

APPENDIX C

DCM UNIFORM DOCUMENTS AND STANDARD FORMS TO BE INCLUDED IN THE PROJECT MANUAL

This appendix lists uniform documents, standard forms and user fees to be included in the project manual for projects supervised and administered by the Technical Staff. Documents and forms are available on DCM’s website www.dcm.alabama.gov. The types of projects to which this appendix applies includes projects of:

- State Agencies & Departments
- Public Postsecondary Education
- Public School & College Authority (PSCA)
- Alabama Building Renovation Finance Authority (ABRFA)
- Alabama Corrections Institution Finance Authority (ACIFA)
- Alabama Mental Health Finance Authority (AMHFA)
- Other "authorities" established by legislative acts to fund specific construction or improvement programs and which are assigned by legislative act or state Directors to DCM for administration and supervision.

Below is a listing of the documents, forms, and user fees and where to refer in this manual for a discussion of each.

<u>Standard Forms, Uniform Documents & User Fees</u>		<u>Reference</u>
DCM User Fees:	Permit & Contract Document Administration Fees	Chapter 1G,
(insert Administrative Code 355-16-1 – Collection of User Fees effective 01/13/20 into the project manual. Administrative Code 355-16-1 is available at www.dcm.alabama.gov/bulletins.aspx).		
DCM Form C-1:	Sample Advertisement for Bids	Chapters 5B & 6B
DCM Form C-2:	Instructions to Bidders	Chapter 5B
DCM Form C-3:	Proposal Form	Chapter 5B
DCM Form C-3A:	Accounting of Sales Tax	Chapter 5B
DCM Form C-4:	Form of Bid Bond	Chapter 5B
* DCM Form C-5:	Construction Contract	Chapters 5B & 7D
* DCM Form C-6:	Performance Bond	Chapter 5B
* DCM Form C-7:	Payment Bond	Chapter 5B
DCM Form C-8:	General Conditions of the Contract	Chapter 5B
DCM Form C-9:	General Contractor’s Roofing Guarantee	Chapter 5B & C
DCM Form C-10:	Application and Certificate for Payment	Chapters 5B & 7G
DCM Form C-10SM:	Inventory of Stored Materials	Chapters 5B
DCM Form C-10SOV:	Schedule of Values	Chapters 5B
DCM Form C-11:	Progress Schedule and Report	Chapters 5B & 7F
* DCM Form C-12:	Contract Change Order	Chapters 5B & 7H
DCM Form C-13:	Certificate of Substantial Completion	Chapters 5B, 7L & 8I
DCM Form C-14:	Sample Form of Advertisement for Completion	Chapters 5B & 7L
* DCM Form C-15:	Detail of Project Sign	Chapter 5B

* Denotes forms for which PSCA versions are listed in Chapter 9 and must be used on PSCA-funded projects instead of their standard counterparts. **Standard forms without PSCA versions must also be used on PSCA-funded projects.**