

**Jefferson County School District No. R-1
Support Services**

TECHNICAL GUIDELINES

DIVISION 00 - June 17, 2005

**PROCUREMENT AND CONTRACTING REQUIREMENTS
INTRODUCTORY INFORMATION**

**DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS
INTRODUCTORY INFORMATION**

00 01 01 Project Title Page - June 16, 2005

- A Project Title Page is required in the Project Manual.
- Format: No requirements as long as the following information is included:
 1. The words "Project Manual"
 2. Official Project title including the name of the facility or site.
 3. Date
 4. Design Consultant firm name, address, phone, email
- Responsible party: Design Consultant

END SECTION 00 01 01

00 01 05 Certifications Page - June 23, 2004

- Written Certifications are not typically required for Jefferson County School District, R-1 capital projects
- Format: No requirements
- Responsible party: Design Consultant

END SECTION 00 01 05

00 01 07 Seals Page - June 23, 2004

- A separate page for professional seals is optional in the Project Manual.
- Professional seals and signatures may be located on the Title Page
- Format: No requirements
- Responsible party: Design Consultant

END SECTION 00 01 07

00 01 10 Table of Contents - June 23, 2004

- A Table of Contents is required in the Project Manual.
- Format: No requirements
- Responsible party: Design Consultant

END SECTION 00 01 10

00 01 15 List of Drawing Sheets - May 11, 2005

- The list of Drawings is required on the Title Sheet of the Drawings.
- Format: Uniform Drawing System (UDS)
- Responsible party: Design Consultant

END SECTION 00 01 15

00 01 20 List of Schedules - June 23, 2004

- A Separate List of Schedules is required on the Title Sheet of the Drawings or the Project Manual, wherever the schedules are located.
- Format: Uniform Drawing System (UDS)
- Responsible party: Design Consultant

END SECTION 00 01 20

PROCUREMENT REQUIREMENTS

00 11 00 Advertisement and Invitations - June 16, 2005

- Project-applicable bid solicitation information is required under this heading in the Project Manual released to bidders.
- Coordinate Bid Solicitation with Jefferson County School District, R-1:
 1. Instructions to Bidders
 2. Bid Bond
 3. Construction Agreement
 4. General and Supplementary Conditions of the Contract
 5. Performance Bond
 6. Labor and Material Payment Bond
 7. Coordinating Architect and Construction Project Manager
- Modifications to Bid Solicitation information are prohibited without written consent of Jefferson County School District, R-1.

END SECTION 00 11 00

00 11 13 Advertisement for Bids - June 23, 2004

- Format: Jefferson County School District, R-1 standard.
- Responsible party: Jefferson County School District, R-1.
- Process: Published only; bid solicitation is not included in the Project Manual

END SECTION 00 11 13

00 11 16 Invitation to Bid - June 23, 2004

- Format: Jefferson County School District, R-1 sample.
- Responsible party: Design Consultant
- Process: Include in the Project Manual

Sample Invitation to Bid

Sealed bids (single copy) will be received by Jefferson County School District R-1 in the (ROOM NAME) at the offices of Facilities Planning and Design/Construction Management, 809 Quail Street, Building #4, Lakewood, Colorado 80215, until

(DATE AND TIME MST/MDT)

from the following prequalified bidders:

(LIST PREQUALIFIED BIDDERS IF APPLICABLE)

for

(PROJECT NAME)

at

(NAME OF BUILDING OR SITE)

Bids received after the closing time will be returned unopened. Immediately after said closing time, all bids received will be publicly opened and read aloud in the presence of all interested parties.

Beginning (DOCUMENT RELEASE DATE). Complete sets of Contract Documents will be available from the offices of (CONSULTANT NAME AND ADDRESS) upon payment of a deposit in the amount of (DOCUMENT DEPOSIT AMOUNT) for each complete set of Contract Documents. This deposit will be refunded upon return of all Contract Document drawings and specifications in good condition within seven (7) days after the opening of bids.

A set of the forms for bidding and bid bonds, the Contract Documents including the plans and specifications, will also be available for examination at the following locations:

*Construction News Service
4775 Centennial Blvd. #150
Colorado Springs, CO 80919
(719) 632-9292
Fax – (866) 720-2068
www.cnsx.com*

*Reed Construction Data
8878 S. Barrons Blvd.
Highlands Ranch, CO 80129
1-800-876-4045
Fax 1-800-642-2437
www.reedconstructiondata.com*

*Daily Journal/FW Dodge Plan Room
1114 W. 7th Ave., Suite 100
Denver, CO 80204*

*Builders Exchange
223 S. Link Lane
Fort Collins, CO 80524*

303 584-6711
Fax - 303 584-6764
www.dodge.construction.com

970 484-1616
Fax – 970 484-3109

Each bid must be submitted on a form, a specimen copy of which is enclosed in the documents. Do not use Bid Forms bound into the Project Manual. Loose copies of the Bid Form and Bid Bond Forms will be provided for bidders checking out documents. Each bid must be accompanied by a Bid Guaranty in the amount not less than ten (10%) percent of the total bid price in the form of a bid surety bond issued by a company rated not lower than A- in Best's Insurance Guide, latest edition, or have a Best's Financial Rating of at least class X, cashier's check, or certified check drawn on an acceptable bank and payable without qualification to Jefferson County School District R-1.

Bids must be sealed and marked in a manner prescribed in the documents. Jefferson County School District R-1 reserves the right to reject any or all bids, to waive all irregularities, and to accept any bid deemed to be in its best interest.

A pre-bid meeting for prequalified bidders and interested sub contractors will be held at (DATE, TIME, LOCATION OF PRE-BID)

Further information will be found in the "Instructions to Bidders" in the Contract Documents.

Dated at Golden, Colorado, (INVITATION DATE)

**BOARD OF EDUCATION
JEFFERSON COUNTY SCHOOL DISTRICT NO. R-1
1829 DENVER WEST DRIVE, BUILDING #27
GOLDEN, COLORADO 80401**

Signed by the Secretary of the Board of Education, Jefferson County School District R-1

END SECTION 00 11 16

00 11 19 Request for Proposal - June 23, 2004

- Format: No requirements.
- Responsible party: Jefferson County School District, R-1
- Process: As required

END SECTION 00 11 19

00 11 53 Request for Qualifications - May 11, 2005

- Requirements are project-specific
- Responsible party: Jefferson County School District, R-1

END SECTION 00 11 53

00 21 13 Instructions to Bidders - June 23, 2004

- Instructions to Bidders are required under this heading in the Project Manual released to bidders.
- Format: Jefferson County School District, R-1 standard form.
- Responsible party: Design Consultant
- Process: Insert into the Project Manual without modification
- Coordinate Instructions to Bidders with:
 1. Bid Solicitation
 2. Bid Bond
 3. Construction Agreement
 4. General and Supplementary Conditions of the Contract
 5. Performance Bond
 6. Labor and Material Payment Bond
 7. Coordinating Architect and Construction Project Manager

END SECTION 00 21 13

00 22 13 Supplementary Instructions to Bidders - June 23, 2004

- AIA, CSI, and EJCDC protocols apply.
- Responsible party: Design Consultant
- Process: Review project-specific requirements and coordinate with Jefferson County School District, R-1
- Format: Include in the Project Manual per Jefferson County School District, R-1 sample.

Sample Supplementary Instructions to Bidders

A. Project and Consultant Identification

B. Basis of Award

- 1. Bidders are required to complete all blanks on the Bid Form.*
- 2. The Jefferson County School District R-1 reserves the right to award a single or multiple contract(s) with or without alternate bid items, whichever is determined to be in the best interest of the School District.*

C. Bidder Prequalification

- 1. This bid is open to prequalified bidders only.*

D. Liquidated Damages

- 1. Liquidated Damages APPLY / DO NOT APPLY to this project. Refer to the Agreement, the General Conditions of the Contract, and the Supplementary Conditions of the Contract. [NOTE: The amount of liquidated damages is established by Jefferson County School District R-1.]*

END SECTION 00 22 13

00 25 13 Pre Bid Meetings - June 23, 2004

- Pre-bid conference attendance is typically mandatory for Jeffco Public Schools capital projects, especially those involving existing construction.
- Bids received from bidders not attending the Pre-bid conference will not be opened.
- Format: Coordinate agenda with Jefferson County School District, R-1 Project Manager and Coordinating Architect
- Responsible party: Design Consultant

END SECTION 00 25 13

00 30 00 Available Information - June 1, 2005

- Project-specific information available to bidders is required to be listed in the Project Manual under this heading and either included or referenced in the Documents released to Bidders.
- Format: No requirements
- Responsible party: Design Consultant
- Process: Unedited information is provided to the Design Consultant by Jefferson County School District, R-1 for reference, drafting, preparation, or incorporation into the Bid and Construction Documents.

- Coordinate Available Information with Jefferson County School District, R-1:
 1. Instructions to Bidders
 2. Bid Bond
 3. Construction Agreement
 4. General and Supplementary Conditions of the Contract
 5. Performance Bond
 6. Labor and Material Payment Bond
 7. Coordinating Architect and Construction Project Manager

END SECTION 00 30 00

00 31 19 Existing Condition Information - June 23, 2004

- Regardless of project scope, work in existing buildings can pose significant issues of coordination, scheduling, containment, construction utilities, and restrictions on the building use.
- Closed-out construction drawings, specifications, and files pertaining to existing buildings and sites are available to the public for review during regular working hours at the Jefferson County School District, R-1 Facilities Planning and Design Archives (303 982 2466).
- A copy of the most recent site survey should be included for reference in the Bid and Construction Drawings.
- Bid Documents should clearly indicate other available supplemental information, such as pre-design reports, especially for projects in existing buildings.

END SECTION 00 31 19

00 31 21 Survey Information - May 11, 2005

- Project-specific survey information is required under this heading in the project manual released to bidders.

END SECTION 00 31 21

00 31 24 Environmental Assessment Information - May 11, 2005

- Project-specific environmental assessment information is required under this heading in the project manual released to bidders.

END SECTION 00 31 24

00 31 25 Existing Material Information - May 11, 2005

- Project-specific existing material information is required under this heading in the project manual released to bidders.
- Also see 02 42 00 Removal and Salvage of Construction Materials.

END SECTION 00 31 25

00 31 26 Existing Hazardous Material Information - June 23, 2004

- Jefferson County School District, R-1 urges Bidders to become familiar with the potential constraints and special coordination necessary to avoid disturbing asbestos containing materials.
- Asbestos Hazard Emergency Response Act (AHERA) Management Plans are available to the public for review during regular working hours either on-site or in the Jefferson County School District, R-1 Environmental Services Office (303 982 2350).

END SECTION 00 31 26

00 31 32 Geotechnical Data - June 23, 2004

- Geotechnical Report(s) are available to the public for review during regular working hours at Jefferson County School District, R-1 Facilities Planning and Design (303 982 2374).

END SECTION 00 31 32

00 31 43 Permit Application - June 23, 2004

- Permit application, processing, fees, record keeping, compliance, and management are the exclusive responsibility of the Contractor.

END SECTION 00 31 43

00 41 00 Bid Forms - May 11, 2005

- Bid Forms and Supplements are required to be included under this heading in the Project Manual released to bidders.
- Coordinate Bid Forms and Supplements with Jefferson County School District, R-1 standard documents:
 1. Instructions to Bidders
 2. Bid Bond
 3. Construction Agreement
 4. General and Supplementary Conditions of the Contract
 5. Performance Bond
 6. Labor and Material Payment Bond
 7. Coordinating Architect and Construction Project Manager
- Cross-reference project-specific Bid Forms and Supplements in the Supplementary Instructions to Bidders.
- Responsible party: Design Consultant
- Process: The Design Consultant is to draft and submit a project-specific bid form to the Jefferson County School District, R-1 Coordinating Architect. An edited bid form is then returned to the Design Consultant by Jefferson County School District, R-1 for revision and incorporation into the Project Manual released to bidders.
- Format: Per Jefferson County School District, R-1 samples:

Sample Bid Form for Stipulated Sum (Single Prime Contract)

TO: Board of Education
Jefferson County School District No. R-1
c/o Facilities Planning and Design
809 Quail Street, Building #4
Lakewood, Colorado 80215

FROM:

PROJECT IDENTIFICATION:

ACKNOWLEDGEMENTS:

The undersigned Bidder acknowledges examination of the following:

- a) *Contract Documents*
 - *Drawings dated _____, (# of sheets)*
 - *Project Manual dated _____*
 - *Schedule restrictions outlined in Supplementary Conditions*
 - *Other _____*
- b) *Project Site/Existing Conditions*
- c) *Receipt of Addenda Numbers: _____, _____, _____,*

AGREEMENTS: *The undersigned Bidder agrees to the following:*

- a) *To hold bid open for 45 calendar days from date of Bid Opening.*

- b) *To accept provisions of the Instructions to Bidders regarding disposition of the Bid Security.*
- c) *To enter into and execute the Construction Agreement within ten (10) calendar days of award, if awarded on the basis of this bid, including identified Bonds and Insurance.*
- d) *To accomplish the work in compliance with the Contract Documents.*
- e) *To pay the Jefferson County School District No. R-1 liquidated damages according to the terms, amount(s) and date(s) defined in the Supplementary Conditions.*
- f) *Jefferson County School District No. R-1 reserves the right to reject any or all bids and to waive informalities.*
- g) *Jefferson County School District No. R-1 reserves the right to award separate or single contracts.*
- h) *Jefferson County School District No. R-1 reserves the right to award the contract on the basis of either cost or schedule.*

BASE BID:

ALTERNATE PROPOSALS:

SCHEDULE:

- a) *The undersigned Bidder agrees to complete the project, including Alternates by _____ (month, day, year).*
- b) *The Jefferson County School District, No. R-1 has identified the Stipulated Completion Date(s) in the Supplementary Conditions. The Bidder agrees to make adjustments in the work and schedules necessary to achieve completion no later than the Stipulated Completion date(s) for the sum of:*

ADD/DEDUCT _____ Dollars (\$ _____)

ATTACHMENTS:

- a) *Bid Security*
- b) *List of Subcontractors (required within 24 hours of bid opening)*
- c) *Qualification Statement (optional)*

Dated this ____ day of _____, _____

ATTEST:

The Bidder

Address

County

County of Incorporation

Phone

Email

By

Type/print name here

Secretary

Signature

SIGNATURES:

If submitted by a Corporation, the Bid Form should be signed by an officer (i.e., President or Vice President) and attested to by the Secretary and properly sealed. If the Bid is being submitted by an individual or a partnership, the Bid Form shall so indicate and be properly signed.

Date

END SECTION 00 41 00

00 42 00 Proposal Forms - June 21, 2004

- At a minimum, it is mandatory that proposals address the following issues:
 1. Applicable standards including Jefferson County School District, R-1 Technical Guidelines and Consultant Guidelines.
 2. Project name and location
 3. Scope of work
 4. Responsible parties
 5. Schedule and/or start and completion dates
 6. Amount of remuneration
 7. Payment protocol
 8. Modification of the proposal

END SECTION 00 42 00

00 43 13 Bid Security Form (Bid Bond) - May 11, 2005

- Format: Per Jefferson County School District, R-1 or Bonding company standard form
- Responsible party: Design Consultant
- Process: Include in Project Manual released to bidders

END SECTION 00 43 13

00 43 21 Allowance Form - June 23, 2004

- Format: Combine with Bid Form
- Responsible party: Design Consultant
- Process: Include in Project Manual released to bidders.

END SECTION 00 43 21

00 43 22 Unit Prices Form - June 23, 2004

- Format: Combine with Bid Form
- Responsible party: Design Consultant
- Process: Include in Project Manual released to bidders.

END SECTION 00 43 22

00 43 23 Alternates Form - June 23, 2004

- Format: Attachment to Bid Form
- Responsible party: Design Consultant and/or Bidder
- Process: Proposals for "Contractor (bid) Alternates" will be evaluated by Jeffco Public Schools within 72 hours of the bid opening.

END SECTION 00 43 23

00 43 25 Substitution Request Form (During Procurement) - June 23, 2004

- Not permitted; Use Bidder Alternate procedure per General Conditions GC-36.00

END SECTION 00 43 25

00 43 26 Estimated Quantities Form - May 11, 2005

- Not applicable

END SECTION 00 43 26

00 43 33 Proposed Products Form - June 23, 2004

- No requirements; Bid submission implies full compliance with specifications.

END SECTION 00 43 33

00 43 36 Proposed Subcontractors Form - June 23, 2004

- Format: No requirements
- Responsibility: Bidder
- Process: 3 Low bidders submit 1 signed copy within 24 hours of bid opening.
- Fax is acceptable

END SECTION 00 43 36

00 43 43 Wage Rates Form - June 23, 2004

- Rarely used; Required only for projects involving Federal funds.

END SECTION 00 43 43

00 43 73 Proposed Schedule of Values Form - May 11, 2005

- Standard Jefferson County School District, R-1 Application For Payment Form
- Also see 01 29 00 Payment Procedures

END SECTION 00 43 73

00 43 83 Proposed Construction Schedule Form - May 11, 2005

- No requirements

END SECTION 00 43 83

00 43 86 Proposed Work Plan Schedule Form - May 11, 2005

- No requirements

END SECTION 00 43 86

00 43 93 Bid Submittal Checklist - June 16, 2005

- Formal Bid Tab from the design consultant
- Letter of Award Recommendation from the consultant
- Bid Forms
- Finalized "Comprehensive Budget and Bid Evaluation Form"

END SECTION 00 43 93

00 45 00 Representations and Certifications - June 23, 2004

- Submit bidder, contractor, supplier, and/or worker qualification statements as required by individual specification sections within 10 calendar days of the bid opening.

END SECTION 00 45 00

CONTRACTING REQUIREMENTS

00 51 00 Notice of Award - June 23, 2004

- Format: Jefferson County School District, R-1 standard format.
- Responsible party: (Joint)Design Consultant and Jefferson County School District, R-1
- Process:
 1. Jefferson County School District, R-1 and Prime Consultant review bids.
 2. Prime Consultant issues a Recommendation of Award letter to Jefferson County School District, R-1.
 3. Jefferson County School District, R-1 issues formal Notice of Award.

Sample Notice of Award letter

DATE:

TO:

RE: NOTICE OF CONTRACT AWARD

PROJECT:

Gentlemen:

*Please be informed that the Jefferson County School District on DATE awarded your firm a contract in the amount of \$_____which includes BASE SCOPE OF WORK
(± ALTERNATES ± OTHER ADJUSTMENTS)*

In accordance with the "Bid Documents" you are required to submit three (3) copies of the proper Performance Bond, Labor and Material Bond, Insurance policies (reference General Conditions 25.00, 25.01, 25.02, 25.03, 25.04, and 25.05), List of subcontractors, Schedule of Amounts and Preliminary Construction Schedule within ten (10) calendar days of the date of this letter to the Executive Director of Construction Management, 809 Quail Street, Building #4, Lakewood, Colorado 80215 (303 982-2584). Copies of the completed "Construction Agreement" will be submitted for your signature.

When all of these items have been received and accepted by the Department of Construction Management of the School District, you will receive a letter to proceed with construction.

(The School District will be scheduling a pre-construction meeting.)

Sincerely,

Cheryl Humann, Executive Director, Construction Management

END SECTION 00 51 00

00 52 13 Agreement Form – Stipulated Sum (Single Prime Contract) - June 23, 2004

- A copy of the Agreement and related forms are required to be included under this heading in the Project Manual released to bidders
- Coordinate Agreement with Jefferson County School District, R-1:
 1. Instructions to Bidders
 2. Construction Agreement
 3. General and Supplementary Conditions of the Contract
 4. Coordinating Architect and Construction Project Manager
- Format: Jefferson County School District, R-1 standard form.
- Responsible party: Jefferson County School District, R-1
- Process: Executed by selected Bidder within 10 days of Notice of Award.

END SECTION 00 52 13

00 54 00 Agreement Form Supplements - June 17, 2005

- Attachments and modifications to the standard Jefferson County School District, R-1 standard form are prohibited without written authorization of the Executive Director, Facilities Planning and Design / Construction Management.

END SECTION 00 54 00

00 55 00 Notice to Proceed - June 23, 2004

- Format: Jefferson County School District, R-1 standard form.
- Responsible party: Jefferson County School District, R-1.
- Process: Notification letter is issued by Jefferson County School District, R-1 upon receipt of documentation requested in Notice of Award.

END SECTION 00 55 00

00 60 00 Project Forms - June 23, 2004

- Applicable Project Forms, Bonds, and Certificates are required to be either included or referenced under this heading in the Project Manual released to bidders.
- Coordinate Project Forms with Jefferson County School District, R-1:
 1. Construction Agreement
 2. General and Supplementary Conditions of the Contract
 3. Coordinating Architect and Construction Project Manager

END SECTION 00 60 00

00 61 13 Performance and Payment Bond Forms - June 23, 2004

- Format: Jefferson County School District, R-1 standard form
- Modification is prohibited.
- Responsible party: Proposed General Contractor
- Process: Submit 3 copies Jefferson County School District, R-1Project Manager

END SECTION 00 61 13

00 62 00 Certificates and Other Forms - May 11, 2005

- No requirements

END SECTION 00 62 00

00 62 34 Recycled Content of Materials Form - May 11, 2005

- No requirements

END SECTION 00 62 34

00 62 39 Minority Business Enterprise Certificate Form - May 11, 2005

- No requirements

END SECTION 00 62 39

00 62 76 Application for Payment Form - June 17, 2005

- Format: Jefferson County School District, R-1 standard form.
- Responsible party: General Contractor
- Process:
 1. General Contractor submits forms to Design Consultant
 2. Design Consultant reviews, authorizes payment, and forwards Jefferson County School District, R-1Project Manager for processing.

END SECTION 00 62 76

00 63 25 Substitution Request Form (During Construction) - May 11, 2005

- See Section 01 62 00

END SECTION 00 63 25

00 63 57 Change Order Request Form - May 11, 2005

- No requirements

END SECTION 00 63 57

00 63 63 Change Order Form - May 11, 2005

- Jefferson County School District, R-1 standard form

END SECTION 00 63 63

00 65 00 Closeout Forms - May 11, 2005

- See Section 01 78 00

END SECTION 00 65 00

00 65 19 Certificate of Completion Forms - June 17, 2005

- Consent of Surety for Final Payment Form
 1. Format: No requirements
 2. Responsible party: Contractor
 3. Process: Submit with final Application for Payment
- Release of Lien Form: No requirements

END SECTION 00 65 19

00 65 73 Statutory Declaration Forms: - June 17, 2005

- Asbestos Compliance Letter
 1. Format: Letter containing the following text: "To the best of my knowledge, no asbestos-containing materials, products, or equipment was specified or installed in the _____ project."
 2. Responsible Party: Architect/Prime Consultant
 3. Process: Submit to the Director of Construction Management upon project closeout.
- AHERA Forms 1 and 2
 1. Format: Jefferson County School District, R-1 standard AHERA Management Plan Forms 1 and 2. Modification is prohibited.
 2. Responsible party: Design Consultant and General Contractor
 3. Process: Submit signed originals to Jefferson County School District, R-1 Project Manager

Sample AHERA Form 1

FACILITY:

PROJECT :

PROJECT MANAGER:

I have been informed that the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for this facility has been made available to me and that asbestos-containing materials have been identified as being present in this building.

I am aware that the terms of the Construction Agreement provide that it is my duty to inform my employees and any and all subcontractors and their employees of the availability of the AHERA Management Plan and the presence of asbestos.

Any incident involving the disturbance of asbestos containing materials and any questions will be immediately reported to the Jefferson County School District, R-1 Environmental Services Department (303 982 2350).

DATE:

SIGNATURE:

NAME:

COMPANY AND/OR CONTRACTOR:

Sample AHERA Form 2

FACILITY:

PROJECT :

PROJECT MANAGER:

The Asbestos Hazard Emergency Response Act (AHERA) Management Plan for this building has been made available to me and I have been informed that there ARE / ARE NOT asbestos-containing materials in this building.

Questions related to this issue will be directed to the Jefferson County School District, R-1 Environmental Services Department (303 982 2350).

DATE:

SIGNATURE:

NAME:

COMPANY AND/OR CONTRACTOR:

END SECTION 00 65 73

00 72 00 General Conditions - June 23, 2004

- Copies of the General Conditions are required to be included in the Project Manual released to bidders.
- Format: Jefferson County School District, R-1 standard form General Conditions.
- Modification is prohibited.
- Responsible party: Jefferson County School District, R-1
- Process: Design Consultant include unmodified standard form Jefferson County School District, R-1 Standard General Conditions of the Contract in the Project Manual released to bidders.

END SECTION 00 72 00

00 73 00 Supplementary Conditions - June 23, 2004

- Supplementary Conditions are required to be included in the Project Manual released to bidders.
- Format: See Sample
- Responsible party: Design Consultant
- Process:
 1. The Design Consultant is to recommend appropriate project-specific Supplementary Condition Articles and language to the Jefferson County School District, R-1 Coordinating Architect.
 2. Edited language is then returned to the Design Consultant by Jefferson County School District, R-1 for drafting, preparation, and incorporation into the Bid and Construction Documents.
- Coordinate Supplementary Conditions with Jefferson County School District, R-1:
 1. Construction Agreement
 2. General Conditions of the Contract
 3. Performance Bond
 4. Labor and Material Payment Bond
 5. Coordinating Architect and Construction Project Manager
- In the absence of other information, standards of the following organizations apply:
 1. American Institute of Architects (AIA) Handbook of Professional Practice
 2. Construction Specifications Institute (CSI) Manual of Practice
 3. Engineers Joint Contract Documents Committee (EJCDC)

Sample Supplementary Conditions

The following supplements modify, change, delete from or add to the "General Conditions of the Contract," Jefferson County School District No. R-1, current edition as revised INSERT NEW DATE

Where any Article of the General Conditions is modified or any Paragraph, Subparagraph or Clause thereof is modified or deleted by these Supplements, the unaltered provisions of that Article, Paragraph, Subparagraph or clause shall remain in effect. Revised Articles, Paragraphs, Subparagraphs, and Clauses shall have the same numerical designations occurring in the General Conditions. Added Articles, Paragraphs, Subparagraphs, and Clauses will follow in numbered sequence.

G.C. 50.00 LIQUIDATED DAMAGES FOR DELAY IN COMPLETION

Add the following: "The Bid Form contains a blank to fill in for the Completion Date. Bidders are required to fill in the blank for Completion Date. The Completion Date included on the Bid Form will be included as criteria in the Award of the Contract by the Owner."

The following Liquidated Damages provisions apply this particular project:

The Owner desires the work to be fully completed by _____, the Stipulated Completion Date. In the event that the Contractor's completion date is later than the Stipulated Completion Date, the cost to accelerate the construction in order to meet the Owner's date shall be stated in the blank provided for this purpose in the Bid Form.

The Contractor agrees to pay the Owner liquidated damages in the sum of \$____.____ per calendar day per school for delay in completion beyond the Stipulated Completion date. If the Owner accepts the change in price, as identified in the Bid Form, for the completion of the project by the Stipulated Completion Date, this date becomes the start date for liquidated damages based on Provisions of Acceptance within the meaning of the acceptance and Final Payment provision of the General Conditions of the Contract.

The Stipulated Completion Date applies to the entire project, with or without alternates, whichever is the greater quantity of work.

Limits to Construction Schedule:

1. *Work may not commence until _____ .*
2. *Work in areas noted "coordinate with other contractors" may commence only according to written schedules coordinated through the Owner.*

END SECTION 00 73 00

00 90 00 Revisions, Clarifications, Modifications - June 23, 2004

- Coordinate Addenda and Modifications with Jefferson County School District, R-1:
 1. Instructions to Bidders
 2. Construction Agreement
 3. General and Supplementary Conditions of the Contract
 4. Coordinating Architect and Construction Project Manager
- In the absence of other information, standards of the following organizations apply:
 1. American Institute of Architects (AIA) Handbook of Professional Practice
 2. Construction Specifications Institute (CSI) Manual of Practice
 3. Engineers Joint Contract Documents Committee (EJCDC)

END OF SECTION 00 90 00

00 91 13 Addenda: - May 11, 2005

- Reschedule bid opening when addenda are issued within forty-eight (48) hours of bid opening.

END OF SECTION 00 91 13

00 94 00 Record Modifications - May 11, 2005

- See Section 01 78 00 Closeout Submittal

END SECTION 00 94 00