

PROCUREMENT MANUAL

VARIED INDUSTRIES BUILDING

CONCESSIONS AND KITCHEN REMODELING

Iowa State Fairgrounds

3000 E Grand Ave, Des Moines, Iowa 50317

PROJECT NO: CVI 2500

Issued for Bid: August 5, 2026

OWNER:

Iowa State Fair Board
3000 E Grand Ave
Des Moines, Iowa 50317
sworth@iowastatefair.org
(515) 262-3111 x200

ARCHITECT:

CONNECT Architecture PC
901 Thomas Beck Road, STE 301
Des Moines, Iowa 50315
dan@connect-arch.com
(515) 276-4454

STRUCTURAL ENGINEERING:

Korpela Engineering
1239 73rd St
Windsor Heights, Iowa 50324
tim@korpelaengineering.com
(515) 271-0655

MECHANICAL & ELECTRICAL ENGINEERING:

KEDbluestone Engineering
5518 NW 88th St
Johnston, Iowa 50131
electrical: matthew.jahnke@kedbluestone.com
mechanical: cory.jacobs@kedbluestone.com
(515) 727-0700

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SECTION 00 11 13 - ADVERTISEMENT FOR BIDS

The Iowa State Fair Board will receive sealed bids for the Concessions and Kitchen Remodeling project, Varied Industries Building, Iowa State Fairgrounds, Des Moines, Iowa, until 2:00 pm local time on Thursday, 20 August 2026, at the office of KEDbluestone Engineering, 5518 NW 88th St, Johnston, Iowa.

The Work is a 2,214 SF interior renovation of an existing concessions and kitchen area, bid as six separate prime contracts: CVI 2500-1 Kitchen Equipment; CVI 2500-2 General Construction; CVI 2500-3 Mechanical and Plumbing; CVI 2500-4 Electrical / Data / Telephone; CVI 2500-5 Sectional and Coiling Doors; and CVI 2500-6 Floor Finishes. Bidders may submit bids on one or more Contracts. Submit a separate Bid Form and Bid Guarantee for each Contract bid; do not combine bids for more than one Contract on a single form.

A mandatory pre-bid meeting will be held at the Project site, 3000 E Grand Ave, Des Moines, Iowa, at 3:30 pm local time on Tuesday, 11 August 2026. Attendance is required of all Bidders. Cost estimates for each Contract will be provided at the meeting.

Bidding documents are available after 5 August 2026 from Iowa Reprographics, 3 College Ave, Des Moines, Iowa, 515-244-5705, www.iowarepro.com. Printed documents require a deposit of \$200 or a current MBI Plan Deposit Card.

Action on bids is anticipated to be taken by the Iowa State Fair Board no later than 1 September 2026. The estimated total cost of construction is \$2,000,000. Construction may commence on or after 15 September 2026, and the Work shall be complete no later than 15 April 2027.

SECTION 00 21 13 - INSTRUCTIONS TO BIDDERS

1.1 INSTRUCTIONS TO BIDDERS

- A. AIA Document A701 - 2018, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.

1. A copy of AIA Document A701, "Instructions to Bidders," can be found at <https://aiacontracts.com/documents/a701-bidders-instructions>.

END OF DOCUMENT 00 21 13

SECTION 00 22 13 - SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1.1 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, GENERAL

- A. The following supplements modify AIA Document A701, "Instructions to Bidders," incorporated by reference in Document 00 21 13. Unaltered portions of the Instructions to Bidders shall remain in effect.

1.2 ARTICLE 2 - BIDDER'S REPRESENTATIONS

- A. Add Section 2.1.3.1:
 - 1. 2.1.3.1 - The Bidder has investigated all required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the cost of such fees, permits, and requirements not otherwise indicated as provided by Owner.
- B. Add Section 2.1.5:
 - 1. 2.1.5 - The Bidder is a properly licensed Contractor according to the laws and regulations of Iowa and meets the qualifications indicated in the Procurement and Contracting Documents.
- C. Add Section 2.1.6:
 - 1. 2.1.6 - The Bidder has incorporated into the Bid adequate sums for work performed by installers whose qualifications meet those indicated in the Procurement and Contracting Documents.
- D. Add Section 2.1.7:
 - 1. 2.1.7 - Bidders may arrange access to the site prior to the bid by contacting the Owner at the contact information shown on the cover of this Procurement Manual. If sufficient interest is expressed, an additional site walk-through may be scheduled and announced by Addendum.

1.3 ARTICLE 3 - BIDDING DOCUMENTS

- A. 3.2 - Interpretation or Correction of Procurement and Contracting Documents:
 - 1. Add Section 3.2.2.1:
 - a. 3.2.2.1 - Submit Bidder's Requests for Interpretation by email to the Architect and the design consultants at the email addresses shown on the cover of this Procurement Manual. Responses to all questions will be issued by Addendum only.
- B. 3.4 - Addenda:
 - 1. Delete Section 3.4.3 and replace with the following:
 - a. 3.4.3 - Addenda will be issued no later than 48 hours prior to the date and time for receipt of bids, except that an Addendum withdrawing the request for bids or postponing the date for receipt of bids may be issued at any time.
 - 2. Add Section 3.4.4.1:
 - a. 3.4.4.1 - Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:

- 1) 3.4.4.1.1 - Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.
- 2) 3.4.4.1.2 - Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

1.4 ARTICLE 4 - BIDDING PROCEDURES

A. 4.1 - Preparation of Bids:

1. Add Section 4.1.9:

- a. 4.1.9 - Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations, or provisions not called for.

B. 4.3 - Submission of Bids:

1. Add Section 4.3.1.2:

- a. 4.3.1.2 - Include Bidder's Iowa Contractor Registration Number, or Contractor License Number where the Bidder's trade is licensed in the Project jurisdiction, on the face of the sealed bid envelope.

C. 4.4 - Modification or Withdrawal of Bids:

1. Add the following sections to 4.4.2:

- a. 4.4.2.1 - Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.
- b. 4.4.2.2 - Owner will consider modifications to a bid written on the sealed bid envelope by authorized persons when such modifications comply with the following: the modification is indicated by a percent or stated amount to be added to or deducted from the Bid; the amount of the Bid itself is not made known by the modification; a signature of the authorized person, along with the time and date of the modification, accompanies the modification. Completion of an unsealed bid form, awaiting final figures from the Bidder, does not require power of attorney due to the evidenced authorization of the Bidder implied by the circumstance of the completion and delivery of the Bid.

D. 4.5 - Break-Out Pricing Bid Supplement:

1. Add Section 4.5:

- a. 4.5 - Provide detailed cost breakdowns no later than two business days following Owner's request.

E. 4.6 - Subcontractors, Suppliers, and Manufacturers List Bid Supplement:

1. Add Section 4.6:
 - a. 4.6 - Provide list of major subcontractors, suppliers, and manufacturers furnishing or installing products no later than two business days following Owner's request. Include those subcontractors, suppliers, and manufacturers providing work totaling three percent or more of the Bid amount. Do not change subcontractors, suppliers, and manufacturers from those submitted without approval of Owner.

1.5 ARTICLE 5 - CONSIDERATION OF BIDS

- A. 5.2 - Rejection of Bids:
 1. Add Section 5.2.1:
 - a. 5.2.1 - Owner reserves the right to reject a bid based on Owner's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.

1.6 ARTICLE 6 - POSTBID INFORMATION

- A. 6.1 - Contractor's Qualification Statement:
 1. Add Section 6.1.1:
 - a. 6.1.1 - Submit Contractor's Qualification Statement no later than two business days following Owner's request.
- B. 6.3 - Submittals:
 1. Add Section 6.3.1.4:
 - a. 6.3.1.4 - Submit information requested in Sections 6.3.1.1, 6.3.1.2, and 6.3.1.3 no later than two business days following Owner's request.

1.7 ARTICLE 7 - PERFORMANCE BOND AND PAYMENT BOND

- A. 7.1 - Bond Requirements:
 1. Add Section 7.1.1.1:
 - a. 7.1.1.1 - Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.
- B. 7.2 - Time of Delivery and Form of Bonds:
 1. Delete the first sentence of Section 7.2.1 and insert the following:
 - a. The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default.
 2. Delete Section 7.2.3 and insert the following:

- a. 7.2.3 - Bonds shall be executed and be in force on the date of the execution of the Contract.

1.8 ARTICLE 8 - FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

- A. AIA Document A101 – 2017, Standard Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum.

1.9 ARTICLE 9 - EXECUTION OF THE CONTRACT

- A. Add Article 9:
 1. 9.1.1 - Subsequent to the Notice of Intent to Award, the Awardee shall execute and deliver the Agreement to Owner through Architect within 10 days after the date of the Notice of Intent to Award, or within 10 days after the prescribed Form of Agreement is presented to the Awardee for signature if presented later, in such number of counterparts as Owner may require.
 2. 9.1.2 - Owner may deem as a default the failure of the Awardee to execute the Contract and to supply the required bonds when the Agreement is presented for signature within the period of time allowed.
 3. 9.1.3 - Unless otherwise indicated in the Procurement and Contracting Documents or the executed Agreement, the date of commencement of the Work shall be the date of the notice to proceed.
 4. 9.1.4 - In the event of a default, Owner may declare the amount of the Bid security forfeited and elect to either award the Contract to the next responsible bidder or re-advertise for bids.

END OF DOCUMENT 00 22 13

SECTION 00 41 13 - BID FORM

1.1 PROJECT and PARTIES:

- A. Project: Concessions and Kitchen Remodeling, Varied Industries Building, Project No: CVI 2500
- B. Owner: Iowa State Fair Board of Directors, Iowa State Fairgrounds, Des Moines, Iowa
- C. Bidder:
 - 1. Date: _____.
 - 2. Bidder: _____.
 - 3. Contract For: _____ (state Contract number).

1.2 BASE BID OFFER

- A. The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by the Consultant Team, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the project named above, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
 - 1. _____ Dollars
(\$ _____).

1.3 ALLOWANCES

- A. The Base Bid stated above includes the allowances specified in Document 00 73 00 "Supplementary Contract Conditions" that apply to the Contract bid:
 - 1. Contract CVI 2500-3, Mechanical and Plumbing - Allowance No. 1, Underground Plumbing, Unforeseen Conditions: Ten Thousand Dollars (\$10,000) lump sum.
 - 2. Contract CVI 2500-2, General Construction - Allowance No. 2, Fluted Porcelain Wall Tile, Material: Twelve Thousand Dollars (\$12,000), based on 800 square feet at Fifteen Dollars (\$15.00) per square foot.
 - 3. Contract CVI 2500-4, Electrical / Data / Telephone - Allowance No. 3, Telecommunications Pathways: Fifteen Thousand Dollars (\$15,000) lump sum.
 - 4. Contract CVI 2500-2, General Construction - Allowance No. 4, Roofing Tear-Off, Unforeseen Deterioration: Twelve Thousand Dollars (\$12,000) lump sum.
- B. Bidders on Contracts other than those listed above carry no allowance in the Base Bid.

1.4 ALTERNATE

- A. Alternate No. 1 – Alternate Makeup Air Unit, MAU-1 (ALT.), as described in Document 00 73 00 "Supplementary Contract Conditions." This Alternate applies to Contract CVI 2500-3, Mechanical and Plumbing, only. If the Alternate is accepted, the Base Bid stated above shall be adjusted as follows:
1. Check one: _____ ADD to the Base Bid _____ DEDUCT from the Base Bid
 2. In the amount of _____ Dollars
(\$_____).
- B. Bidders on Contracts other than CVI 2500-3 shall disregard this Article.

1.5 UNIT PRICES

- A. This Article applies to Contract CVI 2500-2, General Construction, only. Bidders on other Contracts shall disregard this Article and shall state no unit prices.
- B. The undersigned Bidder states the following unit prices, which shall apply to work charged against Allowance No. 4 and to additions to and deductions from the Work, as provided in Document 00 73 00 "Supplementary Contract Conditions":
1. Unit Price No. 1 - Remove and replace wet or deteriorated roof insulation, in kind:
_____ Dollars (\$_____) per square foot.
 2. Unit Price No. 2 - Remove and replace wet or deteriorated coverboard, in kind:
_____ Dollars (\$_____) per square foot.
 3. Unit Price No. 3 - Remove and replace deteriorated roof deck, in kind:
_____ Dollars (\$_____) per square foot.

1.6 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Intent to Award, if offered within 30 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:
1. _____ Dollars
(\$_____).
- B. If the owner does not offer a Notice of Intent to Award within the time limits stated above, the Owner will return the cash, cashier's check, certified check, U.S. money order, or bid bond to the undersigned.

1.7 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Owner, which date shall be no earlier than 15 September 2026, and shall fully complete the Work no later than 15 April 2027, in accordance with the Owner's Preliminary Schedule. No liquidated damages apply to the Contract.

1.8 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
1. Addendum No. 1, dated _____.
 2. Addendum No. 2, dated _____.
 3. Addendum No. 3, dated _____.
 4. Addendum No. 4, dated _____.

1.9 CONTRACTOR'S LICENSE OR REGISTRATION

- A. The undersigned further states that it is a duly licensed or registered contractor, as applicable, for the type of work proposed, in Iowa, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.10 SUBMISSION OF BID

- A. Respectfully submitted this ____ day of _____, 2026.
- B. Submitted By: _____ (Name of bidding firm or corporation).
- C. Authorized Signature: _____ (Handwritten signature).
- D. Signed By: _____ (Type or print name).
- E. Street Address: _____.
- F. City, State, Zip: _____.
- G. Phone: _____.
- H. License / Registration No.: _____.
- I. Federal ID No.: _____ (Affix Corporate Seal Here).

END OF DOCUMENT 00 41 13

SECTION 00 60 00 - PROJECT FORMS

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

- A. The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:
 - 1. AIA Document A101, "Standard Form of Agreement between Owner and Contractor, Stipulated Sum."
 - a. [The General Conditions for Project are AIA Document A201, "General Conditions of the Contract for Construction."](#)
 - 2. The General Conditions are incorporated by reference in the Procurement Manual.
 - 3. The Supplementary Conditions for Project are separately prepared and included in the Procurement Manual.
 - 4. The Agreement shall incorporate the Supplementary Conditions by reference, including without limitation Article 1.10 "Limitation of Liability" and Article 1.11 "No Third-Party Beneficiary" of Document 00 73 00, which bind the Contractor upon execution of the Agreement.

1.2 ADMINISTRATIVE FORMS

- A. Administrative Forms: Additional administrative forms are specified in Division 01 General Requirements Sections.
- B. Copies of AIA standard forms may be obtained from the following:
 - 1. The American Institute of Architects: www.aia.org/contractdocs/purchase/index.htm; docspurchases@aia.org; (800) 942-7732.
- C. Preconstruction Forms:
 - 1. Form of Performance Bond and Labor and Material Bond: AIA Document A312, "Performance Bond and Payment Bond."
 - 2. Form of Certificate of Insurance: AIA Document G715, "Supplemental Attachment for ACORD Certificate of Insurance 25-S."
- D. Information and Modification Forms:
 - 1. Form for Requests for Information (RFIs): AIA Document G716, "Request for Information (RFI)."
 - 2. Form of Request for Proposal: AIA Document G709, "Work Changes Proposal Request."
 - 3. Change Order Form: AIA Document G701, "Change Order."

4. Form of Architect's Memorandum for Minor Changes in the Work: AIA Document G710, "Architect's Supplemental Instructions."
5. Form of Change Directive: AIA Document G714, "Construction Change Directive."

E. Payment Forms:

1. Schedule of Values Form: AIA Document G703, "Continuation Sheet."
2. Payment Application: AIA Document G702/703, "Application and Certificate for Payment and Continuation Sheet."
3. Form of Contractor's Affidavit: AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
4. Form of Affidavit of Release of Liens: AIA Document G706A, "Contractor's Affidavit of Payment of Release of Liens."
5. Form of Consent of Surety: AIA Document G707, "Consent of Surety to Final Payment."

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF DOCUMENT 00 60 00

SECTION 00 73 00 - SUPPLEMENTARY CONTRACT CONDITIONS

PART 1 - GENERAL

1.1 DISCREPANCIES IN DOCUMENTS

- A. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities:
 - 1. Modifications
 - 2. The Agreement
 - 3. Addenda, with those of later date having precedence over those of earlier date
 - 4. The Supplementary Conditions
 - 5. The General Conditions of the Contract for Construction
 - 6. Division 1 of the Specifications
 - 7. Drawings and Divisions 2-49 of the Specifications
 - 8. Other documents specifically enumerated in the Agreement as part of the Contract Documents
- B. In the case of conflicts or discrepancies between Drawings and Divisions 2-49 of the Specifications, or within or among the Contract Documents and not clarified by Addendum, the Design Professional will determine which takes precedence, except that the responsibility matrices in Section 01 12 00 "Multiple Contract Summary" govern the assignment of furnishing and installing responsibility.
- C. The Specifications for the Project consist of the general notes and outline specifications on Drawings G101 and G102 and the specifications and schedules on the discipline Drawings (structural, mechanical, plumbing, electrical, and fire protection). No separately bound specification volume is issued. References to Division 1 of the Specifications mean the Division 01 provisions of this Procurement Manual; references to Divisions 2-49 mean the specifications on the Drawings.

1.2 DISTRIBUTION OF DOCUMENTS

- A. The Owner shall furnish, to the successful bidder, one additional copy of the Contract Documents after the Notice of Intent to Award. The Contractor may purchase additional copies at the cost of reproduction, postage, and handling.

1.3 LABOR RELATIONS

- A. It is the Contractor's responsibility to hire all personnel for the proper and diligent prosecution of the work, and the Contractor shall use its best efforts to maintain labor peace for the duration of the Work. In the event of a labor dispute, the Contractor shall not be entitled to any

increase in the Contract Sum.

1.4 SUPERVISION

- A. The approved Superintendent shall remain in this position until the Work is complete and shall not be withdrawn without the consent of the Design Professional and/or Owner, unless no longer employed by the Contractor or released at the request of the Design Professional or Owner.
- B. The Superintendent shall be thoroughly competent in all phases of the work under this Contract, with not less than five (5) consecutive prior years' experience in full charge of every type of work required, confirmed by submitted proof of satisfactory performance as directed by the Owner's Representative. Anyone not deemed capable of directing all trades involved shall be replaced or supplemented immediately upon request.
- C. Superintendent Qualification: The Contractor may be asked to submit full qualification data for the proposed Superintendent to the Design Professional and Owner for approval before the start of work, one week before the scheduled work.

1.5 CHANGES IN THE WORK

- A. The combined overhead and profit included in the total cost to the Owner for a change in the Work shall be based on the following markup percentages:
 - 1. For the Contractor, for Work performed by the Contractor's own forces, 10 percent (10%) of the cost.
 - 2. For the Contractor, for Work performed by the Contractor's Subcontractors, 5 percent (5%) of the amount due to the Subcontractors.
 - 3. For each Subcontractor involved, for Work performed by that Subcontractor's own forces, 10 percent (10%) of the cost.
 - 4. For each Subcontractor involved, five percent (5%) of the amount due to the subcontractor will be for work performed by the Subcontractor's subcontractors.
- B. All proposals for extras or credits, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs, including labor, materials, and Subcontracts. No change involving over One Thousand Dollars (\$1,000) will be approved without such itemization.

1.6 EQUAL OPPORTUNITY

- A. The Contractor and the Contractor's Subcontractors shall not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, sexual orientation, national origin, religion, disability, or pregnancy, as provided in the Iowa Civil Rights Act of 1965, Iowa Code Chapter 216, or because of genetic testing as provided in Iowa Code Section 729.6, and shall not retaliate against any person for opposing a discriminatory practice or participating in a proceeding under Chapter 216.

- B. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to those characteristics. Such action shall include, but not be limited to: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- C. The Contractor shall post notices setting forth these policies in conspicuous places available to employees and applicants for employment, and shall state in all solicitations and advertisements for employees that all qualified applicants will receive consideration without regard to the characteristics listed above.
- D. The Contractor shall include the provisions of this Article in every subcontract and purchase order so that they are binding on each Subcontractor and vendor.

1.7 ALLOWANCES

- A. Each Contractor shall include in its Base Bid the allowance amounts identified below for its Contract. Allowances shall be expended only upon written authorization of the Owner.
- B. Allowance No. 1 - Underground Plumbing, Unforeseen Conditions: Include in the Base Bid for Contract CVI 2500-3, Mechanical and Plumbing, the lump sum allowance of Ten Thousand Dollars (\$10,000) for the rework and repair of unforeseen conditions encountered in underground plumbing work.
- C. Allowance No. 2 - Fluted Porcelain Wall Tile, Material: Include in the Base Bid for Contract CVI 2500-2, General Construction, a material allowance of Twelve Thousand Dollars (\$12,000), based on 800 square feet of fluted porcelain wall tile at Fifteen Dollars (\$15.00) per square foot. This allowance covers the Owner-selected tile, all trim and accessories, shipping, and applicable taxes. Setting materials, labor, and installation are included in the Base Bid and shall not be charged against this allowance. Tile will be selected by the Owner after award of the Contract.
- D. Allowance No. 3 - Telecommunications Pathways: Include in the Base Bid for Contract CVI 2500-4, Electrical / Data / Telephone, the lump sum allowance of Fifteen Thousand Dollars (\$15,000) for the telecommunications and data work assigned to the Electrical Contractor in the Electrical and Technology Responsibility Matrix in Section 01 12 00.
- E. Allowance No. 4 - Roofing Tear-Off, Unforeseen Deterioration: Include in the Base Bid for Contract CVI 2500-2, General Construction, the lump sum allowance of Twelve Thousand Dollars (\$12,000) for the removal and replacement, in kind, of wet or deteriorated roof insulation, coverboard, and roof deck discovered during tear-off. The Contractor shall notify the Design Professional and the Project Coordinator upon discovery, before removal or covering of the affected materials, and shall afford the Design Professional the opportunity to observe the condition and to verify quantities measured in place. Work charged against this allowance shall be valued at the applicable unit prices stated on the Bid Form. The documentation required by Paragraph H shall consist of the verified quantities and the corresponding unit price extensions.

- F. Unit Prices: Each unit price stated on the Bid Form for Contract CVI 2500-2 constitutes full compensation for the described work, complete in place, including demolition, removal, and disposal of the affected materials; replacement materials, labor, and equipment; protection; applicable taxes; and Contractor overhead and profit, notwithstanding Paragraph G. Quantities exceeding the amount of Allowance No. 4 will be authorized by Change Order and valued at the same unit prices, without additional markup under Article 1.5. The Owner may consider the reasonableness of stated unit prices in evaluating bids and may reject a bid containing materially unbalanced unit prices.
- G. Except as otherwise stated for a particular allowance, each allowance covers the direct cost of labor, materials, equipment, delivery, installation, and applicable taxes. Contractor overhead, profit, and related costs are included in the Base Bid and shall not be charged against an allowance.
- H. The Contractor shall submit documentation of actual costs charged against each allowance with the Application for Payment in which those costs appear.
- I. Any portion of an allowance remaining unexpended at completion of the Work shall be credited to the Owner by Change Order.

1.8 ALTERNATES

- A. The Contractor to which an Alternate applies shall state on the Bid Form the amount to be added to or deducted from the Base Bid if the Alternate is accepted. The Owner may accept or reject the Alternate at the time of award.
- B. Alternate No. 1 - Alternate Makeup Air Unit, MAU-1 (ALT.): Applies to Contract CVI 2500-3, Mechanical and Plumbing, only.
 - 1. Base Bid: Provide rooftop units with independent Type I and Type II exhaust hoods, as indicated on the Drawings and specified.
 - 2. Alternate: Provide Alternate Makeup Air Unit, MAU-1 (ALT.) in lieu of the rooftop units included in the Base Bid, together with all ductwork, controls, electrical connections, structural supports, roof curbs, and flashing required for a complete and operating installation. Type I and Type II exhaust hoods remain as indicated in the Base Bid.
- C. The amount stated for the Alternate shall include all costs arising from the change, including Contractor overhead and profit and all coordination with other Contracts. Acceptance of the Alternate does not change the Contract Time.
- D. Alternate No. 1 is shown on Drawing M102, Mechanical Alternate Plan, and Drawing S103, Alternate RTU Framing Plan. The structural framing and supports shown on Drawing S103 are required only if the Alternate is accepted; they are included in the Alternate amount stated by Contract CVI 2500-3 and are not included in the Base Bid of Contract CVI 2500-2.
- E. Contracts other than CVI 2500-3 shall carry no amount for Alternate No. 1 in the Base Bid and shall state no Alternate amount on the Bid Form. Any change to the Work of another Contract resulting from acceptance of the Alternate will be authorized by Change Order.

1.9 SUPPLEMENTS TO AIA A201 GENERAL CONDITIONS

- A. The following supplements only the General Conditions of the Contract for Construction (AIA Document A201 -2017 Edition). Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions, which are not in conflict, shall remain in effect.

ARTICLE 1 - GENERAL PROVISIONS

1.1 BASIC DEFINITIONS

1.1.9 Add new subparagraph:

The term "Consultant Team" means the Architect and the other design consultants retained by the Owner for the Project, together with their respective officers, agents, and employees, consisting of the following:

1. Architect: CONNECT Architecture PC
2. Structural Engineering: Korpela Engineering
3. Mechanical and Electrical Engineering: KEDbluestone Engineering

Addresses and contact information for each member of the Consultant Team are shown on the cover of this Procurement Manual.

1.1.10 Add new subparagraph:

The term "Design Professional" means the member of the Consultant Team having design responsibility for the portion of the Work to which a communication, submittal, request, or determination relates. The Architect is the Design Professional for architectural matters and for any matter not clearly within the design responsibility of another member of the Consultant Team. Each member of the Consultant Team is retained directly by the Owner, acts only within the scope of its own agreement with the Owner, and has no authority to act for, direct, or bind, and no responsibility for the acts or omissions of, any other member. The Contractor shall address each communication to the Design Professional for the discipline involved, with a copy to the Owner; where the appropriate Design Professional is not apparent, the Contractor shall direct the communication to the Owner, who will designate the member to respond.

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

1.2.4 Add new subparagraph:

If any part of any Contractor's work depends on proper execution or results upon the work of any other Contractor, each Contractor shall inspect and promptly report to the Design Professional any defects in such work that render it unsuitable for such proper execution of their work. Their failure to inspect and report shall constitute an acceptance of the other Contractor's work except for defects that may develop after

the execution of their work. Each Contractor shall measure work already in place and shall at once report to the Design Professional any discrepancy between the executed work and the drawings.

ARTICLE 3 - CONTRACTOR

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

3.2.2.1 Add new subparagraph:

Should any Contractor find discrepancies in or omissions from the drawings or documents, or be in doubt about their meaning, the Contractor shall immediately notify the Design Professional, who will issue written instructions. This provision covers matters that are obscure, indefinite, or in conflict where the cost of the work is affected. No decision will be given where a standard is established and the work is required to meet it, or where the right of approval, selection, or interpretation is reserved to the Design Professional during the progress of the work. Explanations, interpretations, and instructions given before the Contract is signed shall be in writing and are not binding unless expressed in the Contract. Verbal statements by any representative of the Owner, Contractor, or Design Professional are not binding.

3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

3.3.2.1 Add new subparagraph:

The Contractors shall inform themselves of the conditions under which the work is to be performed at the site of the work, the structure of the ground, the obstacles that may be encountered, and all other relevant matters concerning the work to be performed. The Contractors shall not be allowed any extra compensation by reason of any matter or thing concerning which the Contractor might have fully informed themselves because of their failure to have so informed themselves prior to bidding.

3.4 LABOR AND MATERIALS

3.4.4 Add new subparagraph:

Whenever in any of the Contract Documents an article, material, or equipment is defined by describing a proprietary product or by using the name of a manufacturer or vendor, the term "equal," if not inserted, shall be implied. The specified article, material, or equipment mentioned shall be understood as indicating the type, function, minimum standard of design, efficiency, and quality desired. It shall not be construed in such a manner as to exclude manufacturer's products of comparable quality, design, and efficiency. The Contractor shall comply with the requirements of the Contract Documents relative to the Owner's approval of materials and equipment before they are incorporated into the Work.

3.5 WARRANTY

3.5.1 Add new subparagraph:

In the case of work performed by Subcontractors and where guarantees are required, secure warranties from Subcontractors addressed to and in favor of the Owner. Upon completion of work, deliver copies of same to the Design Professional.

3.6 TAXES

3.6.1 Add new subparagraph:

By statutory authority, the Contractors for this work shall pay the "Iowa Retail Sales Tax" and the "Iowa Use Tax" on all materials used to fulfill this contract. Each Contractor and Subcontractor shall, as work progresses, prepare a detailed, itemized record showing the name of the supplier from whom the materials are purchased and the amount of the sales and/or use tax paid thereon. The completed record shall be submitted to the Owner with their request for final payment. The State Department of Revenue has ruled that Owners recovering sales and use tax shall do so within sixty days after acceptance of the work by the Owner. Reports shall be made on forms made available by the Owner.

3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS

3.7.6 Add new subparagraph:

Each Contractor shall make application for, obtain, and pay for all permits and inspections required for the work covered by their Contract, and shall comply with all applicable codes, except that the Owner will obtain the Building Permit. A building permit application has been filed by the Owner with the State Fire Marshal's Office. The Owner will provide and pay for testing services and special inspections; each Contractor shall cooperate with the testing agency and provide access, samples, and assistance as required.

3.18 INDEMNIFICATION

3.18.3 Add new subparagraph:

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Consultant Team from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

ARTICLE 8 - TIME

8.3.4 Add new subparagraph:

The Contract does not provide for liquidated damages for delay in completion of the Work.

ARTICLE 9 - PAYMENTS AND COMPLETION

9.3 APPLICATIONS FOR PAYMENT

9.3.1.3 Add new subparagraph:

Such Applications shall include lien waivers from the Contractor, Subcontractors, and material suppliers to substantiate the dispersal of the previous progress payment.

9.4 CERTIFICATES FOR PAYMENT

9.4.1.1 Add new subparagraph:

On or about the first day of each calendar month, the Owner will make partial payment to the Contractor for work performed in the preceding month on an estimate certified by the Contractor and the Design Professional as follows: 95% of the completed portions of bid items incorporated in the work, and 95% of the cost of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work (or, with the Owner's prior written approval, suitably stored off site), less the aggregate of previous payments; no payment will be made for incomplete portions of bid items. Payment for stored materials and equipment is conditioned on the Contractor furnishing evidence of insurance covering the stored items, documentation transferring title to the Owner upon payment, and storage and protection acceptable to the Owner and the Design Professional. Final payment is to be made thirty (30) days after completion of work and acceptance by the Owner, all according to the laws of the State of Iowa.

9.8 SUBSTANTIAL COMPLETION

9.8.1.1 Add new subparagraph:

Each prime contractor is responsible for notifying the Owner in writing when it is ready for final inspection. This letter to the Owner should include an approximate date after which the prime contractor will be ready for final inspection. When the Owner, based on an inspection, determines that the work is substantially complete, the Owner will then issue a Certificate of Substantial Completion.

ARTICLE 10 - PROTECTION OF PERSONS AND PROPERTY

10.1 SAFETY PRECAUTIONS AND PROGRAMS

10.1.1 Add new subparagraph:

Precautions shall always be exercised for the protection of persons (including employees) and property. The safety provisions of applicable laws and building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with safety provisions of the Manual of

Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable law.

10.1.2 Add new subparagraph:

This Project is procured under multiple prime contracts. Each Contractor retains full responsibility under this Article 10 for initiating, maintaining, and supervising safety precautions and programs in connection with the performance of its own Work and for the safety of its own employees. Nothing in this supplement makes any Contractor responsible for the means, methods, or sequences of another Contractor.

10.2 SAFETY OF PERSONS AND PROPERTY

10.2.9 Add new subparagraphs:

1. Water Protection: Always protect the excavations, trenches, and/or the building from damage from rainwater, spring water, groundwater, backing up of drains or sewers, etc. Provide all pump equipment and enclosures as necessary to protect the Work from damage.
2. Temporary Drainage: Construct and maintain all necessary temporary drainage and pumping to keep the excavations and basement free of water.
3. Snow and Ice: Remove all snow and ice as necessary to protect the Work.
4. Bracing, Shoring, and Sheeting: Each Contractor shall provide all shoring, bracing, and sheeting required for safety and the proper execution of the Work. When the work is completed, all temporary construction shall be removed.
5. Guard Lights: Each Contractor shall provide and maintain guard lights at all barricades, railings, obstructions in the streets, roads, or sidewalks, and at all trenches or pits adjacent to public walks or roads.
6. Weather Protection: Provide protection against weather, including rain, wind, storms, frost, or heat, at all times to keep all work, materials, apparatus, and fixtures free from injury or damage. All new work likely to be damaged shall be covered and protected at the end of the day.
7. Cold Weather: Protect all work from damage during cold weather. If low temperatures make it impossible to continue operations safely despite cold weather precautions, work shall cease after notifying the Owner.
8. Sidewalks: Each Contractor shall protect all existing sidewalks from damage. Sidewalks shall be replaced at the Contractor's expense if unintentional damage occurs. The condition of existing sidewalks should be checked before construction commences.
9. Other Protection: All other protective measures not mentioned above that may be required shall be furnished by the Contractor responsible for such protection.

10. Damage: Any work damaged by a failure of any Contractor to provide protection as required shall be removed and replaced with new work at the Contractor's expense.

ARTICLE 11 - INSURANCE AND BONDS

11.1 CONTRACTOR'S INSURANCE AND BONDS

11.1.2 Add the following to the end of Section 11.1.2:

The Contractor shall furnish a Performance Bond and a Payment Bond, each in an amount equal to one hundred percent (100%) of the Contract Sum, executed on a form approved by the Architect and the Owner. The bonds shall secure fulfillment of all provisions of the Contract within the time limits stated or agreed upon, shall cover all guarantees provided for in the Contract Documents, and shall secure prompt payment of all parties furnishing labor or materials in the prosecution of the Work. The Contractor shall pay the premiums on these bonds.

11.1.2.1 Add new subparagraph - Notice to Sureties:

The attention of sureties is particularly called to the following: Final inspection and acceptance of the Work shown by the Drawings and Specifications forming a part of the Contract shall not be conclusively binding upon the Owner if it subsequently appears that the Contractor has, willfully or through collusion with representatives of either the Owner or the Architect, employed inferior materials or workmanship or departed from the terms of the Contract. In any such case the Owner shall have the right to recover from the Contractor and its sureties the entire cost of correcting such Work, together with any other damages the Owner may suffer by reason of the Contractor's default, notwithstanding that final payment and acceptance have been made.

11.1.5 Add new subparagraph:

All insurance required of the Contractor shall be placed with carriers licensed or otherwise authorized to do business in the State of Iowa and rated not less than A-VII by A.M. Best Company. Coverages and limits of liability shall be not less than the following:

1. Commercial General Liability, written on ISO form CG 00 01 or its equivalent on an occurrence basis, including premises and operations, products and completed operations, contractual liability, and independent contractors coverage:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000

The General Aggregate shall apply separately to this Project, on ISO form CG 25 03 or its equivalent. Products and completed operations coverage shall be maintained for three (3) years following final completion of the Work.

2. Automobile Liability, covering all owned, hired, rented, and non-owned vehicles used in the performance of the Work:

Combined Single Limit, each accident	\$1,000,000
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3. Workers' Compensation and Employer's Liability:

Workers' Compensation	Statutory, State of Iowa
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Employer's Liability, each accident	\$1,000,000
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Disease, policy limit	\$1,000,000
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Disease, each employee	\$1,000,000
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4. Umbrella or Excess Liability, following form over the Commercial General Liability, Automobile Liability, and Employer's Liability policies:

Each Occurrence	\$2,000,000
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Aggregate	\$2,000,000
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11.1.6 Add new subparagraph:

The State of Iowa, the Iowa State Fair Board and the Consultant Team shall be named as additional insureds on the Contractor's Commercial General Liability and Automobile Liability policies and on any Umbrella or Excess Liability policy, on ISO forms CG 20 10 and CG 20 37 or their equivalent, covering both ongoing operations and completed operations. Such insurance shall be primary and non-contributory with respect to any insurance or self-insurance maintained by the additional insureds. The Contractor shall waive all rights of subrogation against the Owner, the Consultant Team, and the other Contractors performing Work on the Project.

11.1.7 Add new subparagraph:

Before any portion of the Work is performed, the Contractor shall submit to the Owner properly executed certificates of insurance, together with copies of the additional insured and per-project aggregate endorsements required above, evidencing the coverages required. The Contractor shall give the Owner not less than thirty (30) days' prior written notice of cancellation, non-renewal, or material reduction of any required coverage, and not less than ten (10) days' prior written notice of cancellation for non-payment of premium. The Contractor shall maintain continuous coverage for the duration of the Work and shall furnish renewal certificates before the expiration of any required policy. This requirement is in addition to, and does not limit, the Contractor's notice obligations under Section 11.1.4.

11.2 OWNER'S INSURANCE

11.2.4 Add new subparagraph:

The Owner shall purchase and maintain all-risk Builders Risk insurance in an amount equal to the construction cost. The Owner's Builders Risk insurance covers only building materials and equipment that become a part of the Work; it does not cover the Contractor's personal property, including tools and equipment. The policy shall include the interests of the Owner, the Contractor, Subcontractors, and Sub-subcontractors in the Work, and shall name the Contractor as an additional insured. Builders Risk coverage shall be written on standard industry forms with usual policy exclusions, including but not limited to flood and earthquake.

11.2.5 Add new subparagraph:

The Contractor shall carry Special Form Property coverage on equipment, tools, and materials owned or rented by the Contractor, in an amount determined by the Contractor. The Owner's Builders Risk policy does not cover theft of or damage to the Contractor's tools and equipment.

11.2.6 Add new subparagraph:

The Contractor shall pay a deductible of One Thousand Dollars (\$1,000) for each claim made against the Owner's Builders Risk policy. When a loss occurs, the Contractor shall notify the Owner within three (3) working days so that a report may be made to the insurer, and shall furnish to the Owner a detailed written report of the loss within ten (10) working days of the loss.

ARTICLE 12 - UNCOVERING AND CORRECTION OF WORK

12.2 CORRECTION OF WORK

12.2.6 Add new subparagraph:

The Contractor shall guarantee all work against faulty workmanship and materials for a period of one (1) year after the date of final acceptance of the work by the Owner unless otherwise set out in the "General Requirements." The Contractor shall repair or replace any defective workmanship and materials in a manner acceptable to the Owner, without expense to the Owner, within ten (10) days. In the event the Contractor fails to respond, the Owner shall make said repairs or replacements and charge the cost to the Contractor.

ARTICLE 13 - MISCELLANEOUS PROVISIONS

13.8 USE OF PREMISES

13.8 Add new paragraph:

The Owner reserves the right to enter the premises and to store or attach fixtures and furniture, provided such use does not interfere with completion of the Contractor's

work and does not otherwise affect the Contract. Upon certification by the Design Professional that the Work is substantially complete, the Owner may occupy the premises. Such occupancy does not constitute acceptance of the Work and does not relieve the Contractor of the obligation to complete the Work. The Owner shall be responsible for actual damage to the building caused by the Owner's occupancy.

ARTICLE 14 - TERMINATION OR SUSPENSION OF THE CONTRACT

Add new subparagraph:

14.4 EMERGENCY TERMINATION

14.4.4 Add new paragraph:

The provisions of law contained in Chapter 573A of the Code of Iowa to provide for the termination of contracts for the construction of public improvements when construction or work thereon is stopped because of a national emergency shall apply to and become a part of this contract and shall be binding upon all parties hereto, including Subcontractors and Sureties upon any bond given or filed in connection therewith.

1.10 LIMITATION OF LIABILITY

- A. To the fullest extent permitted by law, the total aggregate liability of each member of the Consultant Team to the Owner and to the Contractor, for any and all claims arising out of or relating to the Project, whether in contract, tort, or otherwise, shall not exceed the total compensation received by that member for services rendered on the Project, or the available proceeds of that member's professional liability insurance, whichever is greater. In no event shall any member of the Consultant Team be liable for consequential, incidental, or indirect damages.

1.11 NO THIRD-PARTY BENEFICIARY

- A. Nothing in the Contract Documents shall be construed to create a contractual relationship of any kind between the Consultant Team or their respective subconsultants and the Contractor, between the Owner and a Subcontractor, or between any persons or entities other than the Owner and the Contractor. No provision of any agreement between the Owner and a member of the Consultant Team shall create any right or cause of action in favor of the Contractor, and the Contractor is not a third-party beneficiary of any such agreement. Notwithstanding the foregoing, the members of the Consultant Team are intended third-party beneficiaries of Section 3.18.3 of these Supplementary Conditions and of Article 1.10 above, solely for the purpose of enforcing those provisions.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION

SECTION 01 12 00 - MULTIPLE CONTRACT SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes a summary of each contract, including responsibilities for coordination and temporary facilities and controls.

1.2 PROJECT COORDINATOR

- A. The Owner will serve as the Project Coordinator and shall be responsible for coordination between all trades.
- B. The general construction contract shall prepare, maintain, and update the Master Project Schedule in accordance with Article 1.4 and shall report to the Project Coordinator. Preparation of the Master Project Schedule does not transfer coordination authority or responsibility to the general construction contract.

1.3 PROJECT COORDINATOR RESPONSIBILITIES

- A. Project coordinator shall perform Project coordination activities for the multiple contracts, including, but not limited to, the following:
 - 1. Provide typical overall coordination of the work contracts.
 - 2. Coordinate shared access to workspaces.
 - 3. Coordinate, schedule, and approve interruptions of permanent utilities, including those necessary to make connections for temporary and permanent services.
 - 4. Coordinate operations of each contract and Owner's construction forces.
 - 5. Provide information necessary to adjust, move, or relocate existing utilities affected by construction.

1.4 MASTER PROJECT SCHEDULE

- A. Master Project Schedule: The General Construction Contract, CVI 2500-2, shall prepare and maintain one comprehensive Master Project Schedule covering the Work of all Contracts, all trades, and the work by Owner described in Article 1.7, including delivery and installation of Owner-furnished items and Owner move-in. Submit the initial Master Project Schedule to the Project Coordinator within 14 days of Notice to Proceed.
- B. Contractor Input: Each Contractor shall furnish to the General Construction Contract, within 7 days of Notice to Proceed and monthly thereafter, its activities, durations, sequence and interdependencies, submittal and procurement milestones, long-lead delivery dates, and planned manpower, and shall promptly report any change in its planned sequence.

- C. Owner Input: The Owner will furnish dates for the work by Owner and for Owner-procured items on the same cycle.
- D. Updates: The General Construction Contract shall update and adjust the Master Project Schedule during the course of the Project to reflect actual progress, revised sequencing, change orders, and approved time extensions, and shall issue the updated schedule to the Project Coordinator, the Design Professional, and all Contractors not less than monthly.
- E. Work by Owner: If the Owner does not furnish dates for the work by Owner, the General Construction Contract shall proceed on reasonable assumed dates and the Owner shall bear the resulting schedule impact.
- F. No Relief: Preparation and maintenance of the Master Project Schedule does not relieve any Contractor of responsibility for its own means, methods, and sequences, or for achieving the times of completion, and does not alter the Owner's role as Project Coordinator under Article 1.2.

1.5 GENERAL REQUIREMENTS OF CONTRACTS

- A. Extent of Contract: Unless the Agreement contains a more specific description of the Work of each Contract, requirements indicated on Drawings and in Specification Sections determine which contract includes a specific element of Project.
 - 1. Unless otherwise indicated, the work described in this Section for each contract shall be complete systems and assemblies, including products, components, accessories, and installation required by the Contract Documents.
 - 2. Each contract shall provide, for its own work: trenches and other excavation; blocking, backing panels, sleeves, and metal fabrication supports; access panels, furnished and installed; equipment pads.
- B. Substitutions: Each contractor shall cooperate with other contractors involved to coordinate approved substitutions with remainder of the work.
 - 1. Project coordinator shall coordinate substitutions.
- C. Temporary Facilities and Controls: Each contractor is responsible for the following:
 - 1. Plug-in electric power cords and extension cords, supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
 - 2. Its own field office, if required, complete with necessary furniture and utilities.
 - 3. Its own cellular telephone service.
 - 4. Its own storage and fabrication sheds.
 - 5. Staging and scaffolding for its own construction activities.
 - 6. General hoisting facilities for its own construction activities.

7. Collection and legal disposal of its own hazardous, dangerous, unsanitary, or other harmful waste materials.
 8. Secure lockup of its own tools, materials, and equipment.
 9. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.
 10. Safety precautions and programs for its own construction activities, including personal protective equipment and the trade-specific measures described in Paragraph I below.
- D. Temporary Heating, Cooling, and Ventilation: The general construction contract shall provide temporary heating, cooling, and ventilation as necessary to maintain adequate protection of the Work during construction, including utility-use charges, temporary meters, and temporary connections. The existing rooftop units may remain in service until changeover to the new units; the general construction contract shall coordinate the changeover sequence with the mechanical contract, CVI 2500-3, and the Project Coordinator, and shall provide supplemental temporary heating and cooling as required during and after changeover.
- E. Temporary Water and Sanitary Facilities: The general construction contract shall provide temporary water for the use of all Contracts, including utility-use charges, temporary meters, and temporary connections. The general construction contract shall also provide, maintain, and service portable toilets in quantity sufficient for the use of all Contracts, and shall remove them at completion.
- F. Temporary Power and Lighting: The electrical contract shall provide temporary power and lighting for the use of all Contracts, including utility-use charges, temporary meters, and temporary connections. Each Contractor remains responsible for the plug-in cords and supplementary task lighting described in Paragraph C above.
- G. Dust Control and Temporary Barriers: The general construction contract shall provide, maintain, and remove at completion the temporary dustproof partitions and barriers indicated on the Drawings, and shall maintain dust control to prevent construction dust and debris from migrating into adjacent occupied or operating areas. Each Contractor shall control dust generated by its own work and shall not breach or alter a temporary barrier without the concurrence of the general construction contract and the Project Coordinator.
- H. Cleaning:
1. Each Contractor shall clean the areas affected by its work on a continuing basis as the work progresses, shall remove its own rubbish, debris, and surplus material from the site, and shall leave its work areas broom clean at the end of each work day.
 2. The general construction contract shall provide, maintain, and service waste containers for the Project for ordinary construction debris, and shall remove and legally dispose of the contents. Each Contractor shall deposit its own rubbish and debris in the containers provided. Hazardous, dangerous, unsanitary, or other harmful waste materials remain the responsibility of each Contractor under Paragraph C above.

3. The general construction contract shall provide general housekeeping of common areas and shall conduct final cleaning of all spaces before Owner occupancy, including floors, walls, ceilings, glass, light fixtures, exposed equipment surfaces, and installed casework, so that the Project is ready for Owner occupancy.
4. Final cleaning by the general construction contract does not relieve any Contractor of its obligation to clean and protect its own work, or to remove labels, protective coverings, construction residue, and stains resulting from its own work.
5. If a Contractor fails to clean as required, the Owner may, after 24 hours' written notice, cause the cleaning to be performed and assess the cost against that Contractor.

I. Site Safety:

1. The general construction contract, CVI 2500-2, shall administer the site safety program for the Project; conduct a site safety orientation for each Contractor before that Contractor begins work on site; provide, maintain, and remove at completion the shared safety measures, including barricades, guarding of floor and roof openings, temporary railings, warning signage, and fire extinguishers in common areas; post emergency contact information, emergency egress routes, and first aid provisions; conduct documented safety inspections of the site not less than weekly; and include safety coordination in the regular coordination meetings. Performance of these activities does not make the general construction contract responsible for the safety of another Contractor's employees or operations or for another Contractor's compliance with OSHA and other applicable safety laws.
2. Each Contractor remains responsible for the safety of its own employees and operations, including compliance with OSHA and all other applicable safety laws and regulations; designation of a competent person present on site during its operations; the safety measures and personal protective equipment specific to its own trade and equipment; lockout/tagout of systems on which it works; hot work permits; and the staging, scaffolding, and hoisting described in Paragraph C above.
3. Each Contractor shall comply with the site safety program, attend the safety orientation, and promptly report accidents, injuries, and unsafe conditions to the General Construction Contract and the Project Coordinator. Report recordable injuries in writing within 24 hours.
4. The general construction contract may stop an operation that presents an immediate threat of injury to persons, and the affected Contractor shall comply until the condition is corrected. Such a stop is a safety measure only and does not constitute direction of the affected Contractor's means, methods, or sequences.
5. If a Contractor fails to correct an unsafe condition, the Owner may, after written notice, cause the condition to be corrected and assess the cost against that Contractor. Where a condition presents an immediate threat of injury, correction may proceed without prior notice.

1.6 CONSTRUCTION CONTRACTS SCHEDULE

- A. The Work is divided into the separate Contracts listed below. Each Contract includes Division 00 - Procurement and Contracting Requirements and Division 01 - General Requirements in addition to the Specification Sections applicable to that Contract. The Drawings listed for each Contract identify the Drawings on which that Contract's Work is principally shown. They do not limit any Contractor's obligation to examine the entire set of Drawings and Specifications and to coordinate all interfaces with the Work of other Contracts. Where a Contractor's Work is shown on, or affected by, a Drawing not listed for its Contract, that Drawing applies to that Contract. Coordination Drawings are listed for convenience and are not exhaustive. Where a list conflicts with the Drawings, the Drawings govern; report any conflict to the Project Coordinator before bid.

1. CVI 2500-1 - Kitchen Equipment

- a. Scope:
 - 1) Kitchen equipment, walk in coolers and freezer.
- b. Drawings and Specifications: CVR, G101, G102, K101, K102
- c. Coordination Drawings: A101, A103, A601, M101, M601, P101, E102 — for equipment locations, rough-in, hood interface, and final connections by other Contracts.

2. CVI 2500-2 - General Construction

- a. Scope:
 - 1) Demolition, including existing walk-in coolers and freezer
 - 2) Concrete
 - 3) Steel Framing and Metal Decking
 - 4) Gypsum Board Finishes
 - 5) Aluminum Doors and Frames
 - 6) FRP Paneling
 - 7) Lay In Ceiling
 - 8) Roofing
 - 9) HM Doors and Frames
 - 10) Millwork and casework (countertops furnished and installed by Owner)
 - 11) Painting

- 12) Wall Tile
 - 13) Preparation and maintenance of the Master Project Schedule in accordance with Article 1.4.
 - 14) Final cleaning of all spaces before Owner occupancy in accordance with Article 1.5.
 - 15) Waste containers for the Project, including maintenance, servicing, and legal disposal of contents.
 - 16) Temporary water for the use of all Contracts.
 - 17) Temporary dustproof partitions, barriers, and dust control.
 - 18) Portable toilets for the use of all Contracts, including maintenance, servicing, and removal at completion.
 - 19) Site safety orientation, shared site safety measures, administration of the site safety program, and documented weekly site safety inspections in accordance with Article 1.5.
 - 20) Temporary heating, cooling, and ventilation for the protection of the Work, in accordance with Article 1.5.
- b. Drawings and Specifications: CVR, G101, G102, A001, A101, A102, A103, A201, A301, A601, SD101, S101, S102, S103, S501, S502, S503, S504, S901
 - c. Coordination Drawings: K101 and K102 — blocking, backing, and substrate at equipment. M101 and M102 — rooftop unit locations and curbs. E100 — combined site plan.

3. CVI 2500-3 - Mechanical and Plumbing

- a. Scope:
 - 1) Make up air equipment (MAU's)
 - 2) RTU's
 - 3) Kitchen and dish hoods
 - 4) Ductwork and accessories
 - 5) Diffusers
 - 6) Exhaust fans
 - 7) Unit heaters

- 8) HVAC controls
 - 9) Plumbing fixtures
 - 10) Plumbing piping
 - 11) Grease Interceptor
 - 12) Site work in relation to installation of Grease Interceptor and grease piping
 - 13) Connections to kitchen equipment
 - 14) Water Heater
 - 15) Fire Protection
- b. Drawings and Specifications: CVR, G101, G102, F000, F101, P000, PD001, PD101, P001, P101, P501, P601, M000, M001, M011, MD101, M101, M102, M501, M701, M601
 - c. Coordination Drawings: S102 and S103 — rooftop unit framing and support. K101 and K102 — equipment connections and hoods. A102 — roof penetrations. E601 — motor and equipment power.

4. CVI 2500-4 - Electrical / Data / Telephone

- a. Scope:
 - 1) Power Distribution
 - 2) Transformers
 - 3) Transformer pad concrete
 - 4) Panelboards and breakers
 - 5) Conduit, boxes, and wire
 - 6) Fire Alarm
 - 7) Electrical Devices
 - 8) Lighting
 - 9) Lighting Controls
 - 10) Telecommunications
 - 11) Equipment connections
 - 12) Temporary power and lighting for the use of all Contracts.

- b. Drawings and Specifications: CVR, G101, G102, E000, E001, ED101, E100, E101, E102, E103, E501, E601
- c. Coordination Drawings: K101 and K102 — equipment connections. M601 and M701 — mechanical equipment and controls power. S102 and S103 — rooftop unit locations. A101 and A103 — device and lighting locations.

5. CVI 2500-5 - Sectional and Coiling Doors

- a. Scope:
 - 1) Openings OH1 and OH2
- b. Drawings and Specifications: CVR, G101, G102, A101, A103, A201, A301, A601 — openings OH1 and OH2
- c. Coordination Drawings: S101 and S102 — structural framing at openings. E101 — power and controls to operators.

6. CVI 2500-6 - Floor Finishes

- a. Scope:
 - 1) Urethane flooring system and integral base.
 - 2) Polished concrete system
- b. Drawings and Specifications: CVR, G101, G102, A101, A103, A201, A301, A601
- c. Coordination Drawings: PD001 and P001 — underfloor work preceding floor finishes. S101 — slab and footing conditions.

1.7 WORK BY OWNER

- A. The following work will be performed by the Owner's own forces and is not included in any Contract:
 - 1. Countertops, including support brackets and sealing, furnished and installed by the Owner.
 - 2. Installation of point of sale units. Refer to the Electrical and Technology Responsibility Matrix in Article 1.8 for the assignment of data and telecommunications work.
 - 3. Menu boards, display televisions, and television and display mounts.
 - 4. Cash register drawers.
 - 5. Washer and dryer appliances.

6. Removal of existing equipment not attached to the building structure or walls, performed by the Owner prior to the commencement of construction.
 7. Portable fire extinguishers and fire extinguisher cabinets. Temporary construction fire extinguishers remain the responsibility of the Contractor under Article 1.5.
 8. Seeding and landscaping.
 9. Sneeze guards and food shields.
 10. Employee lockers.
 11. Signage, by the Owner or the Owner's separate vendor, excluding illuminated exit signage. Exit signs and emergency egress lighting are furnished and installed under Contract CVI 2500-4, Electrical / Data / Telephone, as indicated in the Electrical and Technology Responsibility Matrix.
 12. Other items identified as work by Owner in the responsibility matrices.
- B. Each Contractor shall provide the blocking, backing, rough-in, and utility connections indicated on the Drawings to receive work by the Owner's forces, and shall coordinate the scheduling of that work with the Project Coordinator.
- C. Work by the Owner is limited to furnishing and installing the items listed above, together with the work assigned to the Owner in the responsibility matrices in Article 1.8. Refer to the responsibility matrices for the assignment of connections to Owner-furnished equipment.
- D. Work performed at the site by the Owner's own forces is subject to Article 6 of the General Conditions.

1.8 RESPONSIBILITY MATRICES

- A. The matrices below identify the parties responsible for furnishing and installing each scope item.
- B. Where a conflict exists between this matrix and the Drawings or Specifications, the matrices shall govern.
- C. Mechanical, Plumbing, and Fire Protection Responsibility Matrix:

ITEM	FURNISHED BY	INSTALLED BY
FIRE PROTECTION		
SPRINKLER PIPING	F.P.C.	F.P.C.
SPRINKLER HEADS	F.P.C.	F.P.C.
DRY PENDANT SPRINKLERS	F.P.C.	F.P.C.
SPRINKLER PIPE HANGERS & SUPPORTS	F.P.C.	F.P.C.
AUXILIARY DRAINS	F.P.C.	F.P.C.
HYDRAULIC CALCULATIONS	F.P.C.	F.P.C.
SPRINKLER SHOP DRAWINGS	F.P.C.	F.P.C.
FIRE SPRINKLER TESTING & FLUSHING	F.P.C.	F.P.C.
SPARE SPRINKLER CABINET	F.P.C.	F.P.C.

ITEM	FURNISHED BY	INSTALLED BY
FIRE ALARM INTERFACE WIRING	E.C.	E.C.
PLUMBING		
DOMESTIC COLD WATER PIPING	P.C.	P.C.
DOMESTIC HOT WATER PIPING	P.C.	P.C.
DOMESTIC HOT WATER RECIRCULATION PIPING	P.C.	P.C.
SANITARY WASTE PIPING	P.C.	P.C.
VENT PIPING	P.C.	P.C.
GREASE WASTE PIPING	P.C.	P.C.
GREASE INTERCEPTOR	P.C.	P.C.
FLOOR DRAINS	P.C.	P.C.
FLOOR SINKS	P.C.	P.C.
CLEANOUTS	P.C.	P.C.
YARD CLEANOUTS	P.C.	P.C.
PIPE INSULATION	P.C.	P.C.
PIPE HANGERS & SUPPORTS	P.C.	P.C.
ELECTRIC WATER HEATER	P.C.	P.C.
HOT WATER RECIRCULATION PUMP	P.C.	P.C.
EXPANSION TANK	P.C.	P.C.
THERMOSTATIC MIXING VALVE	P.C.	P.C.
WALL BOXES	P.C.	P.C.
MOP BASIN	P.C.	P.C.
FINAL PLUMBING CONNECTIONS	P.C.	P.C.
PLUMBING SYSTEM TESTING & DISINFECTION	P.C.	P.C.
WATER HEATER POWER CONNECTION	E.C.	E.C.
RECIRCULATION PUMP POWER CONNECTION	E.C.	E.C.
HVAC		
ROOFTOP AIR HANDLING UNITS (RTU)	M.C.	M.C.
MAKEUP AIR UNITS (MAU)	M.C.	M.C.
EXHAUST FANS (EF)	M.C.	M.C.
CABINET UNIT HEATERS (CUH)	M.C.	M.C.
COOKING EXHAUST HOODS (KEH)	M.C.	M.C.
DISH EXHAUST HOODS (KEH)	M.C.	M.C.
ROOF CURBS	M.C.	M.C.
DUCTWORK	M.C.	M.C.
FLEXIBLE DUCT CONNECTIONS	M.C.	M.C.
DUCT INSULATION	M.C.	M.C.
DIFFUSERS / GRILLES / REGISTERS	M.C.	M.C.
BALANCING DAMPERS	M.C.	M.C.
DUCT ACCESS DOORS	M.C.	M.C.
CONDENSATE DRAIN PIPING	M.C.	M.C.
HVAC VIBRATION ISOLATION	M.C.	M.C.
HVAC EQUIPMENT STARTUP	MFR	MFR
TESTING, ADJUSTING & BALANCING (TAB)	M.C.	M.C.
HVAC EQUIPMENT POWER CONNECTIONS	E.C.	E.C.
HVAC EQUIPMENT DISCONNECTS	E.C.	E.C.
PACKAGED UNIT CONTROLS	MFR	MFR
BACNET INTERFACES	MFR	MFR
TEMPERATURE SENSORS	M.C.	T.C.
CONTROL WIRING	M.C.	T.C.
BUILDING AUTOMATION SYSTEM INTEGRATION	T.C.	T.C.
NATURAL GAS PIPING	M.C.	M.C.
GAS PRESSURE REGULATORS	M.C.	M.C.
GAS SHUTOFF VALVES	M.C.	M.C.
GAS SOLENOID VALVES	M.C.	M.C.

Key:

E.C. = Electrical Contractor ·
T.C. = Temperature Controls Contractor ·
M.C. = Mechanical Contractor ·
P.C. = Plumbing Contractor ·
F.P.C. = Fire Protection Contractor ·
MFR = Manufacturer / Factory Rep

D. Electrical and Technology Responsibility Matrix:

ITEM	FURNISHED BY	INSTALLED BY
POWER DISTRIBUTION		
SITE TRANSFORMER FEEDER (PRIMARY AND SECONDARY)	E.C.	E.C.
SITE TRANSFORMER	OWNER	E.C.
SITE TRANSFORMER TERMINAL LUGS	E.C.	E.C.
TRANSFORMER TERMINATIONS	N/A	E.C.
GROUNDING ELECTRODE	E.C.	E.C.
DISTRIBUTION PANELBOARD	OWNER	E.C.
BRANCH PANELBOARDS	OWNER	E.C.
BREAKERS IN EXISTING PANELS	E.C.	E.C.
POWER SYSTEMS		
BRANCH CIRCUIT WIRING	E.C.	E.C.
CONDUIT / RACEWAYS / CONDUCTOR	E.C.	E.C.
DISCONNECT SWITCHES	E.C.	E.C.
MOTOR STARTERS (NON-PACKAGED) / VFDS (IF STANDALONE)	E.C.	E.C.
RECEPTACLES	E.C.	E.C.
TRENCHING AND BACKFILL (SITE ELECTRICAL)	E.C.	E.C.
CORE DRILLING AND PATCHING	E.C.	E.C.
TEMPORARY POWER	E.C.	E.C.
EQUIPMENT / HOUSEKEEPING PADS	E.C.	E.C.
LIGHTING SYSTEMS		
INTERIOR LIGHTING FIXTURES	E.C.	E.C.
LIGHTING CONTROLS (SWITCHES, SENSORS)	E.C.	E.C.
LIGHTING CONTROL SYSTEM (CENTRALIZED PANELS, RELAYS)	E.C.	E.C.
EMERGENCY / EGRESS LIGHTING & EXIT SIGNS	E.C.	E.C.
TEMPORARY LIGHTING	E.C.	E.C.
SPECIAL ELECTRICAL EQUIPMENT		
SURGE PROTECTIVE DEVICES (SPD)	OWNER	E.C.
EQUIPMENT CONNECTIONS (FINAL ELECTRICAL CONNECTIONS)	E.C.	E.C.
ARC FLASH / COORDINATION / SHORT CIRCUIT STUDY	E.C.	N/A
ARC FLASH & EQUIPMENT LABELING (NEC 110.16)	E.C.	E.C.
MECHANICAL / EQUIPMENT CONNECTIONS		
HVAC EQUIPMENT POWER CONNECTIONS	E.C.	E.C.
PLUMBING EQUIPMENT POWER CONNECTIONS	E.C.	E.C.
EQUIPMENT DISCONNECTS	E.C.	E.C.
VFDS FURNISHED WITH MECHANICAL EQUIPMENT (PACKAGED)	M.C.	E.C.
TECHNOLOGY – DATA CABLING & SERVICE ONLY		
TELECOM GROUNDING/BONDING	E.C.	E.C.
TELECOM SERVICE ENTRANCE	E.C.	E.C.
DEMARCATON POINT EQUIPMENT	E.C.	E.C.
TELECOM RACKS/CABINETS	E.C.	E.C.
RACK PDUS / PLUG STRIPS	E.C.	E.C.
CABLE TRAY / LADDER RACK	E.C.	E.C.
CONDUITS FOR TELECOM PATHWAYS	E.C.	E.C.

ITEM	FURNISHED BY	INSTALLED BY
SLEEVES AND PENETRATIONS	E.C.	E.C.
HORIZONTAL DATA CABLING (CAT6, ETC.)	E.C.	E.C.
TERMINATIONS (JACKS, PATCH PANELS)	E.C.	E.C.
PATCH CORDS (STATION SIDE)	E.C.	E.C.
PATCH CORDS (EQUIPMENT SIDE)	E.C.	E.C.
DATA OUTLETS (FACEPLATES, JACKS)	E.C.	E.C.
WIRELESS ACCESS POINTS (WAPS)	OWNER IT	OWNER IT
NETWORK SWITCHES	OWNER IT	OWNER IT
TESTING AND CERTIFICATION OF CABLING	E.C.	E.C.
LABELING (TELECOM SYSTEM)	E.C.	E.C.

Key:

E.C. = Electrical Contractor ·
 T.C. = Technology Contractor ·
 M.C. = Mechanical Contractor ·
 C.M. = Construction Manager ·
 MFR = Manufacturer / Factory Rep ·
 OWNER = Owner Provided / Installed ·
 N/A = Not Applicable / Not Shown on Drawings

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION