

Attach A

## General Conditions Checklist

**General Conditions Description:** The not-to-exceed costs for the necessary general requirements / general conditions expenses to support the project from the beginning of the project through 100% completion of the punch-list and close-out shall include the following:

Description	Incl. In OH&P	General Conditions	Excluded	Cost-of-Work
Administrative Staff including Information Systems and timekeepers		✓		
Architect's Office, Furniture, Utility Bills			✓	
Building Permit, Plan Check Fees, Etc.			✓	
Canteen Area for Staff Meals		✓		
Computer & Printers Rentals/buy		✓		
Copier Paper		✓		
Copiers & Fax Machines		✓		
Information Systems/Data Processing / Record Retention		✓		
Designer Fees			✓	
Drinking Water, Coffee, and Snacks		✓		
Field Office and Field Office Expenses		✓		
GC Vans / Trucks for Storage & Tool		✓		
Dumpster Service				✓
Final Cleanup and Window and Blind Cleaning				✓
Lab Super clean			✓	
Temporary Fire Extinguishers/Protection		✓		
Liability & Casualty Insurance	✓			
Builders Risk Insurance – alternate see bid form				✓
Main Office Overhead	✓			
Main Office Profit	✓			
Monthly Cell Phone & Pager Bills		✓		
Monthly Telephone Bills		✓		
Natural Gas Bills			✓	
Office Furniture		✓		
Office Supplies		✓		
Office Trailer Setup & Rental		✓		
Owner's Interior Designer Fees			✓	
Owner's Office, Furniture, Utility Bills			✓	
Performance & Payment Bond – See Bid Form				✓
Perimeter Fencing				✓
Personal Protective Equipment - Craft Workers		✓		
Personal Protective Equipment - Staff		✓		
First Aid and Safety Equipment and Safety Testing (Inc. Substance)		✓		
Quality Control		✓		

<b>Description</b>	<b>Incl. In OH&amp;P</b>	<b>General Conditions</b>	<b>Excluded</b>	<b>Cost-of-Work</b>
Transportation (Trucks, cars, etc.) & Maintenance, Insurance and Fueling Costs		✓		
Postage & Courier Services		✓		
Utility Bills (By Landlord/Owner)			✓	
Preconstruction Services – see bid form				✓
Printing & Blueprinting		✓		
Progress Cleanup (Daily)		✓		
Progress Photographs		✓		
GC/GC's Owners, Project Executives, Managers & Engineers		✓		
Project Signage		✓		
Property Survey			✓	
Safety Officers, Personnel & Inspections		✓		
Daily workers sign-in and badging		✓		
Safety Railings & Opening Protection				✓
Salvage Material (Lights, doors, etc.)				✓
Continuous scheduling updates		✓		
Soils Report			✓	
Security Guards (while site is unmanned by GC/nights/off hours)				✓
Staging/Laydown Area				✓
Superintendents and system coordinators		✓		
Safety Supervisor/Officers		✓		
Telephone System & Handsets		✓		
Temporary Electrical Service & Distribution: Utility				✓
Temporary Heating Equipment				✓
Temporary Lighting				✓
Temporary Parking Lot and Roads				✓
Temporary Protection / Signage				✓
Temporary Toilets & Wash carts				✓
Temporary Water & Sewer Services				✓
Testing & Inspection				✓
Water & Sewer Bills				✓
Winter Protection				✓
Layout Services				✓
Job Site Communications Systems		✓		
Incentive Bonuses or Profits Sharing	✓			
Travel/Moving Expenses		✓		
Site Mobilization and De-Mobilization		✓		
Background checked workers				✓
Onsite Dry Shacks, Storage and Warehousing				✓

Description	Incl. In OH&P	General Conditions	Excluded	Cost-of-Work
Parking			✓	
Mail services Inc. overnight		✓		
Reproduction/Copying Costs		✓		
Professional Dues		✓		
Small Tools		✓		
Gross Receipt Taxes				✓
Warranties	✓			
Material Bonds				✓
Sub-Contractor Bonds				✓
Rental Sales Tax				✓
GC Storage Trailers		✓		
Material Lifts				✓
Licenses		✓		
Trash Chutes				✓
Construction Management team will include project dedicated personnel from project award through closeout. (Team does not change over project time)		✓		
LEED Administration / Green Building Requirements (above permit requirements)			✓	
Costs to prepare change orders / estimates (including due-diligence, field personnel), estimates, schedule/analysis, etc.		✓		
OH&P to be returned to owner for change order credits, unused contingency, and allowances.	✓			
Sales Tax Exemption			✓	
Upon notice-to-proceed at full CD pricing, GC will award to subcontractor within 3 weeks	✓			
All CO, etc. to be AIA format.	✓			
GC/GC to include with each payment request a summary of release-of-liens to date with subcontractor backup	✓			
Labor requirements / administration including certified payrolls			✓	
All fees associated with project management and billing software		✓		
Maintain an on-site personnel / workers US citizens certs, etc. tracking log (NG Security will spot check logs and on-site personnel documents)		✓		

The Construction manager shall provide a listing of any other expenses that are incidental to these general requirements / conditions cost to complete the work, including any and all measures to maintain security throughout the construction period.