

SECTION 00 02 00 - NOTICE TO BIDDERS

NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received:

By: Kalamazoo Public Schools
600 W. Vine Street
Kalamazoo, MI 49008

For: Kalamazoo Central High School Piping Replacement
2432 North Drake Road
Kalamazoo, MI 49006

At: Kalamazoo Facilities Management Office, 600 W. Vine Street, Kalamazoo, MI
49008

Until: 1:00 p.m., February 20, 2020

Bid Opening: Bids will be publicly opened and read aloud at 1:05 p.m. (local time), in the Community Education Center, Conference Room, 600 W. Vine Street, Kalamazoo, MI, 49008.

All work for the complete construction of the Project will be under one or more prime contracts with the Owner based on bids received and on combinations awarded. The Construction Manager will manage the construction of the Project.

Construction shall be in full accordance with the Bidding Documents which are on file with the Owner and may be examined by prospective bidders at the following locations:

Office of the Construction Manager
The Skillman Corporation
8120 Moorsbridge Rd, Suite 101
Portage, MI 49024

The Skillman Plan Room
www.skillmanplanroom.com

Prime and Non-Prime Contract Bidders must place an order on www.skillmanplanroom.com to be able to download documents electronically or request printed documents. There is no cost for downloading the bidding documents. Bidders desiring printed documents shall pay for the cost of printing, shipping and handling. Reprographic Services are provided by:

Kal-Blue, 914 East Vine Street, Kalamazoo, MI 49001 Phone 269-349-8681

This is NOT a prevailing wage project.

A Pre-Bid Conference will be held on February 12, 2020, at 2:45 p.m., local time, at Kalamazoo Central High School, 2432 North Drake Road, Kalamazoo, MI 49006. Please meet in front of the Main Gymnasium. Attendance by bidders is optional, but recommended, in order to clarify or answer questions concerning the Drawings and Project Manual for the Project.

Bid security in the amount of five percent (5%) of the Bid must accompany each Bid in accordance with the Instructions to Bidders.

The successful Bidders will be required to furnish Performance and Payment Bonds for one hundred percent (100%) of their Contract amount prior to execution of Contracts.

Contractors submitting bids for the performance of any Work as specified in this building Project should make such Bids to **Kalamazoo Public Schools**. Contractors are advised that the Contract as finally entered into with any successful Bidder shall be entered into with Kalamazoo Public School District.

The Owner reserves the right to accept or reject any Bid (or combination of Bids) and to waive any irregularities in bidding. All Bids may be held for a period not to exceed days 120 before awarding contracts.

Kalamazoo Public Schools

END OF SECTION 00 02 00

SECTION 01 12 00 - MULTIPLE CONTRACT SUMMARY

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Prime Contract, including amended General Conditions and other Division 1 Specification Sections, apply to Work of this Section.

1.02 SUMMARY

- A. The intent of this Section is to indicate the Work required by the Contractors and to provide information regarding the duties, responsibilities, and cooperation required by the Contractors, with similar requirements for the subcontractors and suppliers.
- B. Owners right to maintain current operations
- C. Occupancy requirements
- D. Work by Owner
- E. Permits, fees, and notices
- F. Labor and materials
- G. Verifications of existing dimensions
- H. Project security
- I. Coordination of work
- J. Time of commencement and completion
- K. Schedule of contract responsibilities

1.03 WORK UNDER SEPARATE CONTRACTS

- A. Prime Contracts are defined to include the following contracts described in the Schedule of Contract Responsibilities included hereinafter; and each is recognized to be a major part of the project, with Work to be performed concurrently and in close coordination with Work of other Prime Contracts.
- B. The "Contract Documents," as defined in the General Conditions, include "the Drawings." Although Drawings are grouped and identified by classification of the Work, Contractors shall be responsible for their Work as specified herein and as

indicated on the Drawings. Although the majority of the Drawings are "to scale," Contractors are directed to use indicated dimensions for determining material quantities and for other reasons. No additional monies will be allowed due to Contractors using "scaling instruments" to determine material quantities or for other reasons.

- C. Separate prime contracts will be awarded as per the **"Schedule of Contract Responsibilities"** (see Part 3 – Execution). Contractors shall include Work required by the Specifications and Drawings for each contract area defined in the Schedule.
- D. Work for the complete construction of the Project will be under multiple prime contracts with the Owner. The Construction Manager will manage the construction of the Project.
- E. Each Contractor shall be responsible for demolition and disposal of existing items relative to his Contract.

1.04 ADMINISTRATIVE RESPONSIBILITIES OF PRIME CONTRACTORS AND CM

- A. The Construction Manager shall be responsible for the maintenance of the Construction Schedule and management of every phase of the Work.
 - 1. Each Contractor shall read the Specifications and Drawings for other separate Contracts for fixed equipment and the like to be incorporated or attached or built into the Work; and familiarize himself with the requirements and responsibilities of other Contracts to enable the required coordination and supervision.
 - 2. Each Contractor shall also familiarize himself with other items to be incorporated into the Work including equipment and Work by the Owner.
 - 3. Each Contractor shall cooperate with the Construction Manager in notifying him when the Work is at a stage to require the services of other Contractors and shall notify the Construction Manager in the event that such other Contractors do not carry out their responsibilities in connection with such notification.
- B. Contractors shall cooperate with and assist the Construction Manager in the preparation of construction progress and procedures, schedule of product deliveries, and their effect on the overall project progress and completion. Other Contractors shall cooperate in getting their Work and the Work of their subcontractors completed according to the schedule as prepared and maintained by the Construction Manager. Each Contractor shall immediately notify the Construction Manager of a delay in delivery of products or the scheduled date of completion that may affect the total progress of construction.
- C. The Owner will furnish the topographical survey, either as a part of these Drawings or separately, giving the general topographical lines existing at the site and the property lines.

- D. Contractors required to make connections to existing utilities, especially sewerage where gravity flow occurs, shall verify grades and locations at points of such connections and shall notify the Construction Manager of circumstances which would adversely affect the proper flow or connection to such facilities.

1.05 PRIME CONTRACTORS USE OF PREMISES

- A. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
 - 1. Owner Occupancy: Allow for Owner occupancy and use by the public.
 - 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- B. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.06 OWNERS RIGHT TO MAINTAIN OPERATIONS

- A. During the course of this Project, normal and customary functions and operations must be maintained. The Contract Documents are intended to define a strict separation between the school activities of students and staff from the activities of the construction project.
- B. The Construction Manager, Architect, and Owner will not tolerate any visible or audible actions initiated or responded to by any employees of Contractors on this Project toward any students, teachers, or staff members at the school system. Violators shall be promptly removed from the site.
- C. The Owner intends to instruct students, teachers, and staff to refrain from communications with Contractor's personnel working on this Project. All communication with Owner and staff shall be through the Construction Manager.

- D. Contractors must expend their best effort toward protection of the health, safety, and welfare of occupants on the Owner's property during the course of Work on this Project.
- E. Contractors and Subcontractors shall be subject to such rules and regulations for the conduct of the Work as the Owner may establish. Employees shall be properly and completely clothed while working. Bare torsos, legs and feet will not be allowed. Possession or consumption of alcoholic beverages or drugs, tobacco or other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on school property or within school buildings.

1.07 OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: The Owner will occupy the site and existing building during the entire construction period, except during defined summer break. Cooperate with the Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with the Owner's operations.
- B. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
 - 1. The Construction Manager will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 - 2. Party which obtained general building permit shall obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 - 3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
 - 4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.08 WORK BY OWNER

- A. The Owner intends to complete the following items of Work outside the provisions of these Contract Documents. Contractors shall not restrict or interfere with the Owner's right to the Project to accomplish this Work.
 - 1. Equipment and furniture except as scheduled and specified under Divisions 11 and 12 and shown on the Drawings.
 - 2. Items which may be deleted from Contracts for Work as required by the Contract Documents.

3. Existing school maintenance work.
4. The purchase and supplying of certain materials as noted in the Project Manual.
5. The Owner, under separate contract, shall provide removal of identified asbestos containing materials from the existing structure. The asbestos report is available through the Construction Manager upon request.
6. Other Items.

1.09 PERMITS, FEES, AND NOTICES

- A. Bid Category No. 1 Mechanical Contractor will secure the mechanical and/or plumbing permit for the Owner. Mechanical Contractor shall secure and pay for other permits, governmental fees, and licenses necessary for the proper execution and completion of the Contractors Work. Fees to relocate utilities on Owner's property shall be included in the bid of the Contractor doing the relocation.
 1. State filing fees for plan approval are the responsibility of the Owner and will be paid by the Owner.
- B. Utility Tie-Ins: Shall be arranged with local utility company and other involved parties for minimum interruption of service.
- C. Shutdowns of existing systems shall be limited to minimum time required and scheduled with other involved parties. Provide 2 days written notice of shutdown to Construction Manager and Owner.
- D. Inspections of installed work shall be performed by the governing authority as arranged for by the Contractor. Work shall not be covered until approved.
- E. Each Contractor shall give notices and comply with laws, ordinances, rules, regulations, and orders of public authorities bearing on the performance of his Work. If a Contractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Construction Manager in writing, and necessary changes shall be adjusted by appropriate notification. If a Contractor performs Work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Construction Manager, he shall assume full responsibility therefore and shall bear the costs attributable thereto.

1.10 LABOR AND MATERIALS

- A. Unless otherwise specifically noted, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of his Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

- B. Each Contractor shall enforce strict discipline and good order among his employees or other persons carrying out Work of his Contract and shall not permit employment of unfit person or persons or anyone not skilled in the task assigned to them.
- C. Prime Contractors must furnish a letter to the Construction Manager, stating that Contractor shall not assign any of its employees, agents or other individuals to perform any services in the District's facilities or program sites if that individual:
 - 1. Is listed on the Michigan Sex Offender Registry, www.mipsor.state.mi.us.
 - 2. Is listed on the Federal Sex Offender Registry www.nsopw.gov.
 - 3. Has not passed a 5-50 drug screen, testing negative for the following drugs:
 - a. Amphetamines
 - b. Methamphetamines
 - c. Cocaine
 - d. Codeine
 - e. Methadone
 - f. Morphine
 - g. Phencyclidine (PCP)
 - h. Marijuana
- D. ID Stickers will be issued by The Skillman Corporation upon receipt of verification from the Contractor that the employee/subcontractor employee or independent contractor has a satisfactory record to work on the Project. Stickers will be numbered and numbers assigned to each worker to be worn on their hardhat. It is the Contractor's responsibility to maintain a record of contractor's name assigned each number and provide to The Construction Manager upon request.
- E. Consistent with Michigan law, possession or consumption of drugs on school property will promptly be reported to the local police. Consumption of alcoholic beverages or tobacco or other noxious behavior on school owned property is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on school property or within school buildings.

1.11 CUTTING AND PATCHING

- A. Refer to Section 01 73 10 – Cutting and Patching, for provisions on this subject.

1.12 VERIFICATIONS OF EXISTING DIMENSIONS

- A. When verification of existing dimensions is required, the Contractor requiring said verification for the construction or fabrication of his material shall be the Contractor responsible for the procurement of the field information.

1.13 PROJECT SECURITY

- A. Each Prime Contractor shall take all reasonable precautions to prevent injury, damage or loss to people and property in, on and adjacent to the project. This shall

include not only their own work or property but that of other contractors and the Owner.

- B. If deemed necessary by The Construction Manager a project wide security program may be developed for the purpose of preventing damage or loss at the project site or property adjacent thereto. Once accepted by the Owner, contractors shall comply.

1.14 SCHEDULE OF CONTRACT RESPONSIBILITIES - SCOPE

- A. Contractors shall submit their proposals based on the work included under each contract area as listed herein. Include Work necessary for a complete project, as shown on the Drawings and called for in the Specifications.
- B. Questions concerning the phasing or "Schedule of Contract Responsibilities" should be directed to the Construction Manager, who will be the interpreter and be responsible for this Schedule of Contract Responsibilities and Contract Breakdown, prior to submitting proposals and during construction.
- C. The requirements of Division 1 are a part of the Work of each and every contract area. The Contractor for any one contract area shall be familiar with the Work and requirements of all other contract areas.
- D. Certain Specification Sections describe Work to be performed under several contract areas. (Example: 06 10 00 - Rough Carpentry.) Provide Work of this nature as required for each contract area whether or not enumerated in the Schedule of Contract Responsibilities.
- E. The following contract areas are broken down by Specifications Section conforming basically to the CSI format.
- F. The Drawings and Specifications as furnished for each of the Contracts is for the convenience of the Contractor in preparing a proposal for this Project. However, each Contractor is responsible to review the complete set of Drawings and Specifications to assure that Work required to be installed to complete his phase of the Work is included in his proposal. This "Schedule of Contract Responsibilities" is a definition of the work as it is to be bid in separate contracts. Where a specific item of Work is not defined, but is normally inherent to a trade, or is included in the scope of the applicable technical revision, it will be the responsibility of that Contractor to include the Work in his proposal.
- G. This "Schedule of Contract Responsibilities" is to aid each Contractor in defining the Scope of Work to be included in his proposal. However, omissions from this "Schedule of Responsibilities" do not relieve the Contractor from including in his proposal that Work which will be required to complete his Contract. Each Contractor should read the "Schedule of Contract Responsibilities" completely to familiarize himself with the Work of other Contractors that may have Work in

adjacent areas and to coordinate the interfacing problems that may occur as the work is assembled and constructed.

- H. Where specific Work is to be completed under a particular phase of the Project and the Work is wholly or partially completed by other trades because of the type of work involved or jurisdictional trade agreements, the Contractor will be responsible to subcontract the Work as necessary to complete the Work included in his Contract. No delay in the Work will be allowed due to the failure of the Contractor to subcontract related work required by jurisdictional trade agreements.

1.15 COORDINATION OF WORK

- A. Each Contractor is responsible to coordinate his Work with the Work of other trades and other Contractors and requirements of the school system. The Contractor must make space allowances for Work of other Contractors, provide necessary openings where indicated or implied by the Drawings and Specifications. Each Contractor is responsible to protect his own Work.

1.16 TIME OF COMMENCEMENT AND COMPLETION

- A. The Contractor shall commence work within ten (10) days after being notified in writing to proceed and shall complete the Work within the time limitations established in the Form of Agreement.
1. It is anticipated that construction will start within **(113)** calendar days after receipt of bids.
 2. Construction shall be complete within **(154)** consecutive calendar days, or earlier, after Notice to Proceed.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.01 SCHEDULE OF CONTRACT RESPONSIBILITIES

3.02 GENERAL REQUIREMENTS

- A. PROVIDED BY OWNER THROUGH THE CONSTRUCTION MANAGER
- | | | |
|---------|----------|-------------------------------|
| Section | 01 45 10 | Testing Laboratory Services |
| Section | 01 53 10 | Fences (Temporary Security) |
| Section | 01 59 10 | Project Office |
| Section | 01 51 60 | Temporary Sanitary Facilities |
| Section | 01 52 60 | Rubbish Container |
| Section | 01 57 60 | Project Signs |
| Section | 01 71 50 | Final Cleaning |

B. PROVIDED BY ALL CONTRACTORS AS APPLICABLE

Section	01 12 00	Multiple Contract Summary
Section	01 25 00	Contract Modification Procedures
Section	01 28 00	Schedule of Values
Section	01 29 00	Applications for Payment
Section	01 31 00	Project Meetings
Section	01 32 00	Schedules and Reports
Section	01 33 00	Submittal Procedures
Section	01 40 00	Quality Requirements
Section	01 45 10	Testing Laboratory Services
Section	01 50 50	Temporary Facilities and Controls
Section	01 59 20	Offices and Sheds
Section	01 60 00	Product Requirements
Section	01 72 50	Work Layout
Section	01 73 10	Cutting and Patching
Section	01 77 00	Contract Closeout

All contractors are required to subscribe to PlanGrid for use on this project. Number of users is up to the contractor. PlanGrid will be used for construction documentation, As Built Conditions, QA/QC, and Punch List. Visit www.PlanGrid.com to determine subscription pricing. PlanGrid is a tool for the construction phase and will not be used for bidding.

Visit www.skillmanplanroom.com for bid documents.

C. PROVIDED BY DESIGNATED CONTRACTORS

Section	01 51 50	Temporary Water
Section	01 51 80	Temporary Fire Protection
Section	01 52 10	Construction Aids and Temporary Enclosures
Section	01 53 30	Barricades

3.03 BID CATEGORIES

A. BID CATEGORY NO. 1 – Mechanical/Plumbing

General Requirements in Paragraph 3.02.B above.

Section	02 41 19	Selective Structure Demolition
Section	07 84 13	Penetration Firestopping
Section	07 92 00	Joint Sealants
Section	09 22 16	Non-Structural Metal Framing
Section	09 24 00	Cement Plastering
Section	09 26 13	Gypsum Veneer Plastering
Section	09 91 23	Interior Painting
Section	22 05 00	Common Work Results for Plumbing
Section	22 05 23	General Duty Valves for Plumbing Piping
Section	22 05 29	Hangers and Supports for Plumbing Piping and Equipment
Section	22 05 53	Identification for Plumbing Piping and

Section	22 07 00	Equipment
Section	22 11 16	Plumbing Insulation
Section	22 11 16	Domestic Water Piping
Section	22 11 19	Domestic Water Piping Specialties

END OF SECTION 01 12 00

SECTION 01 25 00 – CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01 SUMMARY

- A. Proposal Request.
- B. Request for Pricing.
- C. Proceed Order.
- D. Allowance Authorization.
- E. Change Order.
- F. Minor Changes in the Work.
- G. Required Pricing Itemization and Allowable Mark Up
- H. Execution of Change Documents.
- I. Correlation of Contractor Submittals.
- J. Sample Forms

1.02 RELATED DOCUMENTS

- A. Section 00 70 00 – Amended General Conditions
- B. Section 01 21 00 – Allowances

1.03 PROPOSAL REQUESTS

- A. Proposal requests that require adjustment to the Contract Sum or Time if accepted will be issued by the Architect to the Construction Manager, with detailed description of the proposed change and supplemental or revised Drawings and Specification as appropriate.
- B. Proposal Requests whether or not issued on AIA Documents G709 will be subsequently issued and tracked in the form of a Request for Proposal (RFP) by the Construction Manager.
- C. An issue number will be assigned by the Construction Manager to track the Architects Proposal Request and will be concurrent with the Architects Proposal Request Number.

1.04 CONSTRUCTION MANAGER INITIATED REQUEST FOR PROPOSAL (RFP)

- A. An RFP is a document issued by the Construction Manager to obtain pricing from Contractors on an ISSUE that may impact the Contractors Work, including Contract Time or Contract Sum.

- B. Tracking numbers will be assigned and conform, if applicable, to the Architects Proposal Request. If the issue is not generated thru the Architect by Proposal Request the tracking number will be begin with 5000 or other number sequence to distinguish the difference between Architect and Field generated issues that may require an RFP.
- C. Tracking numbers may not be sequential for each contractor or every RFP, as each issue may not require an RFP and or affect each contractor.
- D. The Contractor shall utilize and refer to the RFP tracking number, assigned by the Construction Manager, when responding, in writing, to the Construction Manager on all correspondence related to said RFP.
- E. The Contractor shall submit the name of the individual authorized to receive RFP documents, and be responsible for informing others in Contractor's employ or subcontractors of to the work.
- F. The Contractor shall advise the Construction Manager, in writing, of the impact of the RFP, if any, upon the Contractors Work, including any adjustment in the Contract Time or the Contract Sum (in accordance with Subparagraph 7.2 of the General Conditions) within seven (7) days of receipt of the RFP.
- G. Failure to advise the Construction Manager, in writing, within seven (7) days of receipt of the RFP shall constitute a waiver of the Contractors right to assert a claim relating to the RFP.

1.05 PROCEED ORDER (PRO)

- A. The Construction Manager with consent of the Owner may issue a document, instructing the Contractor to proceed with a change in the work, for subsequent inclusion in a change order. Proceed Orders are used on emergency items or work items that are critical in maintaining the construction schedule.
- B. The document will describe changes in the work, and will designate the method of determining any change in contract sum or contract time.
- C. The Contractor shall promptly execute the change in work.
- D. For time and material Proceed Order work:
 - 1. Maintain detailed records of work done on a time and material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in work.
 - 2. The Construction Manager's on-site representative must verify and sign the contractor's daily timesheets, not as approval for payment, but for record that work was completed per the Proceed Order. Proceed Order authorization number must be indicated on all Daily Time Sheets.

3. Submit itemized account and supporting data after completion of change within (15) days after completion.
- E. The Construction Manager will determine the change allowable in contract sum and contract time as provided in the contract documents.

1.06 ALLOWANCE AUTHORIZATION

- A. An allowance authorization will be issued based upon the Request for Proposal and/or the Proceed Order and the Contractor's price quotation as approved by the Construction Manager and Owner.

1.07 CHANGE ORDER

- A. A change order will be issued based upon the Request for Proposal and/or the Proceed Order, and Contractor's price quotation as approved by the Construction Manager, Architect and Owner.

1.08 MINOR CHANGES IN THE WORK

- A. The Architect will advise the Construction Manager of minor changes in the work not involving an adjustment to contract sum or contract time as authorized by the Amended General Conditions by issuing supplemental instructions AIA Form G710 or other form of supplemental instructions as agreed upon by the Owner.
- B. The Construction Manager will issue the supplemental instructions in the form of a bulletin.
- C. The Contractor will have seven days (in accordance with the General Conditions) to make a claim should they feel the instructions impact The Contractors Work including any adjustment in Contract Time or Contract Sum.

1.09 REQUIRED PRICING ITEMIZATION AND ALLOWABLE MARK UP

- A. For each change over \$1,000.00, the Contractor shall furnish a detailed, written proposal itemized according to the pricing guidelines set forth below as a condition precedent to the Owner's consideration of a Change Order request. Any Subcontractor, sub-subcontractor and supplier pricing shall also be itemized according to these guidelines. All proposals shall be prepared in the categories and in the order listed below.
 - .1 Labor – All field labor shall be priced in compliance with the Schedule of Wages for this Project, excluding labor burden which is covered under clause .2 below. The payroll is to be based on straight time only and is to include number of hours and rate of pay for each classification of work. If overtime is approved, the Contractor shall list only the straight time portion in this item.

- .2 Labor burden – All established payroll taxes, assessments and fringe benefits on the labor under clause 1 above. This may include, but is not limited to, FICA, Federal and State Unemployment, Health and Welfare, Pension Funds, Worker's Compensation and Apprentice Fund. Each of the fringes shall be listed as a separate line item.
- .3 Equipment rentals – All charges for non-owned heavy or specialized equipment at up to 100% of the documented rental cost. No rental charges will be allowed for hand tools, minor equipment, scaffolds, etc. Downtime due to repairs, maintenance and weather delays will not be allowed.
- .4 Owned equipment – All charges for owned, heavy or specialized equipment at up to 100% of the cost listed by the Associated Equipment Dealers Blue Book. No recovery will be allowed for hand tools, minor equipment, scaffolds, etc. Downtime due to repairs, maintenance and weather delays will not be allowed.
- .5 Trucking – A reasonable delivery charge or per mile trucking charge for delivery of required materials or equipment. Charges for use of a pickup truck will not be allowed.
- .6 Overhead – Includes telephone, telephone charges, facsimile, telegrams, postage, photos, photocopying, hand tools, scaffolds (one level high), tool breakage, tool repairs, tool replacement, tool blades, and bits, home office estimating, clerical and account support, home office labor, travel and parking expenses.
- .7 Materials – All materials purchased by the Contractor and incorporated into the changed Work, showing costs, quantities, or Unit Prices of all items, as appropriate. Reimbursement for material costs shall only be allowed in the amount of the Contractor's actual cost including any and all discounts, rebates and related credits.

B. The following items are allowable with no overhead and profit:

- .1 The cost of extending the Bond and the cost of extending commercial general liability, builder's risk and specialty coverage insurance.
- .2 The premium portion only for approved overtime (labor and labor burden). The straight time portion is included in clauses .1 and .2 above.
- .3 Fees for permits, licenses, inspections, tests, etc.

- C. Costs which shall not be reimbursed for changed Work include the following:
 - .1 Employee Retirement and Profit Sharing Plans, regardless of how defined or described.
 - .2 Voluntary Employee Deductions.
- D. The cost of the Contractors' overhead and profit on Change Orders shall be:
 - .1 For extra Work completed by the Contractor with his own labor, 10 percent shall be added to Items .1, .2, .3, .4, .5, and .7 of Subparagraph 1.09 as an allowance for overhead and profit.
 - .2 For extra Work completed by Subcontractors of the Contractor, 5 percent shall be added to Items. .1, .2, .3, .4, .5, and .7 of Subparagraph 1.09 as an allowance for overhead and profit.

1.10 EXECUTION OF CHANGE DOCUMENTS

- A. Construction Manager will issue Change Orders and Allowance Authorizations for signature by all parties.
- B. Signed copies are to be returned to the Construction Manager within 14 days.

1.11 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized change order and/or allowance authorization as a separate line item and adjust the contract sum (for Change Orders).
- B. Promptly submit revisions to Construction Schedule to reflect any change in contract time.
- C. Promptly enter changes in project record documents.

1.11 FORMS

- A. Samples of RFP, Proceed Order, Change Order and Allowance Authorization forms follow this section.

END OF SECTION 01 25 00