This edition of the general requirements was issued October 2009. These are the standard bidding documents to be prepared by the Consultant and approved by the Project Manager.

Preparation of the general requirements, or Division 1, of the project manual will follow format shown on the following pages. This is presented only as a guide. Notations enclosed by bold parentheses [ ] indicate general information which will be inserted by the consultant.

General Conditions outline the commercial conditions under which the University performs construction contracts. Consultant will make no modifications to the General Requirements unless directed by the Project Manager.

The University will supply the Advertisement for bid and other preprinted forms noted on the Table of Contents when time of the advertisement is established by the Project Manager.

TO DOWNLOAD THIS FILE:

From Netscape:

    Hold down the shift key while clicking the link
    or
    Right-click the link and choose ‘Save Link As’

From Internet Explorer:

    Right-click the link and choose ‘Save Target As’

If you have questions, please contact 573/882-7989.
PROJECT MANUAL FOR: ______
[Write project title and University project number. Also, use this as a header or footer on every page.]

PROJECT NUMBER: __________
[Edit Table of Contents below to suit project. Some documents listed below are pre-printed forms that may or may not be used on your project depending on size and type of project. Pre-printed forms are available from the University Project Manager.]

AT
UNIVERSITY OF MISSOURI - [Campus]
[Campus], MISSOURI

FOR:

THE CURATORS OF THE UNIVERSITY OF MISSOURI

PREPARED BY:
[Write Consultant firm name, contact person’s name, address, city, state, and phone and fax number in spaces below.]

__
__
__
__

[Write date of advertisement. Coordinate same date throughout document.]
DATE:

I hereby certify that these Drawings and/or Specifications have been prepared by me, or under my supervision. I further certify that to the best of my knowledge these Drawings and/or Specifications are as required by and in compliance with Building Codes of the University of Missouri.

Signature: ______________________________________

[Affix professional seal. Use separate page for certifications and professional seals if required.]
PROJECT MANUAL FOR: ______
[Write project title and University project number. Also, use this as a header or footer on every page.]

PROJECT NUMBER: __________
[Edit Table of Contents below to suit project. Some documents listed below are pre-printed forms that may or may not be used on your project depending on size and type of project. Pre-printed forms are available from the University Project Manager.]

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**DIVISION 4**  MASONRY (NOT USED)

**DIVISION 5**  METALS (NOT USED)

**DIVISION 6**  WOOD AND PLASTICS (NOT USED)

**DIVISION 7**  THERMAL AND MOISTURE PROTECTION (NOT USED)

**DIVISION 8**  DOORS, WINDOWS & GLASS (NOT USED)

**DIVISION 9**  FINISHES (NOT USED)

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END OF SECTION
SECTION 1.A

BID FOR LUMP SUM CONTRACT

Date: __________________________

BID OF
(hereinafter called "Bidder") a corporation* organized and existing under laws of the State of ____________________________________________

a partnership* consisting of ____________________________________________

____, an individual* trading as ____________________________________________

a joint venture* consisting of ____________________________________________

____________________________________.

*Insert Corporation(s), partnership or individual, as applicable.

TO: Curators of the University of Missouri

[Address as identified in Appendix C1]

[Write Consultant firm name, project title (in all capitals), University project number, and date of advertisement in spaces below.]

1. Bidder, in compliance with invitation for bids for construction work in accordance with Drawings and Specifications prepared by ____, entitled "___", project number ____, dated _____ having examined Contract Documents and site of proposed work, and being familiar with all conditions pertaining to construction of proposed project, including availability of materials and labor, hereby proposes to furnish all labor, materials and supplies to construct project in accordance with Contract Documents, within time set forth herein at prices stated below. Prices shall cover all expenses, including taxes not covered by the University of Missouri’s tax exemption status, incurred in performing work required under Contract documents, of which this Bid is a part.

Bidder acknowledges receipt of following addenda:

Addendum No. ______________________ Dated ____________
Addendum No. ______________________ Dated ____________
Addendum No. ______________________ Dated ____________
Addendum No. ______________________ Dated ____________

2. In following Bid(s), amount(s) shall be written in both words and figures. In case of discrepancy between words and figures, words shall govern.

3. BID PRICING

[Describe basic scope of work included in Base Bid in space below.]
a. Base Bid:
The Bidder agrees to furnish all labor, materials, tools, and equipment required to __; all as indicated on the Drawings and described in these Specifications for sum of:

_____________________________DOLLARS ($__________).

b. Additive Alternate Bids:

Above Base Bid may be changed in accordance with following Alternate Bids as Owner may elect. Alternates are as described in Section 1.H of Project Manual. Alternates are written in a priority order, but Owner is not required to accept or reject in order listed. This is a one (1) contract project, therefore, Alternates shall be studied by each Bidder to determine effect on Bids of Contractor and each Subcontractor and/or Material supplier.

(1) Additive Alternate No. 1:[Briefly describe work included in Alternate.]

(Briefly describe work included in Alternate) All for sum of:

_____________________________DOLLARS ($__________).

(2) Additive Alternate No. 2:[Briefly describe work included in Alternate.]

(Briefly describe work included in Alternate) All for sum of:

_____________________________DOLLARS ($__________).

[Retain Unit Prices below, if applicable. Prepare unit price schedule as required. Examples below are unit prices for excavation. State cubic yard quantity in Base Bid for each type of rock excavation.]

c. Unit Prices:

[All items for unit pricing will have an associated quantity given in the description of the unit price for the base bid quantity.]

(1) For changing specified quantities of work from those indicated by Contract Drawings and Specifications, upon written instructions of Owner, the following Unit Prices shall prevail in accordance with General Conditions.

(2) The following Unit Prices include all labor, overhead and profit, materials, equipment, appliances, bailing, shoring, shoring removal, etc., to cover all work.

(3) The following Unit Prices are required where applicable to particular
Base Bid and/or Alternate being submitted.

(4) Only a single Unit Price shall be given and it shall apply for either MORE or LESS work than that indicated on Drawings and called for in Specifications as indicated to be included in Base Bid and/or Alternates. In the event that more or less units than so indicated is actually furnished, Change Orders will be issued for increased or decreased amounts as approved by the Owner.

(5) Bidder understands that the Owner will not be liable for any Unit Price or any amount in excess of Base Bid and any Alternate(s) accepted at time of award of Contract, except as expressed in written Change Orders duly executed and delivered by Owner’s Representative.

FILL IN ONLY ONE PRICE PER LINE [(6) and (7) below are examples, add or delete unit pricing as appropriate. Be specific on quantities, ie. give a base bid quantity for every unit price.]

(6) Rock Excavation in addition to soil excavation, as defined in Division 2, per cu. yd.

(a) General Excavation,
Base Bid quantity = ___________ cu. yd. $__________

(b) Trenching,
Base Bid quantity = ___________ cu. yd. $__________

(c) Drilled Pier Excavation/l.f.
Base Bid quantity = ___________ l.f. $__________

[Consultant to insert the following allowance paragraph when directed by Project Manager.]

d. Allowance:

Bidder shall include in the base bid sum an allowance of ___________ for ___________ (brick, security system, etc). This allowance amount shall not include contractor’s overhead and profit. The Contractor shall include overhead and profit on the allowance amount in his bid.

4. PROJECT COMPLETION [Write calendar days in words and (numbers) below. Paragraphs must be identical to paragraphs in Special Conditions.]

[Except in special cases, we prefer all contract periods to be based on calendar days, not dates. If dates are used, use only dates. Do not mix calendar days and dates.]

a. Contract Period - Contract period begins on the day the Contractor receives unsigned Contract, Performance Bond, Payment Bond, and "Instructions for Execution of Contract, Bonds, and Insurance Certificates." Bidder agrees to
complete project within ________ (___) calendar days from receipt of aforementioned documents. Fifteen (15) calendar days have been allocated in construction schedule for receiving aforementioned documents from Bidder.

b. Commencement - Contractor agrees to commence work on this project after the "Notice to Proceed" is issued by the Owner. "Notice to Proceed" will be issued within seven (7) calendar days after Owner receives properly prepared and executed Contract documents listed in paragraph 4.a. above.

[Retain liquidated damages paragraph below as directed by the Project Manager. Write dollar amounts in words and (numbers).]

c. Liquidated Damages - In event that Contractor shall fail to substantially complete the work as defined in Contract Documents within time fixed for such completion set forth in Contract Documents, Contractor shall pay to Owner as damages for each calendar day of delay in completing work, sum of _______ ($_______) dollars. In view of difficulty of accurately ascertaining loss that Owner will suffer by reason of delay in completion of work, said sum is hereby fixed and agreed as liquidated damages that Owner will suffer by reason of such delay and not as penalty.

[Use the following paragraph whenever special scheduling requirements exist. The specific scheduling information should be included only in Special Conditions. The following list should match that of Special Conditions. Eliminate those not required for the project. If additional special scheduling is required, add it to the list below and add specific details in Special Conditions]

c. Refer to Special Scheduling Requirements in Special Conditions for specific scheduling of the following activities:
1. Special work times
2. Medical Gas System work
3. Exhaust System work
4. Incidental Floor Work (work in other occupied spaces for utility tie-ins)
5. Crane work
6. HVAC Testing and Balancing
7. Utility Shut-downs, Outages and Tie-ins
8. refuse / Trash Removal and Materials Delivery

[Retain subcontractor list below for projects over $500,000 construction cost.]

5. SUBCONTRACTOR LIST:

Bidder hereby certifies that the following subcontractors will be used in performance of Work:

NOTE: Failure to list subcontractors for each category of work identified on this form or listing more than one subcontractor for any category of work without designating the portion of work performed by each may be grounds for rejection of bid. List name,
city, and state of designated subcontractor, for each category of work listed in Bid For Lump Sum Contract. If work within a category will be performed by more than one subcontractor, Bidder shall provide name, city, and state of each subcontractor and specify exact portion of work to be performed by each. If acceptance/non-acceptance of Alternates will affect designation of a subcontractor, Bidder shall provide information, for each affected category, with this bid form. If Bidder intends to perform any designated subcontract work by using Bidder's own employees, then Bidder shall list their own name, city, and state. The bidder may petition the Owner to change a listed subcontractor only within 72 hours of the bid opening.

<table>
<thead>
<tr>
<th>Work to be performed</th>
<th>Subcontractor Name</th>
<th>City, State</th>
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[List major subcontracted divisions of work below as directed by the Project Manager. Do not attempt to divide work or group work together for bidder. Leave ample blank space for bidders to list information required. Limit to subcontractors only—not suppliers.]

[Subcontractor 1] _________________________________________________________________

[Subcontractor 2] _________________________________________________________________

[Subcontractor 3] _________________________________________________________________
6. MBE/WBE GOALS

a. The Contractor shall have as a goal subcontracting with Minority Business Enterprise/Women Business Enterprise (MBE/WBE) of ______ (___) of awarded contract price for work to be performed.

b. Requests for waiver of this goal shall be submitted on the attached Application For MBE/WBE Participation Waiver form. A determination by the Director of Facilities Planning & Development, UM, that a good faith effort has not been made by Contractor to achieve above stated goal may result in rejection of bid.

c. The Undersigned proposes to perform work with following MBE/WBE participation level:

**MBE/WBE PERCENTAGE PARTICIPATION:** ______ percent (_____%)

d. A MBE/WBE Compliance Evaluation form shall be submitted with this bid for each MBE/WBE subcontractor to be used on this project. In addition, if appropriate, MBE/WBE Eligibility Determination form for joint ventures shall be submitted.

7. BIDDER'S ACKNOWLEDGMENTS

a. Bidder declares that he has had an opportunity to examine the site of the work and he has examined Contract Documents therefore; that he has carefully prepared his bid upon the basis thereof; that he has carefully examined and checked bid, materials, equipment and labor required thereunder, cost thereof, and his figures therefore. Bidder hereby states that amount, or amounts, set forth in bid is, or are, correct and that no mistake or error has occurred in bid or in Bidder's computations upon which this bid is based. Bidder agrees that he will make no claim for reformation, modifications, revisions or correction of bid after scheduled closing time for receipt of bids.

b. Bidder agrees that bid shall not be withdrawn for a period of _____ (____) days after scheduled closing time for receipt of bids.

[Note to Consultant: Allow a maximum of 90 days for projects $500,000 or more, otherwise 60 days or as directed by Project Manager.]

c. Bidder understands that Owner reserves right to reject any or all bids and to waive any informalities in bidding.

d. Accompanying the bid is a bid bond, or a certified check, or an irrevocable
letter of credit, or a cashier's check payable without condition to "The Curators of the University of Missouri" which is an amount at least equal to five percent (5%) of amount of largest possible total bid herein submitted, including consideration of Alternates.

e. Accompanying the bid is a Bidder's Statement of Qualifications. Failure of Bidder to submit the Bidder's Statement of Qualifications with the bid may cause the bid to be rejected. Owner does not maintain Bidder's Statements of Qualifications on file.

f. It is understood and agreed that bid security of two (2) lowest and responsive Bidders will be retained until Contract has been executed and an acceptable Performance Bond and Payment Bond has been furnished. It is understood and agreed that if the bid is accepted and the undersigned fails to execute the Contract and furnish acceptable Performance/Payment Bond as required by Contract Documents, accompanying bid security will be realized upon or retained by Owner. Otherwise, the bid security will be returned to the undersigned.

8. BIDDER'S CERTIFICATE

Bidder hereby certifies:

a. His bid is genuine and is not made in interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.

b. He has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.

c. He has not solicited or induced any person, firm or corporation to refrain from bidding.

d. He has not sought by collusion or otherwise to obtain for himself any advantage over any other Bidder or over Owner.

e. He will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin in connection with performance of work.

f. By virtue of policy of the Board of Curators, and by virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, mined or grown within the State of Missouri. By virtue of policy of the Board of Curators, preference will also be given to all Missouri firms, corporations, or individuals, all as more fully set forth in "Information For Bidders."
9. **BIDDER'S SIGNATURE**

Note: All signatures shall be original; not copies, photocopies, stamped, etc.

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<td>Printed Name</td>
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<tr>
<td>Company Name</td>
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</tr>
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<td>Mailing Address</td>
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<tr>
<td>Phone No.</td>
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Circle one: Individual Partnership Corporation Joint

If a corporation, incorporated under the laws of the State of__________

Licensed to do business in the State of Missouri? _____yes _____no

(Each Bidder shall complete bid form by manually signing on the proper signature line above and supplying required information called for in connection with the signature. Information is necessary for proper preparation of the Contract, Performance Bond and Payment Bond. Each Bidder shall supply information called for in accompanying "Bidder's Statement of Qualifications.")

END OF SECTION
SECTION 1.E  SPECIAL CONDITIONS

1.  DEFINITIONS

   a. "Drawings"

      Drawings referred to in and accompanying Project Manual consist of Drawings prepared by and bearing name of below defined Architect, bearing [Write date of advertisement and project title.]

      [Write consultant firm’s name, address, city, state, telephone, and fax number in spaces below.]

   b. Architect

      ______

   c. Mechanical & Electrical Engineer

      ______

   d. Structural Engineer

      ______

   e. Civil Engineer

      ______

   f. Other Definitions: See Article 1., General Conditions.

      [Include additional definitions of terms as required.]

2. PROJECT SCHEDULE

   [Write contract periods in terms of calendar days in words and (numbers) below. Paragraph text must be identical to paragraphs in Bid For Lump Sum Contract. Specific Dates may be used only if approved by the Project Manager. If dates are used, use only dates. Do not mix calendar days and dates.]
a. Contract Period - The Contract period begins on the day the Contractor receives the unsigned Contract, Performance Bond and Payment Bond, and "Instructions for Execution of Contract, Bonds, and Insurance Certificates". Bidder agrees to complete project within ___ (___) calendar days from the receipt of aforementioned documents. Fifteen (15) calendar days have been allocated in the construction schedule for receiving aforementioned documents from Bidder.

b. Commencement - The Contractor agrees to commence work on this project after the "Notice to Proceed" is issued by the Owner. The "Notice to Proceed" will be issued within seven (7) calendar days after the Owner receives properly prepared and executed Contract documents listed in paragraph 2.a above.

[Use liquidated damages paragraph below as directed by the Project Manager. Write dollar amount in words and (numbers).]

c. Liquidated Damages - In the event that the Contractor shall fail to substantially complete the work as defined in Contract Documents within time fixed for such completion set forth in Contract Documents, Contractor shall pay to Owner as damages for each calendar day of delay in completing Work, sum of [_______ ($____)] dollars. In view of difficulty of accurately ascertaining loss that Owner will suffer by reason of delay in completion of Work, said sum is hereby fixed and agreed as liquidated damages that Owner will suffer by reason of such delay and not as penalty.

d. Special scheduling requirements [used if applicable to project and as approved by the Project Manager. The examples that follow below must be edited per individual project requirements]

1. Contractor may mobilize no earlier than [dd/mm/yy]

   Contractor may begin on-site mobilization prior to approval of shop drawings and materials procurement.

   [or]

   Contractor may begin on-site mobilization only after approval of shop drawings and receipt of materials.

   Contractor shall perform all work in the designated areas between [MM/DD/YY] and [MM/DD/YY].

   Contractor may not begin work in [designated areas] until [MM/DD/YY].

   Contractor to propose actual on-site start date.

   Work shall be continuous with no down time.

   Work shall be phased as indicated on drawings.
2. Working Hours:

2.1 Normal working hours are defined as weekdays between the hours of [H:MM and H:MM].

2.2 Night hours are defined as ______ through______, after[H:MM p.m.] and before [H:MM a.m.]. Noisy work must stop between the hours of [H:MM p.m.] and [H:MM a.m.].

2.3 Weekend hours are defined as after [H:MM p.m.] on Friday until [H:MM a.m.] Monday. Noisy work must stop between the hours of [H:MM a.m.] and [H:MM p.m.].

2.4 Excessive Noisy Work hours - All interior concrete demolition work shall occur between [H:MM a.m.] and [H:MM p.m.]. Such work shall be coordinated and approved at least [______ (XX)] hours in advance with Owner’s Representative.

[The following examples 3 through 10 should only be included as applicable to project and as approved by the Project Manager. These examples must be further edited per individual project requirements]

3. Medical Gases: Connection to the existing Medical Gas system, once begun, must be done continuously and be completed during a [XX] hour period between [H:MM a.m.] ______[day] and [H:MM p.m.] ______[day]. This includes Medical Gas Testing and Certification. Medical Gas tie-in must be scheduled with Owner’s Representative at least [______ (XX)] days prior.

4. Exhaust System: Exhaust systems serving floors other than [Project Floor] shall remain in operation throughout the duration of the project. Any shut down cannot exceed [______ (XX)] hours in duration. If the Contractor cannot meet the [______ (XX)]-hour time frame he will need to install either temporary or permanent fans with appropriate ductwork to ensure this requirement is met, unless authorized otherwise by Owner’s Representative.

5. Incidental Floor Work on other occupied floors (work that must occur on the floor above or below the project floor for utility adjustments and tie-ins):

5.1 The Incidental Floor will remain occupied during construction.

5.2 A comprehensive Room Outage Schedule Form ROS 1-2 must be submitted to the Owners Representative for approval [______ (xx)] working days prior to starting any work on the Incidental floor. An example is included at the end of this section. No work can commence on the Incidental floor until the schedule has been approved by the Owner’s Representative.

To facilitate preparation of the Room Outage Schedule the Contractor will be encouraged to access incidental floor
ceilings to verify what will be involved in each room. To access
the Incidental Critical (OR’s, C-Section etc.) Rooms (one at a
time) will require the wearing of a clean suit and the use of a
portable containment unit (Provided by Hospital). Rooms not
considered Critical can be accessed one at a time without the
use of containment or clean suits.

5.3 Contractor shall submit a formal request to perform work on
incidental floors at least [_______(xx)] working days prior to
starting.

5.4 Only one room at a time will be available to take out of service
and perform work in unless noted otherwise in Contractors
Proposed Incidental Floor Room Outage Schedule and
approved by Owner’s Representative.

5.5 Work in Incidental Room must be performed during the time
frame indicated in Room Outage Schedule.

6. Crane Work – All crane work associated with this project must be
scheduled. This scheduling shall be coordinated and approved at least
[_______(XX)] calendar days in advance with Owner’s
Representative so that sufficient notification can be made to Owner’s
personnel. See the drawings for location of crane.

7. HVAC Testing and Balancing Provision – Allow [_______(XX)]
working days for Owner to perform testing and balancing of HVAC
system prior to occupancy.

8. Utility Shut-Downs, Outages, and Tie-ins – Contractor shall submit a
Utility Outage Request Form including a written plan outlining the
required shut-downs, outages, and tie-ins [_______(XX)] calendar
days prior to starting the work.

9. Refuse/Trash Removal and Material Delivery: Contractor can use the
[Location] elevator of the [Location] bank of elevators between the
hours of [H:MM a.m.] and [H:MM p.m.] as directed by Owner’s
Representative. The Owner has the right to request the Contractor
provide vinyl wall protection (at Contractor’s expense) on the elevator
walls if damage is occurring.

10. Fire Protection Outage: Contractor is responsible for Fire Watch
every 2 hours during normal working hours and to document daily on
the log posted. Owner will provide Fire Watch during non-working
hours and document.

3. SCOPE OF WORK
a. The Contractor shall furnish all labor, materials, tools, equipment necessary for, and incidental to, construction of this project as indicated on Drawings and specified herein.

b. Work shall include everything requisite and necessary to finish work properly, notwithstanding that every item of labor or materials or accessories required to make project complete may not be specifically mentioned.

c. General Description of Work: [Write brief project description as required.]

   (1) Project consists of _______.
   (2) Demolition shall consist of ___.
   (3) Architectural work shall consist of _____.
   (4) Structural work shall consist of _____.
   (5) Mechanical work shall consist of _____.
   (6) Electrical work shall consist of _____.
   (7) Plumbing work shall consist of _____.
   (8) Fire Protection work shall consist of _____.

4. LOCATION

   Work shall be performed under this Contract on campus of the University of Missouri - [Campus], at [Write building name and general location.]

5. NUMBER OF CONSTRUCTION DOCUMENTS

a. The Owner's Representative will furnish the Contractor a copy of executed Contract and ___ (___) complete sets of Drawings and Specifications. [Write number of sets. Number of sets is project specific. Five is minimum. Ask Project Manager.]

b. Additional sets may be obtained from the architect at cost of reproduction.

c. The Owner will furnish five (5) sets of explanatory and changed Drawings at no cost to Contractor as issued during project.

6. SUBMITTALS

a. The Contractor shall submit for approval to the Architect, equipment lists and Shop Drawings, as expeditiously as possible. Failure of the Contractor to submit Shop Drawings in a timely manner will result in the Owner holding
back Contractor payments. (See General Conditions)

b. The material and equipment lists shall be submitted and approved before any material or equipment is purchased and shall be corrected to as-built conditions before the completion of the project.

c. Electronic submittals: All submittals shall be transmitted electronically to the University of Missouri Sharepoint site as Acrobat .pdf files, version 6 or higher. E-mail notification of the submittal posting should be sent directly to the Consultant with a copy of the transmittal only to the Owner’s Representative. Each Acrobat submittal file shall have the General Contractor’s stamp affixed to the first page of each submittal (not on a separate sheet) signifying their review and acceptance prior to submission to the Consultant. Each submission shall be for a particular specification section with the Acrobat file name indicating the specification name and number (e.g. 09250 Gypsum Board Assemblies.pdf). The PDF of drawing submittals shall be at the actual size of the original drawing. The Consultant shall review the file for compliance and affix their appropriate stamp on the submittal. All comments shall be directly on the submittal sheet (the ‘comment & markup’ feature in Acrobat provides this function without the need to print, annotate, and rescan). Submittals shall be electronically returned to the Contractor with a copy to the Owner’s Representative. File names for Reviewed/No Exceptions Taken shall have an "A" prefix in front of the specification number (e.g. A09260 Gypsum Board Assemblies.pdf). Reviewed/No Exceptions Taken submittals shall be provided with password security by the Consultant which allow for printing but not editing.

Submittals requiring professional seals shall be submitted as hard copy in addition to the electronic submission. The returned electronic copy shall have the Consultant's comments/stamp attached.

1) The Contractor shall identify each submittal item with the following:

(a) Project Title and Location
(b) Project Number
(c) Supplier’s Name
(d) Manufacturer’s Name
(e) Contract Specification Section and Article Number
(f) Contract Drawing Number

2) Reference the accompanying Shop Drawing and Submittal Log at the end of this section (1.E.3) for required submittal information.

d. The Contractor shall submit to the Architect four (4) bound copies of all required Operating Instructions and Service Manuals for the Architect’s and the Owner’s sole use prior to completing 50% of the adjusted contract. Payments beyond 50% of the contract amount may be withheld until all Operating Instructions and Service Manuals are received as referenced in
the accompanying Operating Instructions and Service Manual Log at the end of this section (1.E.4).

e. The Contractor shall submit to the Owner’s Representative all items referenced in the accompanying Closeout Log (1.E.5) within 30 days following substantial completion of the work. The Owner’s Representative will maintain the closeout log and include as an agenda item at all coordination meetings.

7. NOTIFICATION

Prior to beginning Demolition Work or service outages, the Contractor shall provide, at minimum, seventy-two (72) hours advance notice to Owner’s Representative for purpose of verifying utility locations including, but not limited to, gas, telecommunications, electric, water, steam, sewer, and nitrogen. Contractor shall minimize the number of outages, minimize the length of outages and related work shall be continuous until the utility is restored.

8. USE OF PREMISES

[Describe any special access requirements below.]

a. Access: Access to construction site shall be as indicated on Drawings and as directed by the Owner's Representative.

[Use the parking requirements below as directed by the Project Manager. Number of parking permits is project specific.]

b. Parking: Contractor shall be issued parking permits for ____(___) service vehicles to park in location directed by the Owner’s Representative. Employee parking shall be on public streets or where directed by the Owner’s Representative

b. Parking:

(1) The Owner will issue Contractor ____(___) service vehicle parking permits for use in University Parking lot ____(__). The permits will be issued at no cost to the contractor up to the contract completion date. After the contract completion date, the permits will be re-issued on an as available basis at the contractor’s expense. These permits are to be used for general contractor or subcontractor owned and labeled vehicles only. Personal vehicles are prohibited from use of these permits. Violation of this requirement may result in ticketing and/or towing at the vehicle owner’s expense and suspension of progress payments.

(2) Parking of personal vehicles within project access/lay down/staging areas is prohibited. Violation of this requirement may result in ticketing and/or towing at the vehicle owner’s expense and suspension of progress payments.
(3) Parking or driving on sidewalks, landscaped areas, within fire and service lanes or generally in areas not designated for vehicular traffic is prohibited except as allowed in the contract documents. Violation of this requirement may result in ticketing and/or towing at the vehicle owner’s expense and suspension of progress payments.

[Use the following additional paragraphs for Columbia Campus projects.]

(4) Free parking for contractor employees is available in the Ashland Road Contractor lot on an as available basis. This space is for use by contractor employees for parking their personal vehicles only and is not to be used for staging or storage.

(5) Vendor Permits may be purchased by contractor management personnel on an as available basis by contacting the Parking and Transportation office in the Turner Avenue Parking Structure. These permits will allow contractor management personnel to park in various University lots while conducting business on University construction projects.

(6) Temporary University parking permits may be purchased by contractor employees for use with their personal vehicles on an as available basis by contacting the Parking and Transportation office in the Turner Avenue Parking Structure.

(7) Conley Avenue between Missouri Avenue and University Avenue and Hitt Street between University Avenue and the Memorial Union are designated for pedestrian use only during the work week between the hours of 8:15 AM and 3:45 PM. Unless otherwise indicated in the contract documents, this area is strictly off limits to vehicular traffic without authorization from the Owner’s Representative.

(8) Parking at Columbia Regional Hospital: All construction workers will be required to get a parking tag for the designated parking lot. All vehicles without tags will be towed at Contractors expense.

(9) Parking at University Hospital: [review with Project Manager]

c. Storage of materials: The Contractor shall store all materials within project limits. The Contractor shall confine apparatus, materials, and operation of workers to location established by the Owner's Representative. The Contractor shall not unreasonably encumber premises with materials. [For Columbia Campus projects add: In addition, storage trailer locations may be available within 1-1/2 miles of project site as directed by the Owner’s Representative.] Storage trailer locations shall be subject to approval by the Owner's Representative and are available to the Contractor without cost.
d. Utilities: Drinking water, water required to carry on work, and 120 volt electrical power required for small tool operation may be obtained without cost to the Contractor from existing utilities at locations designated by the Owner's Representative. Provisions for obtaining power, including temporary extensions, shall be furnished and maintained by the Contractor. Upon completion of work such extensions shall be removed and any damage caused by use of such extensions shall be repaired to satisfaction of the Owner's Representative, at no cost to the Owner.

[Use the following paragraph for Columbia Campus projects as directed by the Project Manager, when the building or major parts of a building will be turned over to the Contractor.]

d. Utilities: Steam, water, sewer, and electricity can be obtained from existing utilities at locations designated by the Owner's Representative at the following rates:

Provisions for obtaining power, including temporary extensions, shall be furnished and maintained by the Contractor. Upon completion of the work, such extensions shall be removed and any damage caused by use of such extensions shall be repaired to the satisfaction of the Owner's Representative, at no cost to the Owner.

[Insert Current UMC Utility Rates From Appendices]

[Retain one applicable restroom paragraph below.]

e. Restroom: The Contractor shall provide and maintain, in a sanitary condition, chemical type portable toilet facilities at work site for use by his personnel. Toilets and toilet location shall be subject to approval by the Owner's Representative.

e. Restroom: Existing toilet facilities within Project Limits or Restrooms designated by the Owner's Representative for use by the Contractor will be available. Failure of the Contractor to maintain restrooms in a clean condition will be cause for the Contractor's discontinued use of the restroom.

f. Smoking Policy: Smoking is prohibited in the Owner's facilities. The Owner's Representative will notify the Contractor at the preconstruction meeting if any areas are designated for smoking; otherwise, the Contractor's personnel shall be prohibited from smoking inside all buildings.

[Use the following paragraphs (g. and h.) for Columbia Campus projects. Consult with the Project Manager for which landfill clause to use.]

g. Landfill: The Contractor shall not use the Owner's landfill. Dumping or disposal of excavated or demolition materials on Owner's property shall not be permitted. The Contractor shall remove and legally dispose of excavated or demolished materials off the Owner's property.
h. Care of Project Work Site: The contractor shall be responsible for maintaining the construction site in a reasonably neat and orderly condition by regular cleaning and mowing of the premises as determined by the Owner’s Representative.

[Use the following paragraphs (g. and h.) for projects at University Hospital and Columbia Regional Hospital.

i. All construction workers will be required to obtain a temporary consultant badge prior to them starting work. This will identify them as having business on the property. Once construction is complete they are to return badge to Hospital Security.

j. All elevators, stair doors and other entrances are to be locked down so as not to allow unauthorized access to the construction site by hospital personnel.

9. PROTECTION OF OWNER’S PROPERTY

a. The Contractor shall be responsible for repair of damage to building exterior and interior, drives, curbs, streets, walks, grass, shrubbery and trees, which may be caused by workmen or equipment employed during progress of work. All such repairs shall be made to satisfaction of the Owner’s Representative, at no cost to the Owner.

[Retain one (1) fencing paragraph below. Edit to suit project.]

b. Construction Project Fencing:

[Retain paragraph below for projects classified as HIGH HAZARD FIXED. High Hazard Fixed will typically apply to greenfield project, relatively large projects, building erections, or demolitions that are located in a defined area throughout the life of the project. Project fencing limits will be indicated on the site plans.]

(1) Fencing requirements, as indicated on Drawings, shall be constructed of 9 or 11-gauge chain link not less than six (6) feet in height and not more than 2-inch mesh with posts spaced not more than ten (10) feet apart and all corner and gate posts imbedded in concrete. All other posts shall be sufficiently secured in ground to maintain proper and adequate support of fence. Fenced in area shall have at least two (2) access gates and all gates shall be lockable. Provide full height green privacy mesh to fencing.

[Retain paragraph below for projects classified as LOW HAZARD FIXED. Low Hazard Fixed will typically apply to projects where it is desirable to isolate work area from public, but where public transgression into work area will not result in an immediate hazardous threat to individuals. This classification also applies to protection of property from work activities and equipment; such as protecting buildings, utilities, structures, landscaping, etc. Fencing requirements and limits will be indicated on the site plan where possible. Reference should be made if additional fencing is required beyond what is indicated on site plans.]

(1) Fencing requirements, as indicated on Drawings and/or described in
Specifications and where necessary to protect public and Owner's property shall be constructed of woven wire or plastic woven fencing not less than five (5) feet in height and supported by metal teeposts anchored securely in ground at not more than ten (10) foot intervals.

Retain paragraph below for projects classified as HAZARDOUS MOVEABLE. Hazardous moveable will typically apply to projects that are not long-term duration for located in a fixed area throughout life of project and that represents either a high or low hazardous threat to public. These types of projects may include trench and pit excavations, sidewalk and road construction, utility work, overhead work, and project staging or access areas.

(1) Project worksite shall be kept continuously protected with, at minimum, a temporary portable fence constructed of woven wire or plastic woven fencing not less than five (5) feet in height and supported by metal teeposts spaced not more than ten (10) feet apart and imbedded in five (5) gallon buckets of concrete or an equivalent method of support. In lieu of five gallon buckets of concrete, metal posts may be driven into ground or asphalt. Fencing shall have reflective devices, such as, tape, ribbon, and/or be painted in a bright fluorescent color. Portions of fence shall be reinstalled when work activities cease and during all non-work periods.

Retain paragraph below for all projects not requiring fencing.

(1) Fencing will not be required as a part of work.

Retain four paragraphs below for all fencing.

(2) Using existing landmarks, lamp posts, trees or other Owner property for support of fencing is strictly prohibited unless a written waiver is obtained from Owner's Representative.

(3) Use of ribbon, snow fence, chicken wire, rope, and wooden barricades as fencing is prohibited.

(4) Fencing shall be maintained in an “as-installed” condition throughout the life of the project.

(5) The Contractor may use used fencing provided it is in good condition and is satisfactory to the Owner's Representative.

c. Preserving and Protecting Existing Vegetation:[add as required]

(1) Protection and compensation for damages:

(a) Trees and shrubs within work area designated to remain shall be protected from damage during construction by fencing or armoring as indicated on Drawings or specified herein. Plant protection devices shall be installed before work has begun and shall be maintained for duration of work unless otherwise directed by Owner's Representative.
(b) In the event that damage(s) to the Owner's trees, shrubs or vegetation occurs as a result of the Contractor's unauthorized operations, the Contractor shall pay or allow to the Owner compensation for said damage(s). Compensation shall be determined by the Owner's Representative using the "Valuation of Landscape Trees, Shrubs, and other Plants" as published by the International Society of Arboriculture, as last revised.

(2) Plants within work area designated for removal shall be removed by Contractor.

(3) To prevent compaction of soil over tree roots, vehicles or equipment shall not at any time park or travel over, nor shall any materials be stored within drip line of trees designated to remain.

(4) Area within drip line of trees and shrubs shall be protected from work area by use of a standard 60" high woven plastic or woven wire fence mounted on standard steel posts set not more than 10' apart. Tree protection shall be removed during work in area of protection only when necessary to perform grading and other work required by Drawings and only as authorized by Owner's Representative.

(5) Only minimal grading or disturbance will be allowed to area within and adjacent to drip line of trees or shrubs designated to remain. Contractor shall obtain approval from Owner's Representative prior to starting any grading work in these areas. Unnecessary cutting of plant roots shall not be permitted. The Contractor shall stop work immediately and shall notify Owner’s Representative immediately if root system is exposed or if any roots over 1 ½” in diameter are encountered. Roots exposed and/or damaged during construction shall be immediately cut off cleanly behind exposed or damaged area, and cut surface treated in accordance with established horticultural standards and covered with top soil.

(6) Owner's Representative will stop work immediately when proper measures are not being employed to protect trees and shrubs. Contractor will be notified to resume work after required protection measures are implemented.

(7) Pruning of limbs necessary to repair damage or provide clearance for work shall be [for Columbia Campus projects insert - done by the MU Landscape Services Department] done by approved, trained tree maintenance personnel at the direction of the Owner's Representative. Limbs shall be cut off cleanly and cut surfaces treated according to established horticultural standards.

(8) Contractor shall repair tire ruts and other damages to existing lawn
areas. Repairs shall match surrounding area.

c. Existing Roof – Protection Requirements:

1. All construction staging to occur on existing roof areas, or for use as an access pathway to construction areas or facilitating removal of demolition materials, shall incorporate a minimum of two (2) layers of ¾” plywood protection on top of 1” polystyrene boards so as to not harm existing roof membrane or substrates, nor void any existing roof warranties. See Special Conditions Article 14, Roof Warranty Requirements.

[The following section pertains to healthcare projects. Discuss the extent of inclusion of the following information with Project Manager]

10. INFECTION CONTROL AND LIFE SAFETY MEASURES:

a. The Contractor shall comply with the requirements identified in the (MU Health Care prepared) “Form for Interim Life Safety, Infection Control and Proactive Construction Risk Assessment” and associated form; “Daily Evaluation of Construction Project Safety”. All identified deficiencies shall be corrected, in a timely manner, as directed by the Owner’s Representative. The Contractor shall provide to the Owner’s Representative a written response to the deficiencies, including actions taken to correct them with day and time completed, no later than the day following the deficiency notification. Deficiencies in Infection Control or Life Safety may be cause for stopping work. Owner’s Representatives have the authority to stop work until corrective action has been taken by the Contractor and deficiencies are corrected.

b. Infection Control Required Training: Each shift and major subcontractor supervisor must attend a two (2) hour presentation regarding the causes and preventative measures of infection control and a series of training sessions for life safety measures. These presentations will be conducted by Hospital staff and will be of no cost to the Contractor. Job site supervisors will be responsible to train their workforce of the above presentations and training, and will enforce the workforce conducting services regarding this project and report any non-conformances to Owner’s Representative immediately.

c. Fire Safety Training: Contractor shall participate and complete up to three (3) one-hour-long Hospital-sponsored fire safety program training sessions. (if deemed applicable by Hospital and Owner’s Representative).

e. Construction Site Containment and Infection Control Measures:

(1) Each Contractor shall comply with the requirements of this article of the Special Conditions, the Owners ICRA/IICM, in addition to the requirements of the Contract Documents related to the scope of its respective contracts.

(2) The Contractor shall provide dust seal enclosures as required in the ICRA/IICM and Contract Documents to isolate demolition and construction dust from occupied areas of the building - Including temporary partitions for
the control of dust and personnel. Refer to [the INFECTION CONTROL PLAN in the drawing set].

(4) A Hospital Construction Infection Control Permit must be obtained before any maintenance, demolition, or construction work proceeds. The permit must be posted in the construction area throughout the duration of construction.

[Retain and modify paragraphs below for all healthcare projects with Negative Air System requirements]

g. Negative Air System requirements:

(1) Contractor shall provide a negative pressure system within the construction enclosure to remove dust; pass air through an industrial-grade, portable HEPA filter capable of filtration rates of 300-800 ft³/min. and exhaust filtered air to the outside. The Contractor must perform differential pressure tests at least once daily or as directed by the Owner’s Representative. The results of the test shall be recorded on a job-site posted log. An example of the log is included at the end of this section.

(2) Contractor shall submit a drawing with design calculations for approval by design team to indicate number and location of portable HEPA filter systems required to handle each construction enclosure. Contractor must maintain 0.01 inches water or minimum of 6 air exchanges per hour.

i. Include sequencing plans/diagrams to indicate how the machines will be relocated and positioned to accommodate [insert any special work, such as window replacement or elevator work, that may jeopardize maintaining Negative Air] and continue to meet the negative air requirements at all times. The plans/diagrams shall indicate the series and types of temporary partitions necessary to effectively compartmentalize and isolate bays where the window replacement work occurs to maintain negative air requirements for the balance of the floor area.

(3) If during construction the machines must be relocated the new location must be approved by the Owner’s Representative. Negative air will need to be maintained at all times through out the project including [insert any special work, such as window replacement or elevator work, that may jeopardize maintaining Negative Air].

(4) During construction change HEPA Fan Filters (Pre-filter, Second Stage and HEPA Filter) per Fan manufacturer’s recommendations. Log each filter change on the HEPA Fan Filter Change Log, as sample of which is included at the end of this section.

(5) Negative air machines must be left on 24 hours a day 7 days a
week during all demolition and construction work.

[Retain and modify paragraph below for projects that will require Fire Watch]

h. **Fire Watch due to Fire Protection Service Outage:** In the event that service of the main fire protection system is disrupted, Contractor is responsible for Fire Watch every [x] hours during normal working hours and to document daily on posted log. Owner will provide Fire Watch and document during non-working hours.

i. **Fire Watch due to Hot Work:** In the event that Hot Work is being performed, Contractor is responsible for Fire Watch every [x] hours during normal working hours and to document daily on posted log. Owner will provide Fire Watch and document during non-working hours.

11. **SUBSTITUTIONS and EQUALS**

[Choose one of the following sections and allow a minimum of 4 weeks if limiting substitutions to the bid phase only.]

a. *Substitutions are defined in General Conditions article 3.11.8 for and Equals are defined General Conditions Article 3.12.*

b. Substitutions *and/or Equals* of the item(s) listed below will be allowed only prior to receipt of bids provided that a written request for approval has been received by both the Architect and the Owner at least ten calendar days prior to the date for receipt of Bids. All other substitution *and/or Equals* items shall follow the procedures set forth in the General Conditions.

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification Section</th>
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To be considered, bidder’s *proposal* shall include a complete description of the proposed substitution *and/or equal* and a comparison of significant qualities of the proposed substitution *and/or equal* with those specified including drawings, performance and test data, and other information necessary for an evaluation. The Architect's decision on the approval or disapproval of a proposed substitution *and/or equal* shall be final.
b. Use of materials, products or equipment other than those named and described in the Contract Documents are substitutions and/or equal. Substitutions and/or equals of any item described in the Contract Documents will be allowed only prior to the receipt of bids provided that a request for approval has been received by both the Architect and the Owner at least ten calendar days prior to the date for receipt of Bids. To be considered, bidder’s proposal shall include a complete description of the proposed substitution and/or equal and a comparison of significant qualities of the proposed substitution and/or equal with those specified including drawings, performance and test data, and other information necessary for an evaluation. The Architect's decision on the approval or disapproval of a proposed substitution and/or equal shall be final.

b. Use of materials, products or equipment other than those named and described in the Contract Documents are substitutions and/or equal. Substitutions and/or equals submitted during the bidding period shall be received by both the Architect and the Owner at least ten calendar days prior to the date for receipt of bids. To be considered, bidder’s proposal shall include a complete description of the proposed substitution and/or equal and a comparison of significant qualities of the proposed substitution and/or equal with those specified including drawings, performance and test data, and other information necessary for an evaluation. The Architect's decision on the approval or disapproval of a proposed substitution and/or equal shall be final.

c. If the Architect and Owner approve a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approval made in any other manner.

[Use the following paragraph if any sole source items are incorporated into the design. Renumber paragraph as appropriate.]

c. No substitutions and/or equal will be allowed for the following items:

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<thead>
<tr>
<th>Item</th>
<th>Specification Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock Cylinders 7-pin combinatable core (Best)</td>
<td>08 7100</td>
</tr>
<tr>
<td>Medical Gas Outlets – (CRH)</td>
<td>22 6000</td>
</tr>
<tr>
<td>Beacon Medaes Gemini III</td>
<td></td>
</tr>
<tr>
<td>Medical Gas Outlets (University Hospital)</td>
<td>22 6000</td>
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<tr>
<td>(Oxiequip by Hospital Systems)</td>
<td></td>
</tr>
<tr>
<td>Control System – (CRH)</td>
<td>23 0900</td>
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<tr>
<td>Seimens</td>
<td></td>
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<tr>
<td>Control System – (University Hospital)</td>
<td>23 0900</td>
</tr>
<tr>
<td>Johnson Controls</td>
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</tbody>
</table>
11. CODES AND STANDARDS

The Contractor shall comply with applicable codes and standards as listed in General Conditions. The following codes and standards shall also apply:

[Use a. Where applicable.]

a. City of Columbia - Sewer Line Installation Standards - Department of Public Works

“All sanitary sewer construction shall be in accordance with the City of Columbia Specifications and Standards and in conformance with the rules and regulations of the Missouri Clean Water Commission.”

a. City of Kansas City - Water, Storm, and Sanitary Sewer Standards - Department of Public Works.

a. City of Rolla - Water, Storm, and Sanitary Sewer Standards - Department of Public Works.

a. St. Louis County - Storm and Sanitary Sewer Standards - Metropolitan Sewer District.

b. St. Louis County - Water Standards - St. Louis County Water Division.

[List additional codes and standards below that project may require in addition to those listed in the General Conditions Article 13. Delete paragraph if no additional codes and standards apply.]


12. PERMITS

[Permits for work on UM property are typically not required. However, permits are necessary for work on or along other Owner’s property, for installation of boilers and pressure vessels and for Health Care work. Hot Work, Energized Work, Red Tag, Fire Alarm Outage & Infection Control Permits are required for health care projects. Verify which permits are applicable with Project Manager.]

a. Hot Work Permit

Contractor’s hot work permitting process must comply with requirements of NFPA 51B. Hot Work Permits must be requested from and completed by
Owner’s Representative, posted and signed off by Contractor’s performing work involving open flames or work that produces heat and/or sparks. This includes, but is not limited to, brazing, cutting, soldering, thawing pipes, torch applied roofing and welding within Hospital property. At least one day notice is required prior to fire alarm shut down.

[Verify current requirements for Energized Work with Project Manager. At the time this document was written there were unresolved discrepancies. Strict Compliance of the following was unattainable in most existing buildings].

b. Energized Work Permit

Contractors are required to comply with applicable Safety and Health regulations such as OSHA, NFPA, and EPA. Energized work is to be avoided unless absolutely necessary. Live parts shall be de-energized before working on or near them unless an exception is warranted per 2004 or later edition of NFPA 70E. When working on or near live parts (including testing and troubleshooting), contractor shall select the appropriate Personal Protective Equipment and follow an electrical work safety program per NFPA 70E. If unable to determine the necessary level of protection using the NFPA 70E tables, an Arc Flash Hazard Electrical Analysis must be performed by a Professional Electrical Engineer licensed in the state of Missouri.

A copy of the Contractor’s completed Energized Electrical Work Permit shall be submitted to the Owner’s Representative before any Energized Work begins. Contractors may be required to submit copies of their Safety Program to the Owner’s Representative upon request.

c. Prior to commencement of Boilers, Water Heaters or Pressure Vessels the Contractor must obtain an installation permit from the State of Missouri, Division of Fire Safety, Boiler and Pressure Unit as required by 11 CSR 40-2.010 through 11 CSR 40-2.065. The permit applications are available at www.dfs.dps.mo.gov/dfsboil.htm

[Retain and modify paragraph below for all healthcare projects that require disruption to Fire Protection System and/or Fire Alarm System]

d. Red Tag Permit: Prior to disruption of Fire Protection System service Contractor must obtain a permit. An example is included at the end of this section.

e. Fire Alarm Outage Permit: Prior to disruption of Fire Alarm System service Contractor must obtain a permit. An example is included at the end of this section.

f. Construction Infection Control Permit: Prior to construction commencement Contractor must obtain a permit. An example is included at the end of this section.

g.
13. SPECIALTIES

[List anything particular about the project, such as Owner furnished materials, closing public streets, specialty requirements, or items not germane to other Special Conditions paragraphs. Delete if not applicable.]

14. PRE-BID INSPECTION

All pre-bid inspections of work areas shall be scheduled with pre-bid inspection guide, telephone: [Insert as directed by the Project Manager, for Columbia Campus projects use (573) 882-1133.].

15. ROOF WARRANTY REQUIREMENT

a. The Contractor shall submit, before issuance of the "Notice to Proceed", a copy of University of Missouri Roof System Manufacturer's Certification, which shall be manually signed by an authorized representative of Manufacturer of each proposed roofing system. Certification shall have original signature. [Use for roofing installation projects. Not applicable for new buildings and major renovation projects. As Project Manager for clarification.]

a. The Contractor shall submit, before the first progress payment, a copy of University of Missouri Roof System Manufacturer's Certification, which shall be manually signed by an authorized representative of Manufacturer of each proposed roofing system. Certification shall have original signature. [Use for new buildings and major renovation projects. As Project Manager for clarification.]

b. Following final inspection and acceptance of the roofing system(s) by the Owner and the roofing system manufacturer(s), the Contractor shall submit a manually signed standard warranty agreement provided and executed by the roofing system manufacturer for each roofing system provided. Standard warranty agreement(s) shall be of the duration specified in Division 7.

c. University of Missouri three (3) year Contractor's Roofing/Flashing/ Sheet metal Guarantee shall be signed by the roofing contractor after final inspection and acceptance of each roofing system by Manufacturer and by Owner.

d. The Roofing contractor or subcontractor shall provide the Owner with an Application for a Roof Warranty.

[Or use for existing roofs.]

a. Owner has an existing roof warranty on roof of ______ and is included at the end of this section. The Contractor shall verify roofing manufacturer and warranty provider. The Contractor shall use a licensed applicator of existing
roofing system to make and repair roof penetrations in order for the Owner's existing warranty to remain in full force and effect.

Roof System Manufacturer:
Name
Roof Type:
Installer:
Manufacturer’s Warranty:
Substantial Completion:
Expiration Date:

16. MODIFICATIONS TO INFORMATION TO BIDDERS

a. Information to Bidders:

(1) Referenced Information to Bidders, Page IFB/6.
Add new Article 15.9.2 as follows:

15.9.2.1 Within 48 hours of the receipt of bids, the apparent low bidder shall submit to the Director of Facilities Planning and Development an “Affidavit of MBE/WBE Participation” for every MBE/WBE subcontractor or supplier the bidder intends to award work to on the contract. The affidavit will be signed by both the bidder and the MBE/WBE firm.

(2) Reference: Information to Bidders, Page IFB/1, Articles 1.2 and 1.3: DELETE the articles in their entirety and REPLACE with the following new articles:

1.2 A check payable to The Curators of the University of Missouri, in the amount indicated in the Advertisement for Bids as deposit, is required for the first set of drawings and specifications obtained.

A check payable to the entity indicated in the Advertisement for Bids, in the amount indicated in the Advertisement for Bids as deposit, is required for the first set of drawings and specifications obtained. Additional sets of drawings and specifications may be obtained for the cost of reproduction and shipping, with a check payable and in the amount as defined in the Advertisement for Bids and is non-refundable.

1.3 Drawings and specifications issued with a deposit are the property of the Owner and shall be returned complete and in good condition. Deposits will be refunded to contractors who return drawings and specifications in good condition acceptable to the Owner within fourteen (14) days after the opening of proposals.
17. MODIFICATION TO INFORMATION FOR BIDDERS: BIDDERS STATEMENT OF QUALIFICATIONS
[Include on MAJOR and Complex projects only with Approval of the Director, Facilities Planning & Development – UM]

a. Information For Bidders

(1) Reference: Information for Bidders, Article 8.4

Insert new Article 8.4 to read as follows:

In addition to the Bidder’s Statement of Qualifications, the Bidder must also submit evidence and meet the following qualifications:

The project requires the services of a prime contractor who has demonstrated success in completing process/power plant work in an operating plant environment with little or no interruption of plant operations.

(a) MINIMUM QUALIFICATIONS

(i) The schedule for the project is aggressive and requires a contractor with a successful track record of managing projects with average monthly expenditures of more than $1-million [Adjust dollar total as necessary/applicable]

(ii) Successful completion of one project of similar type and scope.

(iii) Successful completion of at least three projects of $15-million or greater value. Submit references for the three most recent projects over $15-million in value. [Adjust dollar total as applicable]

(iv) Mechanical Contractor must have carried a PP (Power Piping) Stamp for the last three years. [Applicable for Power Plant work. Adjust for individual project]

(v) Electrical Contractor must have extensive experience installing 13.8-kV equipment and cable. [Applicable for High Voltage work. Adjust for individual project]

(vi) Successful and sustained track record of effectively utilizing project/schedule management software for at least the last two years.

(b) QUALIFICATION SUBMITTALS
(i) Submitted qualification packages should include the following information:

- **Project and Schedule Management**
  - Experience managing projects with equal or greater schedule demands.
  - Demonstrated and consistent on-time completion success

- **Project Organization / Personnel**
  - Key project team members and their resume
  - Project team roles and responsibilities of team members
  - Reporting/accountability procedures
  - Quality control program and procedures

- **Organizational Support**
  - Home office support
  - Labor and subcontractor relations
  - Submittal processing procedures
  - Material ordering/tracking/delivery procedures
  - Cost accounting support
  - Financial stability/capacity
  - Record of mentoring and supporting Minority/Women Business Enterprise subcontractor Participation

(ii) Packages must include the following items:

- Corporate Organizational Charts
- Project Organizational Charts
- Summary of Similar Projects
- Client References
- Resumes – resumes for each key individual proposed for the project, include: position in the firm, project responsibility, education, license or registration and relevant experience over the last five years.
- Financial Statements and/or Evidence of Bonding Capacity
- Sample progress reports and schedules
- Brief Narratives indicating how the
Contractor intends to manage this project, including subcontractors.

(c) QUALIFICATION PROCEDURE

(i) All qualification information and supporting materials must be submitted with your bid. Following the bid date, the Owner reserves the right to request additional information material to evaluate qualifications. Failure of the Contractor to demonstrate their ability to comply with these qualifications may be grounds for the Owner not recommending aware of the Contract.

18. MODIFICATIONS TO GENERAL CONDITIONS

a. General Conditions:

[Use following for projects less than $100,000 construction cost or if project schedule is less than ninety (90) calendar days as directed by the Project Manager.]

(1) Reference: General Conditions, Article 3.13.5

DELETE last three sentences of existing article 3.13.5. INSERT the following sentence to read as follows:

No payments will be made until all submittals have been received and approved by Architect.

(2) The requirements of General Conditions Article 11.6 to provide All Builder’s Risk are waived for this project.

[For a project were Asbestos work is specified, Asbestos Liability Insurance is required. Add the following as approved by the Project Manager]

(1) Add to the Insurance Requirements in General Conditions Article 11, Asbestos Liability Coverage, for specified asbestos abatement in the contract documents, in a limit no less than $1,000,000 combined single limit, per occurrence and aggregate, for both bodily injury and property damage combined. The Owner will accept coverage from the Asbestos Removal Subcontractor in lieu of the General Contractor subject to all requirements set forth in article 11.

[For a project were hazardous waste disposal is specified, Pollution Liability Coverage is required. Add the following as approved by the Project Manager]

(1) Add to the Insurance Requirements in General Conditions Article 11, Pollution Liability Coverage, for specified hazardous waste disposal in the contract documents, in a limit no less than $1,000,000 combined
single limit, per occurrence and aggregate, for both bodily injury and property damage combined. The Owner will accept coverage from the Hazardous Waste Disposal Subcontractor and/or Hauler in lieu of the General Contractor subject to all requirements set forth in article 11.

[For a project were special hazards exist, Insurance covering Special Hazards is required. Add the following as approved by the Project Manager]

(1) The Commercial General Liability policy or policies specified in Article 11 shall provide coverage for special hazards, where they exist, such as, but not limited to, the operation of material hoist, blasting or other use of explosives, and damage to underground property.

[For major projects, UM may increase the basic project General Liability Insurance requirements. The Project Manager will contact the UM Director Facilities Planning & Development for a determination]

(1) Reference: General Conditions Article 11.2.1 Commercial General Liability.

Delete in the last sentence of 11.2.1 “$2,000,000 per occurrence and $5,000,000 in aggregate” and insert:

[Dollar Amount to be set by UM Director Facilities Planning & Development] per occurrence.

19. PROJECT COORDINATION

[Include only if directed by the project manager.]

a. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.

(1) Schedule construction operations in the sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.

(2) Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.

(3) Make provisions to accommodate items scheduled for later installation.

b. Coordination Drawings: Within ____ ( ) days of Notice to Proceed provide coordination drawings for the integration of the Work, including work first shown in detail on shop drawings or product data. Show sequencing and
relationship of separate units of work which must interface in a restricted manner to fit in the space provided, or function as indicated.

(1) Show the interrelationship of components shown on separate shop drawings.

(2) Indicate required installation sequences.

(3) Call attention in advance to Architect of any dimensional or detail information needed to complete the coordination drawings.

20. PROJECT PARTNERING

[Include only if directed by the project manager.]

a. Covenant of Good Faith and Fair Dealing:

This contract imposes an obligation of good faith and fair dealing in its performance and enforcement. The Contractor, University of Missouri, and Consultants, with a positive commitment to honesty and integrity, agree to the following mutual duties:

(1) Each will function within the laws and statutes applicable to their duties and responsibilities.

(2) Each will assist in the other’s performance.

(3) Each will avoid hindering the other’s performance.

(4) Each will proceed to fulfill its obligations diligently.

(5) Each will cooperate in the common endeavor of the contract.

b. Voluntary Partnering:

(1) The University of Missouri intends to encourage the foundation of a cohesive partnership with the Consultants, the Contractor and its principle subcontractors and suppliers. This partnership will be structured to draw on the strengths of each organization to identify and achieve reciprocal goals. The objectives are effective and efficient contract performance and completion within budget, on schedule and in accordance with the plans and specifications.

(2) This partnership will be bilateral in makeup and participation will be totally voluntary. Any cost associated with effectuating this Partnering will be agreed to by all parties and will be shared equally, except for the meeting room cost and meals associated with the initial partnering meeting, which will be paid by the University.
(3) To implement this partner initiative prior to starting of work and prior to the preconstruction meeting, the Consultants, the Contractor’s management personnel and the Owner’s Representative will initiate a partnering development seminar/team building workshop. Project personnel working with the assistance of the Owner’s Representative will make arrangements to determine attendees at the workshop, agenda of the workshop, duration, and location. Persons required to be in attendance will be the Owner’s Representative, University project personnel, project architects and engineers, the Contractor’s on-site project manager, project scheduler, and key project supervision personnel of both the prime and principle subcontractors and suppliers. The Contractor and University will also be required to have executive managers and company principals in attendance at the first meeting.

(4) The establishment of a partnership charter on the project shall not change the legal relationship of the parties to the contract nor relieve any party or the terms of the contract.

(5) Additional partnering sessions and events will be encouraged throughout the project duration to nurture the process, reward successes, and continuously improve the process and its inherent benefits.

21. VALUE ENGINEERING

[Include only if directed by the project manager.]

a. After execution of the contract with the successful contractor, the Owner will entertain value engineering initiatives from the contractor. These initiatives may include modifications to the drawings and specifications. The Owner will not entertain modifications that affect the functions or characteristics of the project, including but not limited to: service life of systems or components, economy of operations, ease of maintenance, appearance, or design and safety standards.

b. Once a value initiative is recommended to the Owner’s Representative, the Owner’s Representative will determine if the proposal deserves further merit. If not, the Contractor will be notified the proposal has not been accepted. If the Owner’s Representative determines the proposal should be considered, a team will be assembled consisting of the Owner’s Representative, Architect, Contractor and other parties that may be necessary to appropriately review the initiative. The team will review the initiative and determine whether to proceed with a value engineering joint proposal. The Owner and Contractor must jointly agree to the merit of any value engineering initiative before the preparation of the value engineering joint proposal. The Owner will not be liable for the failure to accept any value engineering initiative.

c. If the Owner and the Contractor jointly agree to the initiative, the Contractor
shall prepare the value engineering joint proposal. The proposal shall contain, at a minimum, the following:

(1) An itemized list of existing contract requirements recommended to be changed and proposed language for modification.

(2) All construction documents and computations necessary for a thorough and expeditious evaluation.

(3) A detailed estimate of the cost of performing the work under the existing contract and under the proposed changes, including the cost of implementing the changes.

(4) Estimate of costs the Owner may incur related to the proposed changes such as maintenance and operating cost.

(5) Changes to the project schedule.

(6) Estimate of any other project cost that may be incurred to develop the recommended changes, including Owner’s professional fees.

d. The Contractor shall submit the value engineering joint proposal to the Owner’s Representative. The Contractor will be notified if the proposals have been accepted or if clarifications and/or negotiations are necessary.

e. If the proposal is rejected, the issue is dismissed and each party is responsible for their own cost incurred.

f. If the proposal is accepted in whole or in part, the Owner’s Representative will prepare a Change Order to implement the proposal in the project.

(1) The net savings for the proposal will be calculated by subtracting from the total construction cost savings, the Owner’s cost associated with the proposal including professional fees. The Owner will be the sole judge of the acceptability of a proposal, and the estimated net savings from the adoption of all or any part of the proposal. The Owner reserves the right to disregard the contract bid prices and/or the Contractor’s breakdown of cost, if, in the Owner’s judgment, such prices do not represent a fair measure of the value of the work to be performed or deleted.

(2) Savings resulting solely from the elimination or reduction in quantity of a bid item will not be considered as a value engineering initiative.

(3) Value Engineering initiatives will only be considered by the Owner within the first 150 days of the contract.

(4) For those initiatives accepted by the Owner, the Contractor will be paid 50 percent of the net savings.
Upon acceptance of a value engineering joint proposal, any restriction imposed by the Contractor on its use or on disclosure of the information shall become void, and the Owner thereafter shall have the right to use all or any part of the proposal without obligation or compensation of any kind to the Contractor.

22. BUILDING SYSTEM COMMISSIONING

[Include on Columbia Campus projects as directed by the project manager.]

a. Contractor shall provide all personnel and equipment required to complete the commissioning activities referenced in the Commissioning Plan. The requirements of the commissioning plan shall be completed in their entirety before substantial completion and submitted as referenced in the Closeout Log.

b. The contractor shall designate a competent person, separate from the superintendent or project manager, to act as the contractor’s commissioning coordinator. The commissioning coordinator is responsible for planning, scheduling, coordinating, conducting and verifying all commissioning activities required by the commissioning plan and ensuring all building systems are complete, operable and ready for use by the Owner. At a minimum, building ventilation systems, chilled/hot water generation systems, hydronic distribution systems, power distributions systems and fire detection and alarm systems, as applicable.

[On Columbia Campus projects, the log is provided by UMC. On other projects, the log will be provided by the Consultant (if a part of Consultant services) or a commissioning consultant hired directly by UM.]

23. COST BREAKOUT FOR OWNER'S ACCOUNTING PURPOSES

[Include if directed by the project manager.]

a. Contractor will be required to submit the following cost breakouts on company letterhead prior to the end of the next business day following the bid opening.

   (1) Cost Break Out #1 (Briefly describe)
   (2) Cost Break Out #2 (Briefly describe)

24. ELECTRONIC PAYMENTS

[Include on all UMC projects, otherwise only if directed by the Project Manager.]

a. The Contractor has the option of receiving progress payments from the Owner as described in the General Conditions in one of two ways:

   (1) The Contractor may be paid by paper check drawn on the Owner's
account and mailed to the Contractor.

(2) The Contractor may be paid electronically with a direct electronic transfer from the Owner's account into the Contractor's account.

b. Option one will exist by default.

c. Option two will normally decrease payment processing time. To choose option two, the Contractor must submit the following information to the Owner’s Representative:

(1) Bank Transit Number for the Contractor’s bank into which the electronic deposit will be made.

(2) Bank Account Number for the Contractor's account into which the electronic deposit will be made.

(3) Contractor’s E-Mail address so that formal notification of the deposit by the Owner can be provided.

d. Contractors who have previously submitted the above information need not resubmit unless there is a change.

25. PROJECT MANAGEMENT/COMMUNICATION REQUIREMENTS
[Include on MAJOR projects as directed by the Project Manager. Edit or delete paragraphs as applicable for the project.]

a. The Contractor shall be represented at the site by both a competent full-time project manager and a full-time, competent superintendent with no other assigned duties or responsibilities from the beginning of the work until its final acceptance, unless otherwise permitted by the Owner’s Representative. The superintendent for the Contractor for the general building work shall exercise general supervision over all subcontractors of any tier engaged on the work with decision-making authority of the Contractor.

b. The Contractor shall use a current industry standard (Primavera, Microsoft Project, etc.) project scheduling software which provides as a minimum: Critical paths, milestones, estimated and actual start and completion dates, scheduled vs. actual progress, and detailed task and subtask breakdown. The following schedules shall be provided as a minimum and kept current: Overall project schedule, four- (4-) week look-ahead, and two- (2-) week look-ahead.

c. The Contractor shall furnish on-site Internet access for use by his project manager and superintendent. The University is providing an on-line, secure project communications web site which will be used as a major method of communicating and storing project information. This web site will be used to communicate directed and group email, RFIs, change order requests and authorizations, and general correspondence. It will serve as a project
message board, file storage and retrieval system, and will provide access to and storage of digital photos and contract documents and revisions.

d. The Contractor shall provide at least two (2) job site FM handheld communication radios (walkie-talkies) for use by the on-site superintendent and the Owner's Representative or the Contractor shall provide his on-site superintendent with a handheld cellular telephone.

26. MATERIAL STORED IN A BONDED WAREHOUSE

a. Ordinarily, no allowance will be made in project pay requests for materials not delivered on site of work and incorporated in work; however, items considered to be major items of considerable magnitude, if suitably stored in a bonded warehouse will be allowed in project pay requests on the basis of ninety percent (90%) of invoices.

b. Determination of acceptable "major items of considerable magnitude" shall be made by the Owner's Representative.

c. A Bonded Warehouse shall be subject to approval by the Owner's Representative and must comply with the following.

d. The facility shall be an independent, commercial warehouse not owned by the Contractor or Supplier.

(1) The facility must have established material warehousing procedures.

(2) The warehouse shall be located within an acceptable distance of the project site, as established by the Owner's Representative

(3) The Owner's Representative shall be provided with a copy of the surety or certification which protects the Owner from loss.

(4) All materials for the Owner's project must be stored separately from all other items within the storage facility and shall be labeled and stored in the name of The Curators of the University of Missouri.

(5) The contractor remains fully responsible for all items stored in a bonded warehouse until acceptance of the project by the Owner.

(6) The contractor shall bare all costs incurred by the Owner in inspecting and verifying all material stored in a bonded warehouse.

27. MISSOURI LABORERS IN PERIOD OF EXCESSIVE UNEMPLOYMENT

Due to a declaration of the excessive unemployment work this contract is subject to the requirements of chapter 290, sections 290.550 to 290.580 Revised Statutes of Missouri. Contractors shall employ only Missouri laborers and
laborers from nonrestrictive states on such project or improvement. Other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the contracting officer. The statute may be reviewed at http://www.moga.state.mo.us/statutes/C290.HTM.

END OF SECTION
Our technical staff has examined the Architect/Engineer’s Drawings, Specifications and required warranty for the roofing work on this project. We do not wholly endorse the building design or any materials or services not part of our advertised roofing system.

CERTIFICATION

We hereby certify that:

1. All materials we will furnish and deliver to the project shall be of good merchantable quality, shall meet or exceed the Specifications required and shall, if properly applied by one of our approved roofing applicator firms in accord with our instructions, provide a sound weather/watertight roofing system.

2. Upon completion of the installation in accord with the Drawings and specifications and our recommended installation procedures, we shall issue a total system warranty specified in the project Specifications.

3. The Drawings and Specifications follow the recommendations of our roofing manual for this type of roofing system with:

   No exceptions.

   The following exceptions: (The roofing system will be approved for this project if the following changes are made to the Contract Documents. The bid provided with this Document includes the required changes).

   NOTE: Exceptions may cause Owner to reject bid.

   Exceptions are as follows:

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. The Warranty will be issued for the following proposed roofing system:

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

ROOFING SYSTEM MANUFACTURER: ____________________________________________

Authorized Signature: ________________________________________________________

Title: __________________________ Date ______________________

Telephone Number: ( ) __________________

Fax Number: ( ) __________________
WHEREAS (NAME AND ADDRESS OF COMPANY) herein referred to as Roofing Contractor, certify that they have furnished and installed all roofing, flashing, sheet metal and related components in accordance with the Contract Documents and as required by the Roofing System Manufacturer=s installation instructions on the facility described below:

Facility: 

Owner: University of Missouri-(CAMPUS) (CAMPUS ADDRESS)

Date of Full Completion: 

Approximate Area of Roof: 

Type of Roofing Material: 

Manufacturer=s Specification Number: 

Thickness and Type of Roof Insulation: 

NOW, THEREFORE, Roofing Contractor guaranties to the Owner, subject only to the exclusions stated hereinafter, that all roofing, flashing and sheet metal work is fully and integrally watertight and is free from faults and defects in material or workmanship, and is guaranteed for a period of three (3) years from date of full completion of work.

EXCLUSIONS: This guarantee does not cover, and Roofing Contractor shall not be liable for the following:

1. Damage to the roofing system caused by fire, lightning, tornado, hurricane or hailstorm.

2. Damage to roofing system caused by significant settlement, distortion or failure of roof deck, walls, or foundations of building, excepting normal building expansion and contraction is not a part of this exclusion.

3. Abuse by the Owner and/or third parties.

REPAIRS: Owner shall promptly notify Roofing Contractor, in writing, of the need for repair of roofing, flashing, or sheet metal:

1. Roofing Contractor, within eight (8) hours after receipt of such notice, shall make emergency repairs at its expense, as required to render the facility watertight.

2. Within five (5) days after receipt of such notice, Roofing Contractor shall at its expense correct any faults or defects in material or workmanship.

3. Should needed repairs not be covered by this guarantee, Roofing Contractor, after having obtained Owner=s written consent, shall make such repairs at Owner=s expense. Following said repairs, this guarantee shall thereafter remain in effect for the unexpired portion of the original term. If Owner does not so consent or repairs are made by others than the Roofing Contractor, this guarantee shall terminate for those parts of the roof affected by the repair.

4. In the event that Owner has notified the Roofing Contractor of the need for repairs and (i) Roofing Contractor does not immediately make repairs, or (ii) Roofing Contractor disclaims responsibility for the repairs and Owner disagrees, or (iii) Owner considers Roofing Contractor=s quoted cost for repairs not covered by this guarantee to be unreasonable and, an emergency condition exists which requires prompt repair to avoid substantial damage or loss to Owner, then, Owner may make such
temporary repairs as he finds necessary and such action shall not be a breach of the provisions of this guarantee.

ANNUAL INSPECTIONS: Roofing Contractor shall inspect roof installation prior to each of the three anniversary dates from date of full completion of the work.

1. Inspection team to include Roofing Contractor, Roof Manufacturer, and Owner=s Representative.
2. Inspection of total roof system will be included in the annual inspections.
3. All defects in total roof system will be corrected by the Roofing Contractor within 30 days of inspection.
4. Roof manufacturer will certify by a written report that roof inspection has been completed, defects are acknowledged, and will warrant any repairs.
5. All corrective work completed by Roofing Contractor shall be warranted as approved by the Roofing Manufacturer.

ROOF MODIFICATION: Should Owner require work to be done on roof of said facility including modifications, alternations, extensions or additions to roof and including installation of vents, platforms, equipment, bracings or fastenings, Owner shall notify Roofing Contractor and give Roofing Contractor an opportunity to make recommendations as to methods necessary to safeguard against damage to roofing covered by this guarantee. Failure of Owner to give Roofing Contractor such opportunity or failure to follow methods recommended by Roofing Contractor shall render this guarantee null and void to the extent such failure should result in damage to roofing covered by this guarantee.

NOTICES: Notification of Roofing Contractor by Owner, shall be fulfilled by sending notice to Roofing Contractor.

IN WITNESS WHEREOF, we set our hands this _____ day of ___________, 20___.

By:________________________________________________________

Title:_____________________________________________________

For Roofing Contractor

Name:_______________________________________________________

Address:___________________________________________________

Phone:____________
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<th>Description</th>
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### OPERATING INSTRUCTIONS AND SERVICE MANUAL LOG

**Project:**

**Project Number:**

**Contractor:**

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<th>Service &amp; Maintenance Instructions</th>
<th>Parts List &amp; Availability</th>
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OMML - 1
# CLOSEOUT LOG

<table>
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<th>Section</th>
<th>Description</th>
<th>Contractor/Subcontractor</th>
<th>Date Rec'd</th>
<th># of Copies</th>
<th>CPM Initials</th>
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<td>SC/20</td>
<td>Executed commissioning plan w/ required documentation</td>
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<td>List special warranties and guarantees for each section</td>
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<td>List any required maintenance stock, spare parts, etc.</td>
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<td>List any special tools, keys, etc.</td>
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SECTION 1.F

INDEX OF DRAWINGS

[Write date of advertisement. Coordinate with date on Drawings. Write drawing numbers and titles.]

Drawings referred to in and accompanying Project Manual consist of following sheets dated.

Sheet 1 of _: ___

Sheet 2 of _: ___

END OF SECTION
SECTION 1.G

PREVAILING WAGE RATES

[The rates will be supplied to the Consultant in packet immediately before project is advertised.]

END OF SECTION
SECTION 1.H

ALTERNATES

Base Bid may be increased in accordance with following Additive Alternate proposal(s) as Owner may elect:

1. Additive Alternate No. 1:

END OF SECTION
PLACE HOLDER FOR:

- RED TAG PERMIT
- HOT WORK PERMIT
- FIRE ALARM OUTAGE PERMIT
- UTILITY OUTAGE REQUEST FORM
[CONSULTANT IS TO INCLUDE THIS FORM IF TIMING IS CRITICAL FOR ROOMS SCHEDULED TO BE TAKEN OUT OF SERVICE. CONSULTANT IS TO IDENTIFY DATES THAT ARE ACCEPTABLE FOR ROOM OUTAGES IN CRITICAL LOCATIONS. IN ROOMS OR SPACES THAT ARE NOT CRITICAL THE DATES CAN BE IDENTIFIED AS 'TO BE DETERMINED BY CONTRACTOR']

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<th>Duration (Calendar Days)</th>
<th>Start Date</th>
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[Consultant is to include this form at the end of Special Conditions if Negative Air is required per Infection Control procedures and a Negative Air System will be used during construction of Health Care Projects]

**Construction Area**

**Differential Pressure Monitor Log**

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<th>Reading</th>
<th>Initial</th>
<th>Time/Date</th>
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**Project/Site _______________________________   Unit # _______________________**

DPML - 1
HEPA Fan Filter Change Log

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<th>HEPA Filter</th>
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<td>#Changes</td>
<td>Initials</td>
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</tbody>
</table>

[Consultant to include this form if Negative Air System is required as part of the Infection Control procedures for Health Care Projects. This form should be placed at the conclusion of Special Conditions]