A. INTRODUCTIONS

B. SIGN-IN SHEET

C. PROJECT DESCRIPTION & SCOPE OF WORK

D. DELIVERY METHOD
   <identify General Contracting (Single Prime) or Multiple Prime method>
   <identify Lead Contractor & list all prime contracts and their estimates where applicable>

E. ALTERNATES, ALLOWANCES AND UNIT PRICES
   <list all alternates, their estimated cost, and reference spec section when applicable>

F. WORK OR SERVICES BY OTHERS
   <such as FFE, TAB, Construction Testing, Utility Costs, Abatement, Air Monitoring, etc.>

G. QUESTIONS DURING BID
   <describe the process, time limits, and use of Bid RFI forms if any>

H. BID ADDENDUM
   1. Acknowledge receipt on Bid Form
      <identify probable release date for the 1st addendum>

I. BID OPENING
   <date, time and location as indicated in the Price Inquiry>

J. COMPLETION TIME & PROJECT SCHEDULE
   <indicate number of days, and contract milestone if any>
   <refer to GC section 6.5 "Construction Project Schedule" for details and requirements>

K. OBTAINING PLANS AND SPECIFICATIONS
   1. Plan Rooms (refer to Solicitation for list)
   2. Identify current UC Printing Term Vendor

L. REQUIRED BID SUBMITTALS
   1. Completed Bid Form
   2. Bid Security Form
      <Note to UC PM/CM: Please remember to pre-fill on form the Project Number, Project Name, and Contract Description>
   3. Valid Power of Attorney
      <identify any additional special submittals that may be required by the technical specs>
M. RECOMMENDED ADDITIONAL BID SUBMITTALS
   <they have to be provided sooner or later ...UC prefers sooner>
   1. Bidder’s Qualifications (3-page form)
   2. Completed EDGE Affidavit
   3. Unexpired EEO Certificate of Compliance (Affirmative Action Program)
   4. Ohio Department of Insurance – Certificate of Compliance (to support the bond)
   5. Unexpired Ohio Workers Compensation Certificate
   6. Certificate of Good Standing from Ohio Secretary of State (for out of State Contractors)
   7. Unexpired license for M,E,P & Fire Protection Contractors

N. SAFETY <includes>
   1. Hard Hats, Safety Glasses, & Proper Attire
   2. Dig Permit, Welding and Cutting Permit
   3. Safe Plan of Action Reports
   4. Weekly Tool Box Meeting
   5. UC Safety Orientation & hard hat stickers <applicable to all workers & supervisors>
   6. Fire Alarm System <protocol for working on or around active fire alarm system>
   7. Lead & asbestos awareness training <on renovation projects; see Supplementary Cond.>
   8. Contractor shall design and implement its own safety program to meet or exceed UC’s.

O. DRUG FREE – SAFETY PROGRAM
   1. OBWC Drug-Free Safety Program
      <Bidder must be enrolled in program prior to contract award>
      <Subcontractors must be enrolled prior to starting work on site>
   2. COATS Program <see Supplementary Instructions>

P. EDGE PARTICIPATION
   1. This project has a ___% EDGE Participation goal.
   2. EDGE is discussed in the Solicitation, Bid Form, Instructions to Bidders, & General Conditions.
   3. If bidder does not commit to the University’s published EDGE goal the Bidder will need to seek a
      waiver and demonstrate that good faith efforts were exhausted to reach that goal.
      <A waiver from the University is extremely difficult to obtain. It is best to select Option A (to meet
      or exceed the University’s goal) if the bidder desires to contract with the university>
   4. A Bidder’s prior EDGE commitment (at bid), and EDGE participation during the Work (EDGE
      payments), will be considered when evaluating Bidder responsibleness for future awards.

Q. COMMISSIONING
   1. Contractor’s responsibilities
   2. Commissioning Agent <if applicable>

R. SPECIAL CONSIDERATIONS
   <such as working in occupied building, shared site or access, shift work, phased bidding and/or
   construction, structured cabling, construction quality, Contractor’s LEED related requirements,
   special warranty requirement(s), UC occupancy and use requirement, Work hours / noise restrictions,
   etc.>
S. STAGING, ACCESS, PARKING, USE OF FACILITIES
   <refer to Division 01 and UC Supplementary Conditions>

T. CLEAN UP, PROTECTION OF THE PREMISES, & ENVIRONMENTAL CONSIDERATIONS
   1. Temporary Protection, Barricades, Gates, Staging areas
   2. Ingress / Egress to site and building
   3. Air Quality (Control of Odors, Fumes, Noise, Dust, etc.)
   4. Crane and major deliveries
   5. Building cleaning

U. INSURANCE
   1. Contractors are to provide and maintain Liability and Builders Risk coverage. Use of drones on
      site requires aviation liability insurance coverage and FCC operator’s license.
      <Refer to Article 10 in the GC’s for details>

V. SUBCONTRACTOR FORM
   1. For the General Contracting method, all Subcontracts shall be submitted to the A/E on the
      Subcontract form prescribed by OAC 153:1-03-02. (Refer to GC section 4.2)
   2. This form is posted on the Ohio Facilities Construction Commission (SAO) “forms” website and
      may also be included in the project manual.

W. COMMON BIDDER PITFALLS (that will delay contracting process or possibly cause rejection)
   1. EDGE Option A, B or C is not selected on the EDGE Commitment page in the Bid Form.
   2. Attorney-in-fact signature on bond is illegible or not present.
   3. The “Contract Description” on the bond is missing or incorrect.
   4. Bidder fails to enter a $ amount, “no change”, or $0 for all alternate prices requested in the Bid
      Form (see IB 2.9)
   5. Company name on Bid Form or Bond does not match the S.O.S. Business Filings.
   6. EEO Certificate or Workers Compensation is expired. Note; expired certificates are especially
      problematic if the bidder has an active contract with the University.
   7. Bidder is not responsive to the time sensitive nature of the Bidder’s Qualifications Request or
      Notice of Intent to Award submittal requirements.
   8. Bidder fails to complete the “Sum in Words” spaces on the bid form, or the sum in words does not
      match the numbers.

X. PREVAILING WAGE
   1. This is a prevailing wage project with Contractor / Subcontractor compliance and reporting
      requirements.
      <Identify whether a State or Federal prevailing wage project>
   2. Incomplete or untimely closeout documentation shall entitle the university to liquidated damages.

Y. UC SUPPLEMENTARY CONDITIONS & SUPPLEMENTARY INSTRUCTIONS
   <Please refer to these specially prepared sections tailored for UC>

AA. QUESTIONS

Z. SITE TOUR