

TOOLSVault COMMERCIAL NETWORK • STANDARD OPERATING PROTOCOL

Document: **TV-DOC-PB2026** | Classification: Commercial Subcontractor Preconstruction | Revision: v4.2

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ToolsVault

[tools-vault-4ml.pages.dev](#)

PROJECT NAME:

GENERAL CONTRACTOR (GC):

TRADE / SCOPE:

BID DUE DATE:

___ / ___ / 2026

01

Complete prior to sealing and transmitting final lump-sum or unit-price proposal to GC estimating desk.

- ☐ **1. Addenda & Bulletins Incorporated:** Verified all issued Addenda through current date are listed in bid letter with revised drawing dates confirmed.
- ☐ **2. CSI Division Coordination:** Audited Divisions 01 (General Requirements), 22 (Plumbing), 23 (HVAC), 26 (Electrical) to eliminate unassigned disconnects and sleeves.
- ☐ **3. Wage Determination & Certified Payroll:** Confirmed whether project is Private Commercial, Prevailing Wage, or Federal Davis-Bacon with exact wage classification loaded.
- ☐ **4. Tax Exemption Status:** Verified if project is Sales Tax Exempt (school, hospital, municipal) and obtained copy of owner exemption certificate before pricing materials.
- ☐ **5. Laydown Yard & Crane Rigging Boundaries:** Confirmed GC provides secure on-site storage/staging area, designated crane pick window, and hoists for rooftop/upper floor distribution.
- ☐ **6. Temporary Utilities (Power & Water):** Explicitly stated in proposal exclusions that temporary 120V/208V power panels and potable water within 75 feet are provided by GC at zero cost.

- ☐ **7. Demolition, Patching & Firestopping:** Clearly established penetration sealing scope; drywall cutting/patching and structural core drilling excluded unless specifically bid.
- ☐ **8. Long-Lead Equipment Escalation:** Equipment with delivery lead times exceeding 12 weeks identified; deposit billing upon submittal approval included in terms.
- ☐ **9. Overtime & Phasing Premium:** Bid based on normal 40-hour work week (Monday–Friday, 7:00 AM – 3:30 PM). Night shifts, weekend tie-ins, and accelerated phases priced as separate add-alternates.
- ☐ **10. 30-Day Bid Acceptance Window:** Proposal includes mandatory price expiration clause (firm for 30 calendar days due to raw material index volatility).

02

Ensure these 7 protective riders are attached to every master subcontract agreement before signing.

1. 72-Hour Notice Rule

Subcontractor shall give written notice of unforeseen site conditions or design discrepancies within **72 hours** of discovery. Failure of GC to respond within 5 calendar days constitutes approval of T&M status.

2. Pay-When-Paid Defense

Strike all "pay-if-paid" condition-precedent language. Convert to standard "pay-when-paid" requiring full release of approved progress funds within **30 calendar days** of AIA G702 pay application submission.

3. Material Escalation Protection

If published Producer Price Index (PPI) for copper, steel, or roofing insulation increases by more than **5%** between bid submission and PO commitment, contract price adjusts dollar-for-dollar upon invoice presentation.

4. No Unsigned Extra Work

Field personnel are strictly prohibited from performing scope modifications without a countersigned **Written Work Authorization (WWA)** or executed Change Order signed by GC Project Manager.

5. Consequential Damages Waiver

Mutual waiver of all indirect, special, or consequential damages, including loss of financing, rental income, or reputation claims resulting from project schedule delays beyond trade contractor control.

6. 50% Retainage Milestone Release

Retainage is capped at 5% and reduces to **2.5% at 50% completion** of trade scope, with final retainage payable 30 days after trade substantial completion regardless of whole-building closeout.

7. Warranty Commencement at Trade Substantial Completion

The standard 1-year trade warranty commences on the date the Architect/Superintendent signs off on Subcontractor's trade substantial completion or beneficial occupancy, not the final owner punchlist 8 months later.

03

Your daily jobsite ledger is your #1 legal shield against backcharges and delay claims. Record these 5 items every single day:

Headcount

Journeyman, Apprentices & Foremen hours

Weather

Temp, rain start/stop & muddy site delay

Deliveries

BOL numbers, damaged goods & demurrage

Predecessor Delay

Framing/drywall/plumbing trade clashes

Signoffs

GC Super initials on daily T&M tickets

Estimator / Preconstruction Signoff:

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