

Project Review

Please have copies of the following for ACS representative to take with him:

1. The complete contract including special and supplementary conditions of the specifications
2. All subcontracts and purchase orders
 - a. If job has not been bought out, provide sample subcontract and purchase order and list of potential vendors
3. Complete bid make-up sheet including detailed estimates of General Conditions and self-performed work
4. Comparative vendor bids for major trade items
5. Company brochure
6. Project organizational chart
7. Resumes of key project personnel
8. Schedule of values-i.e. G702, 703
9. Projected cash flows for project

Please have the following available for review:

1. Complete set of plans
2. Complete set of specifications
3. All addendums
4. Any other relative contract documents and correspondence
5. Sample project cost tracking report