

CONTRACT FILE CONTENT INDEX

(Construction Contracts)

INSTRUCTIONS: Applicable items to be filed in chronological order in designated tabs. Documents and papers maintained in the file will be numbered and filed consecutively in each tab with the highest number on top. Copies of all plans, drawing, and approvals may be maintained in a separate folder (2 positions) identified with the contract number.

TAB A - PRE-AWARD DOCUMENTS		TAB C - GENERAL CONTRACT ADMINISTRATION	
1	Purchase Request & Military Construction Project Data, DD Form 1391	1	Contract Bond Checklist, AF Form 3012 (with bonds)
2	Acquisition Plan/Milestones	2	Certificate of Insurance
3	Source List	3	Pre-Construction Letters, Performance Conference and Prefinal Payment Checklist, AF Form 3035
4	Small Business Documents	4	Notice to Proceed/Assignment of Superintendent
5	Determinations and Findings/J&A	5	General Contract Administration (except labor)
6	IFB/RFP Synopsis/Presolicitation	6	Internal Reviews (Admin)
7	Security Requirements Checklist, DD Form 254	7	BCAS Suspenses
8	IFB/RFP Reviews (Internal, Legal, HQ)	TAB D - PAYMENT RECORDS	
9	Copy of IFB/RFP w/Amendments	1	Assignment of Claims
10	Unsuccessful Bids/Proposals and Related Documents (may be filed under separate cover)	2	Invoices and Paid Vouchers
11	Abstract of Bids/Proposals/Government Estimates	3	Punch List Discrepancies
12	Price and Cost Data/Audit	4	Notice of Final Inspection
13	Technical Evaluations	5	Contractor's Release of Claims
14	Record of Negotiations	6	Contract Completion Statement, DD Form 1594
15	Contract Info & Distro Record, 12 CONS Form 1	7	Notice of Final Payment to Higher Headquarters
		TAB E - QUALITY ASSURANCE	
TAB B - PRE-AWARD/CONTRACT DOCUMENTS		1	Contract Progress Report, AF Form 3065 (A) Government (B) Contractor
1	Pre-Award Survey/Certificate of Competency	2	Contract Progress Schedule, AF Form 3064 (when contract is completed)
2	Contract Review (Internal, Legal, HQ, Contract Clrc)	3	Delinquent Performance Notifications
3	Notice to Unsuccessful Bidders/Offerors	4	Liquidated Damages Data
4	Synopsis of Award		
5	Miscellaneous Award Abstract	TAB F - LABOR RECORDS	
6	Individual Contracting Action Report, DD Form 350	1	Subcontractor Information
7	Late Bids/Mistake in Bids	2	Statement of Acknowledgment, Standard Form 1413
8	Protests Prior to Award	3	Apprenticeship Certificates
9	Protests After Award	4	Payroll Records
10	General Pre-Contract Correspondence	5	Labor Standards Interview, Standard Form 1445
11	Notice of Award	6	Labor Law Violation Correspondence
12	Contract (less drawings)	7	Wage Decision
13	Reps and Certs		
14	Modifications w/supporting documents	TAB G - DRAWINGS	
		1	Drawings/Plans/Specifications
		2	Samples, Materials, and Equipment Submittals
		3	GFP Jacket File
		4	CE Daily Inspection Records (file when contract is completed)

ADDITIONAL NOTES/COMMENTS

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The traditional Field-by-Field creation process is extremely ineffective and slow.

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ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).