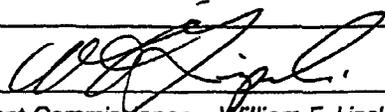


STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: BELOW COST BID ITEMS

APPROVED:


Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 98 -004G

CATEGORY.. : RECORD KEEPING
Subcategory : BID ITEMS

Keywords : BID ITEMS
RECORDS

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : November 10, 1998

Project, payment, certification, and sampling records must be kept for all bid items, even those that are bid below cost (e.g. \$0.01/unit). This is to be done even if the contractor has indicated he does not want to pursue payment for these items. Although their cost may be insignificant, the records regarding the use of these items are important and must be kept.