Form 300

September 2026

State of Kansas - Bid Document Deliverable Checklist

Department of Administration, OFPM – DCC

This form is completed by OFPM Planner as part of their review of the project. NA indicates not applicable to this project.

DCC Project Number: _____ **Date:** _____

Agency: _____ **Building name and title of work:** _____

DCC Planner: _____

☐ **Front End needs to be completed. Front End Data Form 305 is attached and located in Spec_Bidding Folder. Drawings/Specifications are located in Spec_Bidding.**

MET	NOT MET	No. Item	Description
			General Items
☐	☐	1	An approved code footprint, signed by all parties, is on file at DCC.
☐	☐	2	Project AE has completed Energy Efficiency Performance Standard attestation.
☐	☐	3	Project title is consistent with Form 935 – DCC Project number/Data Request (for drawings, specifications, 305 form)
			305 Form
☐	☐	4	Form is to be submitted in PDF format.
☐	☐	5	Project number and document submittal date (month/year) match the specification headers.
☐	☐	6	Project base bid budget matches 935 form. If it has changed, have agency update 935 form.
☐	☐	7	Classification(s) of work – verify boxes checked have specification section provided, and all boxes have been checked for the specification section(s) provided.
☐	☐	8	Alternates are to be in whole numbers (subsets are not allowed, i.e. 1a, 1b, etc). Alternates are to be listed in order and awarded in order.
☐	☐	9	No more than seven (7) alternates are allowed.
☐	☐	10	Alternates are to be written as an add to the base contract. Alternates should not be written as a deduct to the base bid. If scope of work is being deleted from the base bid, the narrative shall indicate this is to be a negative number on the bid form.
☐	☐	11	Alternate abbreviated description to match abbreviated description in Alternate Specification Section.
☐	☐	12	Unit prices are to be in whole numbers (subsets are not allowed, i.e. 1a, 1b, etc).
☐	☐	13	No more than seven (7) unit prices are allowed.
☐	☐	14	Unit price abbreviated description to match abbreviated description in Unit Price Specification Section.
☐	☐	15	Unit of Measure is to be provided at end of unit price description.
☐	☐	16	If mechanical and electrical drawings and/or specifications are provided in the construction documents, the major subcontractors boxes for electrical and mechanical shall be checked. Reference K.S.A. 75-3741(b)(1)
☐	☐	17	Only one box is to be completed for the Time for Completion section. If a date is identified it shall be month, day, year.
☐	☐	18	State Tax – Exempt projects apply to the following agency's – KBOR, KDADS, KDOC
☐	☐	19	If a Special Requirement box is checked, applicable documents and/or specification sections shall be provided by agency/AE for inclusion in the specifications.
☐	☐	20	Insurance – Roofing projects insurance shall be All Risk.
☐	☐	21	If liquidated damages are listed for more than $250 per day, the agency shall provide explanation regarding the increased amount.
☐	☐	22	Agency contact shall be a state employee and shall be an agency person that can provide access to the building during the bidding phase.
			Specifications
☐	☐	23	Technical specifications shall not be provided on the drawings – they shall be in 8 ½" x 11" format and match OFPM format.
☐	☐	24	Do not insert a blank page or a page listed as "Page intentionally left blank" at the end of the section.

☐	☐	25	Multiple volumes will be required if the volume size exceeds 500 double-sided pages. A separate table of contents will be required for each volume. OFPM will provide cover sheets for each volume. (See item 43 for electronic naming with multiple volumes.)
☐	☐	26	Table of Contents has been provided in WORD format.
☐	☐	27	Table of Contents utilized Form 307
☐	☐	28	Table of Contents Header – project number and project title match 305 form.
☐	☐	29	Table of Contents – OFPM sections have not been deleted from form 307.
☐	☐	30	Table of Contents – all provided specification sections are in Table of Content.
☐	☐	31	Table of Contents – AE seals are not included on Table of Content pages
☐	☐	32	Header of all other specification sections match the format of the Table of Contents Header.
☐	☐	33	Specification section numbers and specification titles match Table of Contents listing.
☐	☐	34	Seal sheet(s) – seal sheets have been provided for each discipline. The sheet is provided with a header that matches the information and format of the Table of Contents header. All seal sheets are provided in one PDF.
☐	☐	35	Each discipline has technical specification divisions for their discipline.
☐	☐	36	All technical reports, legal descriptions, documents, records and/or papers prepared by the AE team for the project provided in PDF format and located in the Table of Contents. It is recommended the geotechnical report be located after Division 31 – Earthwork. All other reports and appendices shall be located at the end of the technical sections. Note – Large reports are not to be included in the specifications but rather are to be made available by the AE either through their web site or via drop box or one drive.
☐	☐	37	Technical specifications are CSI Master Format section, numbering and outline formats for the 49 Division, 6-digit section number format.
☐	☐	38	Technical specifications have been provided as a single pdf for each Division.
☐	☐	39	Division 1 technical specifications have been edited and formatted as supplements to DCC Documents A-I & DCC Division 01 0000.
☐	☐	40	If drawing sheet index has been provided in Division 01 specifications, the drawing sheet index in the specifications matches titles on in drawing title blocks.
☐	☐	41	If AE has provided technical specification sections that address payments, substantial completion and final completion, the language follows language in Document D and if forms are referenced, the forms are the DCC forms for substantial and final completion.
☐	☐	42	If AE has provided technical specification sections regarding substitutions, the specifications do not include substitutions for convenience. Substitutions should follow Document A (all substitutions are to be approved prior to bidding and approved substitutions listed in an addendum). Substitutions for items no longer available are allowed to be considered after bidding time frame.
☐	☐	43	Technical Specification electronic documents provided as follows. 002-Professional Seal(s) (save as one PDF) 003-Table of Contents (DOC/DOCX format) 005-Division 01-General Requirement (Project Architect/Engineer Division 01 sections shall be submitted in PDF format (OFPM Administrative staff will combine AE Division 01 sections with the OFPM Division 01 section 006-Division XX- (Divisions as applicable to the project) 007-Etc. If multiple volumes are required, continuous number shall take into account the cover sheet OFPM will provide. (Note: the second volume generally includes Division 21-54. If Division 1-20 exceeds the 500 double sided page count, split those Divisions into two separate volumes and then Division 21-54 would be in the third volume.)
			Drawings
☐	☐	44	Drawings 24” x 36” or larger – minimum plotted text size for general notes not associated with a drawing are a minimum of 1/8”. All scalable text (text not part of an AutoCAD symbol) on the drawings is a minimum of 3/32” plotted at full size.
☐	☐	45	All text and line weights at full size are legible and readable at half size reduction. Lightweight fonts for dimensions are discouraged.
☐	☐	46	If utilized, photos inserted on the drawings are of appropriate contrast and resolution so that leaders, notes and details are clearly legible when printed in black and white.
☐	☐	47	Drawing set with more than one drawing has a sheet index on the first sheet.
☐	☐	48	Drawings do not include the format “page X of Y” in the sheet numbers or in the title block.
☐	☐	49	All drawing sheets are the same size.

☐	☐	50	If project is a large project, as defined in Part B-Chapter 3, a cover sheet has been provided as the first drawing sheet.
☐	☐	51	If the drawing set is more than 100 pages, multiple volumes are required. A cover sheet for each volume has been provided. Each cover sheet has identified the volume number in the drawing title and in the drawing title block. The cover sheet has drawing index that identifies drawings for all volumes. Each volume cover sheet has a separate page number.
☐	☐	52	Each drawing sheet, including the cover sheet, has a title block, as shown on OFPM form 112-Standard Title Block.
☐	☐	53	The title on the Cover sheet and in the Title Block to match title on Specifications and on 935 Form.
☐	☐	54	The date on the drawings matches the date on the specifications.
☐	☐	55	Each drawing sheet has an AE seal.
☐	☐	56	Code Footprint provided in drawings is the native, approved 11x17 format and inserted onto the larger format drawings.
☐	☐	57	All floor plans are oriented in the same direction, preferably oriented with the north arrow pointing to the top of the page and has both a numeric scale and a graphic scale.
☐	☐	58	All building floor plans are drawn to a scale of not less than 1/8” per foot. Plans are the same scale, except site plans, enlarged plans and details.
☐	☐	59	Each discipline has provided a legend using symbols and notations standard to the industry indicating each symbol’s meaning and located on the first sheet of each discipline’s individual set of plans.
☐	☐	60	The title on each drawing sheet is to match the title in the drawing index and the titles of the electronic documents.
☐	☐	61	Each drawing is separate PDF, and is printable, flattened, condensed and not locked/not encrypted. (FYI – if drawings are over 1,000 KB request if drawing sheets can be reduced any further.)
☐	☐	62	Each drawing has been saved as “Page Only” and displays horizontally (no rotation required to view drawing).
☐	☐	63	Electronic drawing file name has a 3-digit numerical prefix (beginning with 001), the sheet number and drawing title. The electronic drawing title matches the title on drawings. (underlines have not been provided between words). The 3-digit numerical prefix is organized to match the order of drawings on the index of drawings on the cover sheet. Example… 001- Cover Sheet 002-C.1 Civil Site Plan 003-A.1 Floor Plan 004-Etc. Numbering is to be continuous and to include volume cover sheets when multiple volumes are required.