Project Management Checklist:

BID OPENING TO DATE OF COMMENCEMENT

• _____ Open bids.
• _____ Certify bid tabulation if Architect/Engineer (A/E) is MUSC.
• _____ If outside A/E, notify them to certify bid tabulation, fill out the remaining information in the AIA-101, and mail contracts, sample bonds and insurance to the low bidder within forty-eight hours.
• _____ Verify that the Director of Engineering has signed and that the Contract Administrator has posted the Notice of Intent within twenty-four hours of receiving the certified bid tabulation.
• _____ Provide Contract Administrator specification and all addenda.
• _____ Call the Contractor if bonds and insurance are not received within 10 days of the Notice of Intent to Award and notify them that we would like to award in 6 days.

(We can award on the 16th day if all approvals have been received.)

• _____ Call the Contractor if bonds and insurance are not received within 20 days of the Notice of Intent to Award and notify the Contractor that they have one day and we can move to the next low bidder.

(They have 21 days from the Notice of Intent to Award to provide bonds and insurance.)

• _____ Provide Contract Administrator Notice to Proceed date when SE-380 approved.
(Contract Administrator needs seven days for signature of NTP by Controller.)

• _____ Set up pre-construction meeting to establish Date of Commencement.
**Project Management Checklist**

<table>
<thead>
<tr>
<th>Approved By:</th>
<th>Effective Date:</th>
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<tbody>
<tr>
<td>John C. Malmrose</td>
<td>January 1, 2006</td>
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<tr>
<td>Chief Facilities Officer</td>
<td></td>
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<tr>
<td>Engineering &amp; Facilities</td>
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Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.