

BIDDING REQUIREMENTS, CONTRACT FORMS, CONDITIONS OF CONTRACT

1. General Information

1.1. Preparation of Bidding Documents: The owner's representative shall provide master documents (these documents are also available the following web site www.cppm.umn.edu/bidding.html), ready for editing as noted:

FILE NAME	FILE DESCRIPTION
00030-BID.doc	Advertising for Bids
00030-RFP.doc	Advertisement for Proposals
00100-BID.doc	Instruction for Bidders
00100-RFP.doc	Instruction for Proposers (for RFP)
00300.doc	Prime Contract Bid Form
00500.doc	Agreement and Bond Forms
00610per.doc	Performance Bond
00620pay.doc	Payment Bond
00650.doc	Certificate of Insurance
00658a-Bid.doc	Targeted Business and Urban Community Development Questionnaire
00658a-RFP.doc	Targeted Business and Urban Community Development Questionnaire (for RFP)
00658b-Bid.doc	Targeted Business and Urban Community Development Questionnaire
00658b-RFP.doc	Targeted Business and Urban Community Development Questionnaire (for RFP)
00659.doc	Monthly Employment Compliance Report
00660.doc	Targeted Business Total Payment Affidavit
00661.doc	Targeted Business Verification of Completed Work
00664.doc	Prevailing Wage Payment Affidavit
00665.doc	Design and Construction Vendor Performance Program
A201.pdf	General Conditions of the Contract for Construction (AIA Document A201, as Modified by the University of Minnesota) If you would like a copy of this document, e-mail a request to Kevin McCourt at mccourt@facm.umn.edu.
Contractor Agreement.pdf	Contractor's Agreement
Instructions.doc	Consultant's Cover Letter
Targeted Business Summary.doc	Targeted Business Document Summary

1.2. Bidders

1.2.1. After confirmation from the owner's representative, the A/E shall directly issue bidding documents from the A/E's office to the eligible pre-qualified contractors at the university. The A/E shall keep accurate records of the names, addresses, phone numbers, fax numbers and e-mail addresses of all bidders to whom documents are released.

1.2.2. To ensure bidders are fully informed of project requirements, issue complete sets of bidding documents to all bidders.

1.2.3. A deposit may be required for each set issued per direction from the owner's representative. The A/E shall return deposits upon receipt of re-usable documents. Establish the amount of the deposit to reflect the actual cost of reproduction and handling.

1.2.4. Documents issued to prime contract bidders shall include an unbound copy of the bid forms.

1.2.5. A distinctively marked bid envelope is required for bid submission. The envelope must clearly indicate the following:

- A. Construction Bid
- B. Project Number
- C. Project Name
- D. Bid Due Date
- E. Bid Due Time

1.3. Builders Exchanges and Plan Rooms: The A/E shall send bidding documents to the locations listed in the Advertisement for Bids. One set is to be sent to each builders exchange or plan room noted. Refer to Appendix Z - Builders Exchange List. For projects bid to annual contractors, the A/E is not required to send documents to builders exchanges.

1.4. Copies for the University: The A/E shall furnish documents in accordance with Appendix X - Distribution of Drawings and Specifications to the University.

2. Contract Documents

2.1. General Requirements: The following shall be included in all contract documents:

2.1.1. Identification: The project title, consisting of the university project name and project number, shall appear together on all contract documents. The characters shall be the same size and easily readable. The project title shall be placed in the upper left quarter of the drawing title sheet, the top of the project manual cover sheet and on the title sheet. Indicate on which university campus the project is being done: Minneapolis, St. Paul, Duluth, Morris or Crookston.

Example:

Morrill Hall Room 505 Remodel
Project No. 046-99-0123
Minneapolis Campus
University of Minnesota

2.1.2. Table of Contents: List documents contained in the project manual as Document 00003 - Table of Contents. List all sheets/documents contained within the bidding set of drawings as one Table of Contents. The final addenda shall contain a revised Table of Contents that includes the complete list of the bidding documents. Include the most current date of each document and drawing in the revised Table of Contents.

2.1.3. Other Special Bidding Instructions: The A/E shall consult with the owner's representative to determine what, if any, special bidding instructions are required. If special bidding instructions are required, include this information in Document 00100 - Instructions to Bidders.

2.2. Addenda

2.2.1. The university shall not be responsible for oral instructions or representations made to bidders by any officer, agent or employee of the A/E or the university. Changes to the bidding documents shall be issued by written addenda only.

2.2.2. Mail, fax or deliver addenda to plan holders at the address furnished by each plan holder when bidding documents were obtained.

2.2.3. Addenda shall be issued in time to be received by bidders at least four business days prior to the date of the bid opening or as agreed to by the owner's representative in advance.

2.3. Project Manual

2.3.1. Project Manual Format: The project manual format shall conform to the current Construction Specifications Institute (CSI) Manual of

Practice. However, specific university requirements as stated in the University of Minnesota Standards and Procedures for Construction take precedence. Sections shall be written in CSI three-part format. Each of the three parts shall be in outline format, with each article numbered, and each paragraph identified by letter or number.

2.3.2. Document 00001 - Title Page: Centered near the top of the page, include project name, project number and date of issuance.

2.3.3. Document 00002 - Certification Page: The certification page in the project manual shall provide a block for each architectural and engineering discipline on the project.

2.3.4. Document 00030 - Advertisement for Bid (or Advertisement for Proposal for RFP): The A/E shall consult with the owner's representative to establish an appropriate date for receipt of bids. Bids typically are opened on Tuesdays or Thursdays. Provide one copy of the completed Advertisement for Bids or Invitation to Bid to the owner's representative, who will arrange for official publication and payment of publication charges. Include name and telephone number of the A/E's contact person for the project. Do not include the name of the university owner's representative in the advertisement.

2.3.4.1. Bid Opening: Bids shall be publicly opened and read aloud. Facilities Management Purchasing Services shall prepare a bid tabulation form.

2.3.5. Document 00100 - Instructions to Bidders (or Instructions to Proposers for RFP)

2.3.5.1. General: The A/E shall request ready-to-edit documents from the owner's representative. All relevant information for bidding is to be contained within Instructions to Bidders. Modify articles within Instructions to Bidders that pertain to prior approval of alternatives and unit prices according to the needs of the project.

2.3.5.2. Pre-Bid Tour/Conference: The A/E shall verify with the owner's representative if a pre-bid tour/conference should be scheduled. The A/E shall be responsible for documentation of the pre-bid tour and conference.

2.3.6. Document 00200 - Information Available to Bidders

2.3.6.1. This document shall include information that the A/E or university used in the planning or design of the project such as

soil reports and hazardous materials surveys. This information shall be available to bidders.

2.3.6.2. Confirm with the owner's representative if an environmental assessment or survey has been conducted. The A/E shall request copies of any reports or logs that are to be included for information in Document 00220 - Geotechnical Data from the owner's representative.

2.3.6.3. If applicable to a particular project, the Department of Environmental Health and Safety (DEHS) shall investigate and sample potential hazardous materials, shall have laboratory tests conducted on the samples, and shall prepare a hazardous materials assessment or survey. The A/E shall request copies of any reports or logs that are to be included for information in Document 0023X - Hazardous Materials Survey from the owner's representative.

2.3.6.4. Clearly state that such information is not part of the contract documents. It is being made available to bidders solely with the understanding that it represents the best available information regarding existing conditions. No warranty or guarantee of such existing conditions is intended. Bidders shall conduct their own additional investigation of existing conditions by making prior arrangements with the university. Bidders also shall observe all constraints of scheduling and site use that the university imposes.

2.3.7. Document 00300 - Bid Form: The A/E shall request the current bid form for inclusion in the project manual from the owner's representative.

2.3.8. Document 00500 - Agreement and Bond Forms: The A/E shall request the current agreement and bond forms for inclusion in the project manual from the owner's representative.

2.3.9. Document 00650 - Insurance Certificate: The A/E shall request the current Insurance Certificate and Certificate Addenda forms with project-specific insurance limits for inclusion in the project manual from the owner's representative.

2.3.10. Document 00665 - Design and Construction Vendor Performance Program: The A/E shall request the current Vendor Performance Program document for inclusion in the project manual from the owner's representative.

2.3.11. AIA Document A201 - General Conditions, as Modified by the
University of Minnesota

End of Bidding Requirements, Contract Forms, Conditions of Contract
University of Minnesota Facilities Management
November 2002 (Revised: December 2006)