Month | Project Labor Agreement (PLA) - Yes or No | |
| Pay Application/REQ Due | 5th Day of the Month | PLA? | Yes |
| Owner Change Order Mark Ups | 15% | PLA Rates "as Amended" | Yes |
| Retainage Amount | | Allowable GC Mark Ups | |
| Retained Amount (%) | 10% | Extra Work Overhead | 12% |
| Substantial Completion (approving entity) | Owner and Contractor | Extra Work Profit | 10% |
| Reduced Retainage @ SC: | 50% | | |
| Notices: Enter notices per the contract. | | | |
| Payment and Performance Bonds | N/A | | |
| Conflicts Regarding Specs, Drawings, or Contract Documents | 48 Hours | | |
| Delay or Disruption of Work | 7 Days | | |
| Inspection or Testing Readiness | 3 Business Days | | |
| Extra Work Claim in Absence of CO | 10 Work Days | | |
| Notice of Change Orders | 10 Days | | |
| Requisition - Affidavit of Payment and Lien Waiver | See Contract Section 5.6 | | |
| Mechanic's Lien or Other Claim on Account of the Work | 10 Days | | |
| Certified Copies of Insurance Policies | 15 Days | | |
| Insurance Policy Changes | 30 Days | | |
| Contractor May Suspend Subcontractor Work for A Period Of: | 45 Days in Aggregate | | |
| Accident or Injury to Person or Property | 24 Hours | | |
| Meeting Minutes for Weekly "Tool Box" Meetings | 5 Days | | |
| Notices: Methods for Notice delivery per the contract. | | Satisfies Contract - Yes or No | |
| Certified Mail | Yes - satisfies contract | | |
| Electronic Letter (emailed letter) | Yes - satisfies contract | | |
| Oral communication | No - no must be on letterhead | | |
| Emailed message | No - no must be on letterhead | | |
| Daily Report Entries into GC platform (e.g. "Procore") | NOTE: issues must be annotated in DR's | | |



Project Name

Link to Contract eBook

Project Coordinator will insert link here

| Scope of Work | | Project Milestones | | Date | |
|---------------------------------------------|-------------|-------------------------------------|----------------------------------------------------|--------------------|---------------|
| Wall Partitions | | Project Start | | 1-Oct-19 | |
| Gypsum Ceilings | | Spearhead Start | | 1-Nov-19 | |
| GFRG | | Spearhead End | | 1-Nov-20 | |
| Doors and Frames | | Substantial Completion | | 1-Dec-20 | |
| Door Hardware | | Project End | | 1-Feb-21 | |
| | | Spearhead Final Site Tasks | | <i>Platform</i> | |
| | | Project walkthrough with 360 camera | | Structionsite | |
| | | Package As-Builts and Warranties | | eBook | |
| Warranty Information | | Alternates | Building Access | | |
| Commencement: Substantial Completion | Duration | N/A | SWAC | No | |
| Armstrong, Kinetics, ReSawn | 1 Year each | | Badging | Yes | |
| Effective Labor Rate at Bid | | <i>Date</i> | <i>Expires</i> | Exclusions | |
| Carpenters | 1-Aug-19 | 30-Jun-20 | Trash removal from site by others | | |
| Tapers & Finishers | 1-Jan-20 | 30-Jun-20 | Caulking / fire stop penetrations caused by others | | |
| Lathers | 1-Jan-20 | 30-Jun-20 | Cutting and patching | | |
| Specifications at Bid | | <i>Date</i> | Drawings at Bid | | |
| 05500, 06200, 06423, 072100, 078413, 079200 | | 26-May-17 | Base Bid | 14-Apr-2018 | Bid Set |
| 081113, 092313, 092713, 092900, 098415, | | 26-May-17 | Bulletin 01 | 2-Oct-2019 | Bulletin #1 |
| | | | Bulletin 02 | 18-Dec-2019 | Bulletin #2 |
| | | | Bulletin 02r | 17-Jan-2019 | Bulletin #2r1 |
| | | | | | |
| | | | | | |
| Addenda Received at Bid | | <i>Date</i> | GC Point of Contact | | |
| Addendum No 1 | | 9-May-18 | Name | | |
| | | | Title | GC Project Manager | |
| | | | Phone | | |
| | | | Cell | | |
| | | | Email | | |

Important Notes

Project records must be maintained for 3 years. Liability Insurance coverage to continue for 24 months after project

Final Punchlist approved by Architect and Owner, only.

Holiday schedule to follow Union Trades dates. See attached

Project has a CM:

CM POC Name/Role:

CM Contact info:

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