

**GUIDE FOR ASSEMBLING SPECIFICATIONS, SPECIFICATION DRAWINGS,  
AND BID FORMS**  
(Construction Contracts estimated to exceed \$25,000)

PROJECT NO.

ITEM	CHECK (/)	NUMBER OF COPIES
<b>FIRST VOLUME:</b>		
GSA FORM 118 - FRONT COVER - SPECIFICATIONS AND BID FORMS - DESIGNATE SET -ASIDES		1
TABLE OF CONTENTS - BLUE - INCLUDE PROJECT TITLE, LOCATION, AND PROJECT AND CONTRACT NUMBERS		1
GSA FORM 3506 - CONSTRUCTION CONTRACT CLAUSES (FIXED-PRICE)		1
GSA FORM 2653 - VALUE ENGINEERING INCENTIVE CLAUSE		1
GSA FORM 3505 - LABOR STANDARDS (CONSTRUCTION CONTRACT)		1
GSA FORM 1085 - WAGE RATE SCHEDULE, OR APPLICABLE WAGE DETERMINATION DECISION		1
SUPPLEMENTARY CONDITIONS		1
<b>TECHNICAL SPECIFICATION MANUAL:</b>		
SECTIONS UNDER DIVISIONS 1 THROUGH 13		
+ SPECIFICATION DRAWINGS (ARCHITECTURAL AND STRUCTURAL) (Assembled in numerical order)		
BACK COVER		1
<b>ADDITIONAL VOLUMES:</b>		
* GSA FORM 118 - FRONT COVER - SPECIFICATIONS AND BID FORMS - DESIGNATE SET - ASIDES		1
* TABLE OF CONTENTS - BLUE - INCLUDE - PROJECT TITLE, LOCATION, AND PROJECT AND CONTRACT NUMBERS		1
SECTIONS UNDER DIVISIONS 14 THROUGH 16		
+ SPECIFICATION DRAWINGS (MECHANICAL AND ELECTRICAL) (Assembled in numerical order)		
* BACK COVER		1
<b>LAST VOLUME:</b>		
<b>BID FORMS:</b>		
GSA FORM 1118 - FRONT COVER - SPECIFICATIONS AND BID FORMS - DESIGNATE SET - ASIDES		1
STANDARD FORM 1442 - SOLICITATION, OFFER, AND AWARD		3
+ GSA FORM 3501 - SOLICITATION PROVISIONS (ADVERTISED)		1
+ GSA FORM 3502 - SOLICITATION PROVISIONS (NEGOTIATED)		1
SUPPLEMENTARY INSTRUCTIONS TO BIDDERS		1
GSA FORM 1735 - INFORMATION REGARDING BUY AMERICAN ACT		1
GSA FORM 1903 - NOTICE TO BIDDER		1
GSA FORM 3503 - REPRESENTATIONS AND CERTIFICATIONS		3
STANDARD FORM 24 - BID BOND		2
BACK COVER		1
REMARKS		

(See reverse for special reproduction instructions)

\* These items are to be included when more than one volume is required.

+ Use only when applicable

**GSA FROM 1160 (REV. 4-84)**

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GSA Form 1118, Front Cover - Specification and Bid Forms

GSA Form 1085, Wage Rate Schedule

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c. All items checked on reverse are to be assembled in the project specification in the sequence and quantity specified.