



# MINNESOTA STATE

## INSTRUCTIONS FOR DIVISION 00 DOCUMENTS ADVERTISED BIDS

Division 00 is the first section of the specifications for construction. For each advertised bid project, the College/University must direct the Architect/Engineer to the following documents to be included in Division 00 for inclusion in the Bidding Document’s Project Manual. A/E should not change the footers on any Division 00 Document.

DIV00.0111	Section 00 01 11	Table of Contents
DIV00.1114	Section 00 11 14	Advertisement for Bids
DIV00.2114	Section 00 21 14	Instructions to Bidders
DIV00 4313	Section 00 43 13	Bid Bond <b>Exhibit A</b> for Construction Contracts
DIV00.4114	Section 00 41 14	Bid Submittal Certification Form
DIV00.4335	Section 00 43 35	<b>Attachment A-1:</b> First-Tier Subcontractors List
DIV00.4336	Section 00 43 36	<b>Attachment A-2:</b> Additional Subcontractors List
DIV00.4513	Section 00 45 13	<b>Attachment A:</b> Responsible Contractor Verification and Certification
DIV00.4515	Section 00 45 15	Prime Contractor Statement of Qualifications <b>[if approved]</b>
DIV00.4536	Section 00 45 36	Minnesota Department of Human Rights
DIV00.4537	Section 00 45 37	Workforce and Equal Pay Declaration Page
DIV00.4539	Section 00 45 39	Minnesota State Preference – Targeted Group/Economically Disadvantaged
DIV00.4546	Section 00 45 46	Special Instructions for Non-Minnesota Contractors
DIV00.4547	Section 00 45 47	Form SD-E <b>Exhibit B</b> & Surety Deposits Exemption for Non-Minnesota Contractors & <i>Instructions</i>
DIV00.5200	Section 00 52 00	Contract Forms Documents Incorporated by Reference
DIV00.5433	Section 00 54 33	Digital-Electronic Data Protocol Exhibit
DIV00.6276	Section 00 62 76	Application for Payment - Construction Work, Minnesota State Form 060
DIV00.6573	Section 00 65 73	Withholding Affidavit for Contractors, Form IC134 Instructions
DIV00.7200	Section 00 72 00	General Conditions of the Contract for Construction
DIV00.7346	Section 00 73 46	Prevailing Wage Requirements and Project Specific Wage Rates
DIV00.7380	Section 00 73 80	Special Cond. of the Contract for Const., Time of Completion & Liquidated Damages

Of these Division 00 documents, the following documents are **not modified**; they remain the same for all advertised bid projects:

Section 00 45 36	Minnesota Department of Human Rights
Section 00 45 37	Workforce and Equal Pay Declaration Page
Section 00 45 39	Minnesota State Preference – Targeted Group/Economically Disadvantaged
Section 00 45 46	Special Instructions for Non-Minnesota Contractors
Section 00 45 47	Form SD-E
<b>Exhibit B</b> & Surety Deposits Exemption for Non-Minnesota Contractors & <i>Instructions</i>	
Section 00 52 00	Contract Forms Documents Incorporated by Reference
Section 00 54 33	Digital-Electronic Data Protocol Exhibit
Section 00 62 76	Application for Payment – Construction Work, Minnesota State Form
Section 00 65 73	Withholding Affidavit for Contractors, Form IC134 Instructions
Section 00 72 00	General Conditions of the Contract for Construction <b>(See NOTE below)</b>

**NOTE: AFTER SECTION 00 72 00, INSERT CC.30 AIA A201-2017 AS AMENDED BY OWNER, LOCATED IN E-MANUAL, CATEGORY 4, CC.30.**

The following Division 00 documents must be **modified for each project**:

Section 00 01 11	Table of Contents
Section 00 11 14	Advertisement for Bids
Section 00 21 14	Instructions to Bidders
Section 00 41 14	Bid Submittal Certification Form
Section 00 43 13	Bid Bond <b>Exhibit A</b> for Construction Contracts
Section 00 45 13	<b>Attachment A:</b> Responsible Contractor Verification and Certification
Section 00 41 15	Prime Contractor Statement of Qualifications <b>[if approved for project]</b>
Section 00 73 46	Prevailing Wage Requirements and Project Specific Wage Rates <b>(Print most current from Department of Labor website).</b>
Section 00 73 80	Special Conditions of the Contract for Construction, Time of Completion and L. Damages

Following are annotated copies of these documents. Modifications (insertions) needed for each document are listed below and/or noted in the template documents.

**SECTION 00 01 11      TABLE OF CONTENTS**

Table of Contents for Division Zero may be modified by the Architect/Engineer to add or eliminate Sections to fit the Project as applicable.

**SECTION 00 11 14      ADVERTISEMENT FOR BIDS**

1. On-line Bids for:      Insert the Project Name, Building Name (if applicable), Name of College/University, Campus Name (if applicable), City, Minnesota.

EXAMPLE:      **Roof Replacement  
Fine Arts Building  
Minnesota State Community and Technical College  
Fergus Falls Campus  
Fergus Falls, Minnesota**

2. Received By:      On-line bids will be received electronically through QuestCDN. Preliminary bid results will be posted on QuestCDN within an hour after the bid opening.

EXAMPLE:      **John Doe, Director of Purchasing  
Wiecking Center, Conference Room 221  
Minnesota State University Mankato  
Mankato, Minnesota 55602**

3. Bid Opening Time and Date:

Insert the Time and Date of the bid opening.

EXAMPLE: On-line bids will be received electronically through QuestCDN at **2:00 p.m.**, local time, on **March 19, 2019**, at which time the bids will be opened, reviewed and accepted. Preliminary bid results will be posted on QuestCDN within an hour after the bid opening.

4. Project Scope:      Include an overall description of the scope and type of Work included in the Project. For projects over \$1 million, include more information about the project specifics and elements.

EXAMPLE:      Project Scope: The Project consists of the remodeling of an existing area  
(<\$1M)      to create a new science laboratory. The Project will include approximately 1,500 gross square feet (GSF) located on the third floor of Building C at the Minneapolis Community and Technical College. The Work will include, but is not limited to: minor demolition of masonry partitions, ceilings, and related mechanical and electrical systems; construction of new masonry partitions, doors, frames, hardware, suspended ceilings, specialties and

finishes; mechanical systems including plumbing, heating, ventilating and air conditioning; and electrical systems including power, lighting and special systems.

EXAMPLE:  
(> \$1M)

Project Scope: The Project consists of the remodeling of approximately 69,000 GSF of existing spaces at several locations on the campus. The existing gymnasium will be converted into two levels by adding a new intermediate floor to provide additional space. All building components and systems in the gymnasium vicinity will be upgraded. The Project includes renovation of some other spaces in the adjacent building complex after programs move into the Health Sciences area. The Heintz Center is a separate building located at the northwest corner of the campus, which will also be remodeled for a community dental clinic, a community primary care clinic, classrooms and support areas.

The Project also includes infrastructure and site improvements adjacent to the remodeled gymnasium/Health Sciences building. This will include reconfiguration of the northwest campus entrance drive and parking areas, a main campus west entry and drop-off, improved traffic and pedestrian circulation, upgraded site utilities and site lighting, building service delivery entrance, plazas, walkways, an outdoor amphitheater and related landscaping improvements.

5. Pre-Bid Meeting: Determine if mandatory Pre-Bid is required and Insert Time, Day of Week, Date, and Location of the Pre-Bid Meeting.

EXAMPLE: A **[Mandatory]** Pre-Bid Meeting will be held at **10:00 a.m., Tuesday, July 10, 2020, in Conference Room 219A of the Centennial Student Union, Minnesota State University, Mankato.**

6. Preparer of the Bidding Documents:

Insert the company name of the Project Architect/Engineer who prepared the Bidding Documents.

EXAMPLE: Bidding Documents as prepared by the Project Architect/Engineer of Record, **ABC Architects, Inc.**

**SECTION 00 21 14 INSTRUCTIONS TO BIDDERS**

On page 8., **3.4. WITHDRAWAL OF BID:** If approved by the campus Project Manager, the number of calendar days may be changed from the standard thirty (30) days to either sixty (60) or ninety (90) days for certain circumstances where funding may not be immediately available to execute a contract.

**SECTION 00 41 14 BID SUBMITTAL CERTIFICATION FORM**

1. Project Name: Insert the Project Name exactly as shown on the Advertisement for Bid Form.
2. Time of Completion: Insert the Time of Completion for the Project using either a specific date (e.g. November 30, 2020) or a specific number of calendar days (e.g. ninety-five calendar days) after the written Notice to Proceed is issued for the Contractor to achieve Substantial Completion.

**SECTION 00 43 13 BID BOND EXHIBIT A FOR CONSTRUCTION PROJECTS**

Insert the Project Name and name and location of the campus.

**SECTION 00 45 13 ATTACHMENT A: RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE**

Insert the Project Name on page 1, top.

**SECTION 00 4515 PRIME CONTRACTOR STATEMENT OF QUALIFICATIONS**

Insert requirements under item 2 and item 3.

**Delete** this section if not approved for use on this Project and relabel the next item.

**SECTION 00 73 46 PREVAILING WAGE RATE REQUIREMENTS AND PROJECT SPECIFIC WAGE RATES**

After the pages of text, insert a downloaded copy of the applicable Prevailing Wage Rate Determination Schedule, as published by Minnesota Department of Labor and Industry for the county where the Project is geographically located. Information is available from the DOLI website for commercial construction at: [Department of Labor & Industry Prevailing Wage Commercial Rates](#) .

**Download the Prevailing Wage Schedule within two days of the final Bid Documents issue date to obtain the most-current Schedule.**

**Failure to incorporate the determination or provided contract language into the contracts shall make the College/University liable for making whole the contractor or subcontractor for any increases in the wages paid, including employment taxes and reasonable administrative costs based on the appropriate prevailing wage due to the laborers or mechanics working on the project.**

**SECTION 00 73 80 SPECIAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, TIME OF COMPLETION AND LIQUIDATED DAMAGES**

1. Time of Completion:

Paragraph A. Insert the Time for Completion of the Project. This will match the text used in the Bid Form, paragraph (10).

Insert the daily Liquidated Damages amount of charges to assess for each day the Work is not completed after the Substantial Completion Date. Liquidated Damages may be used to pay for additional Project costs such as additional testing and inspection time and fees for consultants or services required until the Work is complete or for loss of use of the facility. Use \$1,000 per calendar day, if you cannot quantify the loss.

Paragraph B. Insert the intended Substantial Completion Date.

Paragraph C. Roofing Inspection Services Costs:

Liquidated Damages may also be used to pay for additional roofing systems Inspection and Testing Services costs beyond the Contract Time projected for the Project. When the Project includes roofing, roof repairs or reroofing work, verify applicable roofing systems Specifications Section numbers and names with the Architect/Engineer and insert anticipated costs to be incurred by the Owner if the roofing and/or reroofing construction extends longer than the time allowed by the Contract Documents for roof work. Determine and insert a Liquidated Damages amount to include, but not limited to: roofing systems Inspection Services, Testing Services and per diem reimbursable expenses for inspection and testing personnel.

EXAMPLE:

- A. In the event that Substantial Completion of the Work has not occurred on or before **February 27, 2020**, then commencing on **February 28, 2020**, and continuing for each day or fraction thereof until Substantial Completion of the Work is established, the Contractor shall pay to the Owner, at the sole option of the Owner, Liquidated Damages in the amount of **One Thousand and No/100 Dollars (\$1,000.00)** per calendar day ("**Damage Amount**").

- B. The Contractor and the Owner agree that in the event the Substantial Completion of the Work does not occur on or prior to **February 27, 2020**, the Owner will suffer damages in an amount which may, due to the special nature of the Project, the Owner's business and the Owner's reliance upon the Substantial Completion date, be impractical or extremely difficult to ascertain. The Owner and the Contractor agree that the Damage Amount is a reasonable estimate of the damages that the Owner will suffer in the event that Substantial Completion of the Work does not occur on or prior to the Substantial Completion Date.

**[DELETE THIS PARAGRAPH IF NOT APPLICABLE TO THE PROJECT AND RENUMBER REMAINING PARAGRAPH IF APPLICABLE.]**

- C. Also refer to roofing systems technical Specifications Sections including: **Section 07 51 00: Built-Up Bituminous Roofing**, **Section 07 53 00: Elastomeric Membrane Roofing**, and **Section 07 62 00: Sheet Metal Flashing and Trim**. For construction Work which exceeds the time period(s) provided in these Sections, the Contractor shall pay to the Owner, at the sole option of the Owner, the amount of **Nine Hundred and No/100 Dollars (\$900.00)** per calendar day ("**Damage Amount**"), in addition to other liquidated damages amounts.

**END OF INSTRUCTIONS**