

**June 2020 Editions
Summary of updates**

00 21 13 Instructions to Bidders (Formal)

ARTICLE 9 - QUALIFICATION OF BIDDERS

9.1 Bidders shall file with each bid a completed Board of Regents Equal Employment Opportunity Data Reporting Form as included in the specifications OR certify on the Certificate of Reporting that an Equal Employment Opportunity Data Reporting ~~Form has been~~ that they have filed in the past twelve (12) months their annual Equal Employment Opportunity Data Reporting Form with the Board of Regents Equal Employment Opportunity Compliance Officer. ~~The Bidder's attention is called to the requirements of the Code of Fair Practices of the General Requirements of the Contract.~~

00 74 13 Project Requirements (Formal and Informal)

2. MODIFICATIONS TO INSTRUCTIONS TO BIDDERS

- a. Instructions to Bidders

Insert new Article 2.3 [Include on projects utilizing videos or photographs for a pre-bid or bidding reference.]

2.3 Video(s) and/or photograph(s) of the existing project site conditions is available with the project documents at CityBlue Technologies: www.uiowaplanroom.com.

3. SUMMARY OF WORK

d. General Description of Work:

- 1) Project consists of [Insert brief project description for each; Architectural, Civil, Structural, Mechanical, Electrical, etc.].

i. All Contractor employees (this includes any subcontractors) shall wear a face covering while performing work (interior or exterior) in a University building, in the presence of others, and in public settings.

[Include ii. only for UIHC projects]

- ii. Screening of all Contractor employees entering ~~UIHC~~ due to COVID-19 may ~~continue to be required~~ due to COVID-19. Contractor employees shall be prepared to answer UIHC screening questions confirming they are free of fever and respiratory illness symptoms. Information regarding screening and hospital entrances can be accessed on The Loop: <https://medcom.uiowa.edu/theloop/facilities-services>.

3) Allowances: [type "None" if not used – Edit as necessary and remember to INCLUDE language as needed to support different types of allowances and NO sole source justifications without approval from the Director.]

- i. Allowances shall include the costs of materials, supplies and equipment delivered to the Worksite, less applicable trade discounts and including requisite taxes, and unloading and handling at the Worksite, unless specifically stated otherwise. The Constructor's Overhead and profit for the allowances shall be included in the Contract Price, but not in the allowances. The Contract Price shall be adjusted by Change Order to reflect the actual costs when they are greater than or less than the allowances.

Allowance 1: [Contractor shall include an allowance in the Contract Sum (Base Bid) in the amount of (insert amount in words) \$(insert amount in figures) for (Brief description – 500 character maximum)]

Allowance 2: [Contractor shall include an allowance in the Contract Sum (Base Bid) in the amount of (insert amount in words) \$(insert amount in figures) for the design, material, supplies, equipment, labor, testing and certification of a complete Emergency Responder Radio Coverage System as per Specification Section 28 53 00.]

6. USE OF SITE (item c. in Informal Project Requirements)

- b. Access:
- 1) Access to construction site shall be as indicated on Drawings and as directed by the Owner's Representative.
[Describe any other special access requirements, if applicable] and for UIHC projects during COVID pandemic include the following (items 2, 3, & 4):
 - 2) Access to main campus (UIHC) will be limited and all individuals should enter at door 1940X (Labor and Delivery).
 - a. Access will not be allowed between the hours of 6am – 9am or between 5pm and 8pm.
 - 3) All deliveries should be made through the Housekeeping Dock Door. Staff will be present to ensure additional individuals to not enter the building this way.
 - a. Deliveries should be made before 7am or after 5pm.
 - b. Should the delivery be too large for this location (Ex. -drywall), the alternative door is 1940X (Labor and Delivery).
 - 4) All debris removal should be made through the Housekeeping Dock Door. Staff will be present to ensure additional individuals to not enter the building this way.
 - a. Debris removal should be made before 7am or after 5pm.
 - b. Should the debris be too large for this location, the alternative door is 1940X (Labor and Delivery).
 - 3)5) Constructor shall maintain access to fire hydrants, free of obstructions.
 - 4)6) Constructor shall provide means of removing mud from vehicle wheels prior to entering streets from the jobsite.

01 78 23 Operation and Maintenance Manual (Formal and Informal)

- 1.2 RELATED REQUIREMENTS
- A. The following sections contain related requirements:
1. Section 01 33 23 - Submittals
 2. Section 01 77 19 - Contract Closeout |
 3. Section 01 78 39 ~~-Project Record-~~ As-Built Documents
 4. Section 01 91 13 - Commissioning
 5. Specific product, equipment, and assembly technical sections.

- 1.6 O&M MANUAL FORMAT
- A. Electronic Format
1. Electronic file ~~(CD, DVD, or flash drive)~~ shall be searchable, fully bookmarked .pdf.
 - a. Bookmark the .pdf file by tabs listed under Section 1.4 sub-bookmark system and component tab by section as listed under Section 1.5.
 - b. Electronic file shall be labeled with:
 - 1) University of Iowa Project Number and Name
 - 2) Contractor Name
 - 3) O&M Manual
 - 4) Volume # of #

1.7 O&M MANUAL DELIVERABLES

A. 50% Construction O&M Manual Deliverable:

1. The Contractor shall submit to the Design Professional ~~ONE (1) ELECTRONIC~~ an electronic copy of the 50% Construction O&M Manual(s) prior to submission of its pay application requesting payment of 50% of the Contract value or more.

B. Final O&M Manual Deliverable:

1. Prior to Final Completion, the Contractor shall submit an electronic copy of the Final O & M Manual to the Design Professional: ~~TWO (2) ELECTRONIC copies of the Final O&M Manual~~ for review and approval.
 - a. ~~Electronic file shall be either CD, DVD, or flash drive.~~
 - b-a. Letter of Transmittal on Contractor's letterhead shall accompany electronic file.

3. The Final O&M Manual shall have:

- a. Table of contents tab.
- b. Project information tab.
- c. Warranty Summary.
- d. System and component tab(s)
 - 1) Article 1.5, Section 1
 - 2) Article 1.5, Section 2
 - 3) Article 1.5, Section 3 |
 - 4) Article 1.5, Section 4
- e. DDC Temperature Control Drawings (See Article 1.5, Section 5 above):
 - 1) The Contractor shall submit one (1) copy of AutoCAD/Visio editable files for all "Construction RecordAs-Built" Control as-built drawings indicated below:

00 91 13 Addendum (Formal and Informal)

BID DATE: **[INSERT BID DATE]**, Prior to 2:01 P.M. CENTRAL TIME

ADDENDUM INDEX

APPLICABLE TO THE PROJECT MANUAL: _____ Item #1 through Item #__ inclusive or None.

APPLICABLE TO THE DRAWINGS: Item #__ through Item #__ inclusive or None.

ATTACHMENT(S): _____ or None.