

ADDENDUM NO. 2

TO THE CONTRACT DOCUMENTS FOR:

**RAMAPO COLLEGE OF NEW JERSEY
PRESIDENT'S OFFICE SUITE ALTERATIONS
RCNJ PROJECT No.: 2014-24-03C
RSC PROJECT No.: 94-14-002**

FOR THE: RAMAPO COLLEGE OF NEW JERSEY
505 Ramapo Valley Road, Mahwah, NJ 07430

DATE: January 28, 2016

NOTICE TO BIDDERS:

This Addendum contains changes to the requirements for the Contract Drawings and/or Specifications. Said changes shall be incorporated into the Contract Documents and shall apply to the Work with the same meaning and force as if they had been included in the original documents. Whenever this Addendum modifies a portion of any paragraph of the Specifications, or a portion of any of the Drawings, the remainder of the paragraph or drawing affected shall remain in force.

The conditions and terms of the basic specifications shall govern all Work described in this Addendum. Where the conditions of work and the quality or quantity of materials or workmanship are not fully described in this Addendum, the conditions of work, etc., included in the basic specifications for similar items of work shall apply to the Work described in this Addendum.

Bidder shall acknowledge receipt of this addendum on the Bid Proposal Form provided in the Bid proposal package.

The following documents were revised and are attached as part of this Addendum:

- Pre Bid-Meeting Minutes
- Section 03 – Bid Cover Page – Form C100
- Section 04 – Bidder Classifications and Qualifications – Form C102
- Section 05 – Proposal Form – Form C103
- Section 06 – Non-Collusion Affidavit – Form C104
- Division 012100 – Allowances

The following documents were revised and are attached as part of this Addendum:

- Drawing A0.0
- Drawing A1.0
- Drawing A8.0
- Drawing A8.1
- Drawing M1.0
- Drawing E1.0
- Drawing E2.0

The following questions were asked during the pre-bid meeting and/or via RFI:

1. **Q.** Is the specified carpet to be glued down or installed over cushion?
A. The basis of design carpet found in specification section 09816 calls for a secondary backing. The “Cushion-Loc” bottom layer as specified comes attached to the broadloom carpet from manufacturing. Cushion-Loc layer to be glued down.
2. **Q.** Where is the fire alarm panel?
A. Fire alarm panel is located in the basement of the mansion.
3. **Q.** The current electrical panel in the attic presents insufficient spare for new electrical work. What alternative approach should be considered?
A. Provide a new 30 circuit electrical sub-panel in attic for all new electrical work as noted on drawings. The sub panel shall be tied to existing panel.
4. **Q.** Please clarify scope of work as described in demolition key note #7 in Drawing A1.0
A. The scope of work intended with this note is the removal of the existing drywall below existing window to expose studs.
5. **Q.** Please clarify note #7 on drawing E2.0 in reference to conduit, is it hard pipe or flexible? What does it mean “Walls shall be cut open to run all work in wall”?
A. All new electrical work shall be fed down from attic in wall cavity utilizing flexible aluminum conduits. In regards to wall cutting, this refers to areas where new receptacles, junction boxes for light fixtures and light fixtures switches will be installed.
6. **Q.** Provide light fixture specification for Hi-Hats in Ground Office.
A. All Hi-Hats are specified in drawing E2.0. The Hi-Hats for the ground floor office are the same as those on the second floor.
7. **Q.** Please clarify the scope of work for the ductless split system needing Model number and clarification of utilizing existing or new circuit for unit.
A. The model number for the interior and exterior unit can be found in Mechanical Plan Key Notes; note #1 on Drawing M1.0. Provide new circuit, disconnect switch, refrigerant and condensate line for new system. Note# 24 on Drawing A1.0 takes precedent in clarifying the demolition scope of work. All items per this note, shall be provided.
8. **Q.** Please clarify the location of the electrical distribution equipment.
A. The main electrical distribution equipment is located in the basement of the mansion. Coordinate with Note #8 on Drawing E1.0.
9. **Q.** Please clarify specification section 015000 section 3.4.
A. The requirements of under this section are general. Bidders shall be responsible solely on those items applicable to this project. (i.e. A, B and any other applicable to this project).
10. **Q.** Please clarify how to address the scope of work that is described in the Construction Drawings for room #203A. Drawing A1.0 note #10 describes to report visual damages to the roof structure. Drawing A2.0 note #9 states to replace all damaged roof members. In addition, this scope of work ties to section 012200 “unit prices”. There are too many unknown to properly provide a unit price and further, the existing roof is copper and this adds to the difficulty of properly repairing any potential damage. What is the most appropriate for the address this work.

A. Due to the nature and complexity of the work, Bidders shall include an allowance to address the potential findings. The allowance section and the bid proposal form are added with this addendum with the dollar amount. In addition, note#10 of the demolition key notes remains.

11. Q. Please clarify that there are no patterns, multiple colors as it relates to the ceramic floor and wall tiles.

A. Drawing A8.0 detail 1 shows the pattern and height for the ceramic wall tiles. The basis of design by Daltile Porcelain 2" Hexagon Mosaic in D317 for floor and Daltile Semi-Gloss Subway Tile 4.5" x 8" in 0100 or approved equal.

12. Q. Please confirm that specification Section 070150.19 "Preparing for Re-Roofing" does not apply to this project.

A. This specification section remains and shall be utilized in correlation with allowance no. 3.

13. Q. Please provide a sign schedule for this project.

A. Please note, the procurement, style, and cost of signage shall be by Owner (RCNJ). The installation and mounting shall be by Bidder. Bidder shall allow for one sign for each of the affected offices and auxiliary spaces of the second floor are only. The basis of mounting the sign can be found in Drawing A8.1.

14. Q. Please clarify how to protect carpet area associated with Alternate No. 1 in the event that the alternated is not accepted.

A. Bidder shall protect the carpet by utilizing at a minimum heavy duty temporary floor protection with such product as "Ram Board" or equal and all seams shall be taped.

15. Q. Please clarify how to address the existing base moldings and door casings in the addendums of adding hardwood flooring is accepted.

A. This a means and method for the bidder. At a minimum, a tool which utilizes a flush cut blade may be used, but the final execution is for the Bidder to decide.

The following are additional note as part of this Addendum:

A. Selected staff, primarily on First Floor will relocate out of the building with portions of their furnishings left behind. The Bidder shall take precautions (i.e. tarps, plastic coverings) as necessary to prevent the intrusion of dust and debris where necessary. For applicable alternates chosen, the Bidder shall erect temporary barriers, and/or dust enclosures for the entry and exiting of occupants in adjacent spaces at both the First and Second floors.

B. An additional site visit opportunity will be made available (NO Q&A) for Tuesday afternoon, February 2, 2016, between the hours of 1:00 PM to 4:00 PM for access to the work, basement, and attic spaces. Please contact Debi Elezovic at 201-684-7336 to make arrangements in advance.

C. Prevailing wage rates are applicable to the work for this project.

END OF ADDENDUM NO. 2



MEETING MINUTES

DATE:12/17/15

PROJECT: President's Office Suite Alterations

RCNJ Project No.: 2014-24-03C

RE: Pre-Bid Meeting

ATTENDEES:

Aydin Atakent
Jerry Russano
Michael Ciccarelli
Michael Ciccarelli
Craig Miller Jr.
Bill Cole
Mike Golden
Rob Turner
Tommy Vekoski
Filip Nikolie
Bob Doric
Richard Perrin
Gene Dubicki
Steve Sondey
Raymond Concepcion

COMPANY:

Practical LLC
GPC Inc.
Grove Construction
NEIE Construction
UniMak LLC
Vanas Construction
ML Inc.
Brahma Construction
Billy Contracting & Restoration Inc.
BGD Construction
Slate Construction
Di Carolis Associates
Ramapo College of NJ
Ramapo College of NJ
RSC Architects

The following items were discussed at the above reference meeting:

- The bid opening remains as January 26, 2016 (**Revised to February 9, 2016**). It is due by 2pm in the Wing D in room D116.
- The Q&A period deadline will be January 6, 2016 (**Revised to January 15, 2016**).
- There will be one-addendum issued that will include the topics covered during the Q&A period, the meeting minutes and any documents that require revisions. The addendum will appear in the paper on January 13, 2016 (**Addendum #1 to appear in the paper on January 14, 2016 and Addendum #2 to appear in the paper on January 28, 2016**).
- During the Q&A period, all questions should be directed to Ken Mihalik of RSC Architects. His contact information (t) 201-917-2748 and (e) kmihalik@rscarchitects.com.
- Construction is anticipated to commence on March 21, 2016. The construction date is based on the relocation of the building occupants; the relocation is scheduled to occur during the college spring break.
- Substantial completion of the project is August 1, 2016.
- The notice to proceed is anticipated to occur approximately one month prior to the relocation of occupants. This will allow the contractor to review contract and commence submitting submittals for review.

- During the construction period, the college anticipates re-building the exterior entryway and stairs to the mansion. Today's Bidders will be informed when this project is out to bid.
- Revised Bid Proposal form will be included in Addendum #1 (**Revised to Addendum #2**)
- Bidders were advised to take extra care when filling out the bid proposal form
- RSC provided a description of the scope of work prior to the walkthrough. In addition, it was stated that the second floor would be sectioned off to allow contractors to perform the work.
- The following questions were brought up in the meeting:
 - Has the paint and finishes tested for asbestos?
 - § No and the college does not have an environmental report. RSC stated that as part of the pricing, there is testing allowance to address this concern.
 - Who is the window manufacturer?
 - § RSC stated that it was Pella, but bidders to confirm with bid drawings and specifications.
 - What is the most appropriate way to provide a unit price to repair roof of president's conference room?
 - § RSC would like a formal RFI and the response will be provided.
 - Bidders want to receive a clarification of the scope of work of "sounding the plaster"
 - § RSC would like a formal RFI and the response will be provided
- Hours of operation and additional site visits will be provided/arranged during the Q&A period.
- The successful bidder, when commencing work, shall check in with the facility trailer work desk and all of its employees shall have a visible form of identification (i.e t-shirt).

The above minutes represent my understanding of the matters discussed at this meeting. In case of additions or corrections, please notify me within five (5) working days of receipt of these minutes.

Very truly yours,

RSC ARCHITECTS

Raymond Concepcion

Raymond Concepcion
Job Captain

Cc: All Present

**RAMAPO COLLEGE OF NEW JERSEY
BID REQUEST COVER SHEET
(FOR CONSTRUCTION PROJECTS)**

Bid No.: 2014-24-03C

Opening Date: Tuesday, February 9, 2016

Time: 2:00 pm

Title: President's Office Suite Alterations

This bid request consists of the following documents (marked 'X') attached hereto and made part hereof:

<input checked="" type="checkbox"/> Classification & Qualification of Bidders (C102) – **Note: DPMC Notice of Classification, Uncompleted Contracts Form, and Financial Statement required of bidder. **DPMC Notice of Classification required of subcontractors.	<input checked="" type="checkbox"/> Attachment to Application for Payment (C115)
<input checked="" type="checkbox"/> *Proposal Form (C103)	<input checked="" type="checkbox"/> Campus Map & Travel Directions
<input checked="" type="checkbox"/> *Non-Collusion Affidavit (C104)	<input checked="" type="checkbox"/> Wage Rate Requirement (C114)
<input checked="" type="checkbox"/> *Stockholder Disclosure Form (C105)	<input checked="" type="checkbox"/> Public Works Contractor Registration Act **Note: Certificate required of bidder.
<input checked="" type="checkbox"/> Sample Agreement Between Owner & Contractor (C110)	<input checked="" type="checkbox"/> Partial Project Close Out Check List
<input checked="" type="checkbox"/> *Agreement of Surety Form (C106) – Note: NOT required of subcontractors.	<input checked="" type="checkbox"/> Instructions to Bidders
<input checked="" type="checkbox"/> *Bid Security Form (C107)	<input checked="" type="checkbox"/> Request for Substitution Form
<input checked="" type="checkbox"/> Performance/Payment Bond Forms (C108, C109)	<input checked="" type="checkbox"/> General Conditions
<input checked="" type="checkbox"/> Maintenance/Retainage Bond Forms (C116, C117)	_____ Supplementary Conditions
<input checked="" type="checkbox"/> Affirmative Action Requirement	<input checked="" type="checkbox"/> Drawings and Specifications
<input checked="" type="checkbox"/> Executive Orders No. 34, 151, 189, Public Law 2005 Chapter 51, and Public Law 2013 Chapter 147	_____ Addenda Numbers _____

The bidder is responsible for reviewing the bid request documents and submitting a complete bid proposal package.

* Indicates items in the Project Manual which must be returned with the Bid.

** Indicates items which require submission with the Bid but have no forms provided in the Project Manual.

Note: Prevailing Wage Rate Schedule is not included in the Project Manual. It is available for inspection at the office of the Contracting Officer.

By signing this form, the bidder acknowledges receipt of the aforementioned checked-off documents. (If these documents have been mailed at the request and expense of the bidder, bidder shall acknowledge receipt by signing a copy of this form and returning it immediately to: Director of Purchasing, Ramapo College of NJ, 505 Ramapo Valley Road, Mahwah, NJ 07430.

Name (Printed or Typed)

Signature

Firm Name: _____

R.C.N.J. Project No.: **2014-24-03C**
Bid Due Date: **Tuesday, February 9, 2016**

RAMAPO COLLEGE OF NEW JERSEY

Classification & Qualification of Bidders

Conformance by the bidder and applicable prime subcontractors (i.e. Electrical, Mechanical, Plumbing, and Structural) with statute, N.J.S.A. 52:35 (CLASSIFICATION OF BIDDERS), shall be a condition for acceptance of the contractor's proposal and should be followed very carefully in order to avoid problems arising at time of bid opening and subsequent award to low bidder.

1. The bidder shall include a.) the Division of Property Management and Construction (DPMC) Notice of Classification, b.) Uncompleted Contracts Form, and c.) Financial Statement(s). The bidder shall also include d.) the DPMC Notices of Classification of subcontractors for the respective trades which are a part of the contract.
2. If the bidder performs the work of a subcontractor for a particular trade (prime subcontractor i.e., mechanical, electrical, plumbing and structural) or trades, the bidder shall indicate the bidder's corresponding pre-qualification and DPMC classification for each trade performed. The bidder shall then list the bidder's own company and name in the subcontractor lists and data sheets for those trades.
3. Appeals and/or requests by prospective bidders regarding their classification or the classifications of other bidders shall be made in accordance with the relevant sections enumerated in N.J.S.A. 52:35.

NOTE: Until and unless a bidder and the prime subcontractors have received a classification, the bidder is not eligible or entitled to have a bid considered.

Contracting Officer

**PROPOSAL FORM
RAMAPO COLLEGE OF NEW JERSEY**

Return this proposal in a sealed envelope marked with the Project Bid No. and indicate "Sealed Bid" in the lower left hand corner.

Date: February 9, 2016

RCNJ Project No.: 2014-24-03C

Address all inquiries and correspondence to:

Richard M. Roberts, Contracting Officer
Ramapo College of New Jersey
505 Ramapo Valley Road
Mahwah, NJ 07430
Tel.: (201) 684-7616

Project Title: President's Office Suite Alterations

This proposal will be accepted no later than **2:00 PM Day, Date, Year** after which time all proposals will be publicly opened and read.

The undersigned propose to furnish all labor and materials as called for in the Bidding Documents for:

Bid Amount (Base Bid)

_____ (dollars) (\$_____).
(Lump Sum all trades)

Bidding Documents:

1. Bid Request Dated: February 9, 2016.
2. Drawings Numbered: 11(A0.0, A0.1, A1.0, A2.0, A2.1, A3.0, A8.0, A8.1, M1.0, E1.0, E2.0)
Dated: 12/10/15
3. Project Manual: Volumes 289 pages
Dated: 12/8/15

Time:

1. The work to be performed under this Contract shall be substantially completed by August 1, 2016.
Note: No work shall commence prior to March 21, 2016.
2. Required Milestones:
 - a.) Demolition of existing walls and protection of work area, March 21, 2016.
 - b.) Substantial completion by August 1, 2016.
 - c.) Punch list provided by General Contractor by August 8, 2016.

Pricing to hold good through **90 days after bid due date.**

The contractor must complete required information on the original and all supplemental pages of this proposal. If the information is not properly completed and is not received on time, the bid proposal will not be read and will be rejected.

SUBMIT ONLY ONE BID PROPOSAL AND BID BOND FORM.

Refer to Bid Number in all correspondence.

Please Note: A Certified Check or Bid Bond in amount of 10% of the base bid is required.

Contractors must submit prices for all alternates (or other base bids) when requested, otherwise the bid will be considered non-responsive.

Having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project including availability of materials and labor, Bidder hereby proposes to furnish all labor and materials, and supplies, and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the price stated. This price is to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project within the consecutive calendar days thereafter as stipulated in the specifications. Bidder further agrees to pay as liquidated damages, a sum for each consecutive calendar day thereafter as provided in Article 8.6 in the General Conditions.

Bidder acknowledges and affirms that he has personal knowledge of or has obtained and reviewed a copy of the valid prevailing wage rates for all trades involved in the project, the geographic location of the project as issued by the Commission of the Department of Labor and Industry, Trenton, NJ 08625, (609) 292-2259.

Bidder acknowledges receipt of the following Addenda:

Addendum Number

Date of Addendum

Signature of Principal

FOR SINGLE BID (Lump Sum all trades) ONLY - QUALITY ASSURANCE

FOR BIDDER:

Following are five (5) projects similar to this project recently completed by our firm. (Bidder acknowledges that the College or Architect may contact the Owners or their representatives for references).

1. Owner: _____
Owner's Representative: _____ Tel. No.: () _____
Location: _____
Description: _____
Project Cost: _____
Date Completed: _____

2. Owner: _____
Owner's Representative: _____ Tel. No.: () _____
Location: _____
Description: _____
Project Cost: _____
Date Completed: _____

3. Owner: _____
Owner's Representative: _____ Tel. No.: () _____
Location: _____
Description: _____
Project Cost: _____
Date Completed: _____

4. Owner: _____
Owner's Representative: _____ Tel. No.: () _____
Location: _____
Description: _____
Project Cost: _____
Date Completed: _____

5. Owner: _____
Owner's Representative: _____ Tel. No.: () _____
Location: _____
Description: _____
Project Cost: _____
Date Completed: _____

SUBCONTRACTORS AND THEIR REFERENCES:

List the name and address of each subcontractor.

TRADE: _____

Name: _____

Address: _____

References:

Owner: _____

Owner Representative: _____

Telephone No: _____

Description of Project: _____

Project Cost: _____

Date Completed: _____

Owner: _____

Owner Representative: _____

Telephone No: _____

Description of Project: _____

Project Cost: _____

Date Completed: _____

TRADE: _____

Name: _____

Address: _____

References:

Owner: _____

Owner Representative: _____

Telephone No: _____

Description of Project: _____

Project Cost: _____

Date Completed: _____

Owner: _____

Owner Representative: _____

Telephone No: _____

Description of Project: _____

Project Cost: _____

Date Completed: _____

TRADE: _____
Name: _____
Address: _____

References:

Owner: _____
Owner Representative: _____
Telephone No: _____
Description of Project: _____
Project Cost: _____
Date Completed: _____

Owner: _____
Owner Representative: _____
Telephone No: _____
Description of Project: _____
Project Cost: _____
Date Completed: _____

TRADE: _____
Name: _____
Address: _____

References:

Owner: _____
Owner Representative: _____
Telephone No: _____
Description of Project: _____
Project Cost: _____
Date Completed: _____

Owner: _____
Owner Representative: _____
Telephone No: _____
Description of Project: _____
Project Cost: _____
Date Completed: _____

Additional Trades and their references as applicable:

CONTRACTOR MUST SUBMIT PRICES FOR ALL ALTERNATES AND ALL BASE BIDS, OTHERWISE THE BID WILL BE NON-RESPONSIVE.

ALTERNATE PROPOSALS: DEDUCTIVE (NONE)

ALTERNATE PROPOSALS: ADDITIVE

Alternate No. 1: Remove and dispose of existing carpet, padding and nail strips at the second floor and stair case down to first floor first riser. Upon exposing existing floor, repair any damaged hardwood floor planks by toothing in new plank with a minimum plank overlap of 6". Flooring shall be sanded, receive one coat of stain and finish with three coats of polyurethane sealer (clear). Stain color to be selected by Owner. Coordinate alternate with scope of work on drawing A2.1 and "Unit Price" specification section 012200 for additional information pertaining to this alternate. Total area +/- 430 square feet.

Add the sum of _____ (\$_____)

Alternate No. 2: Remove and dispose of existing carpet, padding and nail strips at the second floor corridor as shown on drawing A2.1. Upon exposing existing floor, repair any damaged hardwood floor planks by toothing in new plank with a minimum plank overlap of 6". Flooring shall be sanded, receive one coat of stain and finish with three coats of polyurethane sealer (clear). Stain color to be selected by Owner. Coordinate alternate with scope of work on drawing A2.1 and "Unit Price" specification section 012200 for additional information pertaining to this alternate. Total area +/- 160 square feet.

Add the sum of _____ (\$_____)

UNIT PRICES:

Unit Prices Item No.	Description of Item (for complete descriptions see specification section 012100-Unit Prices)	Pay Unit	Unit Price	
			Add	Deduct
1	Plaster Repairs	SF		
2	Roof Repairs	SF		
3	Installation of Harwood Flooring	SF		

NOTE: The College reserves the right to award contract upon basis of Lump Sum Bid for entire work or upon any Base Bid or combination of Base Bids that will best serve the interest of the College.

If the Bidder submits a bid for all base bids combined, the total Bid shall be equal to or less than the total of all Base Bids.

ALLOWANCES:

The Bidder agrees that the following allowances have been included in his proposal.

Description	Amount
1. Contingency Allowance	\$40,000.00
2. Testing and Inspection Allowance	\$5,000.00
3. Roof Inspection and Repair Allowance	\$8,000.00

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for bids.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract within 10 days and deliver Performance and Payment Bonds as required in Instructions to Bidders.

The bid security attached in the sum of _____ (\$_____) is to become the property of the State in the event the contract and bond are not executed within the time set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

I certify that our firm is classified by the Division of Property Management and Construction in the approved amount of \$ _____ for _____ (trade), until _____ (expiration date). I further certify that the amount of this bid proposal, including all outstanding incomplete contracts, does not exceed my pre-qualification dollar limit.

Respectfully submitted,

(Seal if bid is by a corporation)

By: _____
(Name of firm)

(Signature)

(Title)

(Business Address)

Telephone No.

Facsimile No.

Any change in ownership information since filing your current financial/experience statement? If yes, attach explanation.

() YES () NO

Federal Identification No.

Social Security No.

RAMAPO COLLEGE OF NEW JERSEY

NON-COLLUSION AFFIDAVIT

Project Title: President's Office Suite Alterations **Bid Due Date:** Tuesday, February 9, 2016 at 2:00pm

STATE OF NEW JERSEY ()
COUNTY OF _____ ()

I, _____ of the City of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____ the bidder making the proposal for the above named project, and that I execute the said Proposal with full authority so to do; that the said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

Subscribed and sworn to before
me the _____ day
of _____ 20__.

Notary Public of

My Commission expires _____, 20__.

SECTION 012100 - ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
- B. Types of allowances include the following:
 - 1. Contingency allowances.
- C. Related Requirements:
 - 1. Section 012200 "Unit Prices" for procedures for using unit prices.
 - 2. Section 014000 "Quality Requirements" for procedures governing the use of allowances for testing and inspecting.

1.2 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

1.3 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

1.4 INFORMATIONAL SUBMITTALS

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.6 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed by Architect for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, and similar costs.
- C. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

1.7 TESTING AND INSPECTING ALLOWANCES

- A. Testing and inspecting allowances include the cost of engaging testing agencies, actual tests and inspections, and reporting results.
- B. The allowance does not include incidental labor required to assist the testing agency or costs for retesting if previous tests and inspections result in failure. The cost for incidental labor to assist the testing agency shall be included in the Contract Sum.
- C. Costs of services not required by the Contract Documents are not included in the allowance.
- D. At Project closeout, credit unused amounts remaining in the testing and inspecting allowance to Owner by Change Order.

1.8 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
 - 1. Include installation costs in purchase amount only where indicated as part of the allowance.
 - 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
 - 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.

4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1: Contingency Allowance: Include the sum of \$40,000.00.
 1. This allowance includes material cost, receiving, handling, installation, and Contractor overhead and profit.
 2. Allowance is for addressing hidden conditions that may affect construction and at the Owner's discretion for items related to this contract.
- B. Allowance No. 2: Testing and Inspection Allowance: Include the sum of \$5,000.00.
 1. This allowance includes material cost, receiving, handling, installation, and Contractor overhead and profit.
 2. Coordinate invoicing with Owner requested tests described in the Project Manual or do to unforeseen site conditions.
- C. Allowance No. 3: Roof Inspection and Repair Allowance: Include the sum of \$8,000.00.

1. This allowance includes material cost, receiving, handling, installation, and Contractor overhead and profit.
2. Allowance is to address any repair and modifications to the existing roof structure of room #203A of the construction drawings.

END OF SECTION 012100