



## INSTRUCTIONS FOR DIVISION 00 DOCUMENTS INFORMAL BIDDING

Division 00 is the first section of the specifications for construction. For each informal 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.

- DIV00 01 12 Table of Contents
- DIV00 11 13 Advertisement for Bid **[if Publicly Advertised]**
- DIV00 21 12 Instructions to Bidders
- DIV00 41 15 Bid Form
- DIV00 43 35 **Attachment A-1:** First-Tier Subcontractors List **[as applicable]**
- DIV00 43 36 **Attachment A-2:** Additional Subcontractors List **[as applicable]**
- DIV00 45 13 **Attachment A:** Responsible Contractor Verification and Certification of Compliance (>\$50k) **[as applicable]**
- DIV00 45 39 Preference - Targeted Group (T.G.) And/Or Economically Disadvantaged (E.D.) Subcontractor Requirements
- DIV00 45 45 Veteran-Owned Preference Form
- DIV00 54 33 Digital-Electronic Data Protocol Exhibit **[as applicable]**
- DIV00 62 76 Application for Payment - Construction Work, Minnesota State Form 060
- DIV00 65 73 Withholding Affidavit for Contractors, Form IC134 - *Instructions*
- DIV00 73 46 Prevailing Wage Rate Requirements and Project Specific Wage Rates
- DIV00 73 80 Special Conditions of the Contract **[If applying Liquidated Damages]**

Division 00 documents become Sections in the Project Manual. The following documents are **not modified**; they remain the same for all advertised bid projects:

- Section 00 45 39 Preference – Targeted Group/Economically Disadvantaged
- Section 00 45 45 Veteran Owned Preference Form
- 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 060
- Section 00 65 73 Withholding Affidavit for Contractors, Form IC134 Instructions

**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 12 Table of Contents
- Section 00 11 13 Advertisement for Bids
- Section 00 21 12 Instructions to Bidders
- Section 00 41 15 Bid Form
- Section 00 45 13 **Attachment A:** Responsible Contractor Verification and Certification
- Section 00 73 46 Prevailing Wage Requirements and Project Specific Wage Rates
- 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 10      TABLE OF CONTENTS**

Table of Contents for Division Zero will typically be modified by the Architect/Engineer to fit the Project, by to adding specifications and/or eliminating Sections as applicable.

**SECTION 00 11 13      ADVERTISEMENT FOR BIDS**

1. Sealed 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:      Insert the Name of the person in charge of receiving the bids, the exact location Name of Building and Room Number where bids are to be delivered, Name of College/University, Campus Name (if applicable), City, Minnesota, Zip.

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

Bid Opening Time and Date:

Insert the Time and Date of the bid opening.

EXAMPLE: Until **2:00 p.m.**, local time, **March 19, 2020**, at which time proposals will be opened and publicly read aloud.

4. Project Scope:      Include an overall description of the scope and type of Work included in the Project.

EXAMPLE:      Project Scope: The Project consists of the remodeling of an existing area 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.

5. Pre-Bid Meeting:      Insert Time, Day of Week, Date, and Location of the Pre-Bid Meeting.

EXAMPLE:      A 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**

**SECTION 00 21 12 INSTRUCTIONS TO BIDDERS**

**Delivery of Bids:** On page 2, insert the Name of the person in charge of receiving the bids, Project Name, the exact location of Building Name and Room Number where bids are to be delivered, Name of College/University, Campus Name (if applicable), City, Minnesota, Zip. This data should match the second item in the Advertisement for Bids section.

EXAMPLE: The envelope shall be addressed and delivered to:

**John Doe, Director of Purchasing  
Centennial Student Union Remodeling  
Wiecking Center, Conference Room 221  
Minnesota State University, Mankato  
Mankato, Minnesota 55601**

**Submittals:** Page 3, if the estimated construction cost, including contingency, is estimated at less than \$50,000, delete (1) BID FORM ATTACHMENT A – RESPONSIBLE CONTRACTOR, and renumber the subsequent items.

**Jobs Reporting:** Page 5, if funding does not include any state bond funds, delete D. Jobs Reporting.

**SECTION 00 41 15 BID FORM**

1. **RFB Due Date** Insert the date to match the date in the Advertisement for Bids
2. **RFB Cutoff Time:** Insert the exact Time to match the time listed in the Advertisement for Bids.
3. **Project Name:** Insert the Project Name exactly as shown on the Advertisement for Bid Form.
4. **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.
5. **Deduct Alternates:** Item B, insert a Title of each Deduct Alternate for the Project or delete these paragraphs if the Project does not have any deducts. NOTE: Deduct Alternates must be accepted in numerical order only (i.e. Alternate No. 1 must be accepted before Alternate No. 2, Alternate No. 2 before Alternate No. 3, etc.). See Design Standards for additional requirements.

NOTE: Add Alternates are not allowed when using the Design/Bid/Build project delivery method.

6. **Allowances:** Item C, insert a short description of the allowance and a dollar value that the Contractor is to use with their bid submittal. If there is no allowance for the Project, delete this item.
7. **Unit Prices:** Item D, if Unit Prices are being requested, insert a brief description of the Work proposed on a unit cost basis and the unit of measure being used. NOTE: Unit Prices are requested for use in Change Orders and are not a factor in the award of the contract. If no Unit Price(s) will be requested, delete this item.
8. **Rejection of Bids/Bid Withdrawal:**

Edit the number of calendar days the Contractor must hold their bid, if other than 30, in situations where the funding may be delayed. Consult campus Project Manager.

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

Insert the Project Name on page 1, top.

**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 <http://www.dli.mn.gov/business/employment-practices/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**

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**