

## **ADDENDUM NO. ONE (1)**

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Date: June 22, 2015 Architect's Project No. C15-111SH

**PROJECT:** Sugar Hill Maintenance Building, IFB 15-001

Client: City of Sugar Hill

Contract for: General Contracting

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*This Addendum forms a part of the Contract Documents and Construction Drawings and modifies the original Bid Documents for the above referenced project.*

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### **CHANGES TO THE CONTRACT DOCUMENTS**

#### **A. CHANGES TO THE SPECIFICATIONS**

1. **REVISE** SECTION 000300 ADVERTISEMENT FOR BIDS: Refer to attached revised section 000300.
  - a. **REVISE** Bid Due Date time in the Bid Schedule from 12:00 p.m. to 2:00 p.m.
2. **REVISE** SECTION 001010 SUPPLEMENTAL INSTRUCTIONS TO BIDDERS: Refer to attached revised section 001010.
  - a. **REVISE** Part 1, D. Section 004300 – Subcontractor List for the following trades to add the following required subcontractor list:
    - i. **Roofing**
    - ii. **Mechanical**
    - iii. **Electrical**
3. **REPLACE** SECTION 003000 BID FORM in its entirety: Refer to attached revised section 003000.
  - a. Project name change from IFB 15-001 Gary Pirkle Park Maintenance Building to IFB 15-001 Maintenance Building
4. **ADD** SECTION 004200 CONTRACTOR'S QUALIFICATION STATEMENT (A305) in its entirety: Refer to attached section 004200.
5. **REPLACE** SECTION 005300 NOTICE OF AWARD in its entirety. Refer to attached revised section 005300.
  - a. Substantial completion time of 120 consecutive calendar days changed to 90 consecutive calendar days.
6. **REVISE** SECTION 013220 CONTRACT REPORTING: Refer to attached revised section 013220.
  - a. **ADD** Part 1.02 SUMMARY, B, 2: **Construction Progress Photos**

b. **ADD** Part 1.03 REPORTS, B as follows:

**“Construction progress photos to be emailed in jpg format to Precision Planning and City of Sugar Hill every Friday by 4 p.m. eastern standard time for the duration of the project schedule.”**

7. **ADD** supplemental Geotechnical Report Investigation submitted on June 5, 2015 to the original Geotechnical Report in Section 023213: Refer to attached supplemental Geotechnical Report.
8. **REPLACE** SECTION 074113 PREFORMED STANDING SEAM METAL ROOFING in its entirety. Refer to attached revised section 074113.

## **B. CHANGES TO THE DRAWINGS**

1. SHEET C001: **INSERT** attached drawing sheet C001 – General Notes
2. SHEET A3.1: Refer to attached 8.5x11 sheets.
  - a. **REVISE** detail 3/A3.1 note regarding type of standing seam metal roof to the following: “2 inch tall zee-lock panel” room system.
  - b. **REVISE** Standing Seam Metal Roof Note 9.

## **C. CLARIFICATIONS**

1. Question: Is the contractor responsible for City fees?  
Answer: City fees will be waived.
2. Question: Who do the contractors submit bid packages to?  
Answer: Customer Service (on the first floor) will receive all bids on the required bid date.
3. Question: Plan drawings call for Firestone UnaClad UC-r roof panels. Specifications call for Peterson Aluminum panels. Can you clarify?  
Answer: See revised and attached specification 074113 and attached 8.5x11 sheets.
4. Question: Does City of Sugar Hill require standard “copper tote” metal roof finish for this project?  
Answer: Yes, approved finish will be the standard “copper tote” finish. See item A.8 above regarding change to standing seam metal roof system and attached A3.1 sheet.
5. Question: Is the contractor responsible for listing all Subcontractors to be used on AIA document G705.  
Answer: Contractors submitting bids for the project will be required to submit an AIA document G705 for the following trades:
  - a) Roofing
  - b) Mechanical
  - c) Electrical

**D. LIST OF ATTACHMENTS:**

Pre-Bid Conference Sign-In Sheet (1 Page)  
Pre-Bid Agenda Meeting Minutes dated 6/18/15 (3 pages)  
Specification Section 000300 – Advertisement for Bids (3 pages)  
Specification Section 001010 – Supplemental Instructions to Bidders (1 page)  
Specification Section 003000 – Bid Form (3 pages)  
Specification Section 004200 – Contractor’s Qualification Statement (5 pages)  
Specification Section 005300 – Notice of Award (2 pages)  
Specification Section 013220 – Contract Reporting (1 page)  
Specification Section 023213 – Geotechnical Report dated June 5, 2015 (29 page)  
Specification Section 074113 – Preformed Standing Seam Metal Roofing (7 pages)  
Drawing Sheets:  
    C001 Cover Sheet – General Notes  
    A3.1

**PLEASE NOTE: Contractors must acknowledge receipt of this Addendum on Page 003000-1 of the Bid Form.**

**END OF ADDENDUM NO. ONE (1)**

PRE-BID CONFERENCE

SIGN-IN SHEET

COPY

PROJECT: Sugar Hill Maintenance Building, IFB 15-001
PROJECT NO.: A15-111SH
DATE/TIME: June 18, 2015 @ 2:00 p.m.

(Please legibly print your name and firm you represent)

Table with 4 columns: NAME, REPRESENTATIVE OF, Email, Primary Contact. Contains handwritten entries for 23 rows, including names like Greg Sportman, Farid Termei, Ty Kelley, Darrel P. Stallins, Tom Harris, Earle Graham, Desiree Savanese, and Chuck Taylor.

City of Sugar Hill  
Maintenance Building, IFB 15-001

**PRE-BID AGENDA**

PPI PROJECT NO. A15-111SH

June 18, 2015 @ 2:00 p.m.

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OWNER REPRESENTATIVE

City of Sugar Hill  
5039 West Broad Street  
Sugar Hill, GA 30518  
Assist. City Manager: Troy Besseche  
[tbesseche@cityofsugarhill.com](mailto:tbesseche@cityofsugarhill.com)  
Project Manager: Andy McQuagge  
[amcquagge@cityofsugarhill.com](mailto:amcquagge@cityofsugarhill.com)

ARCHITECT  
Precision Planning, Inc.  
400 Pike Boulevard  
Lawrenceville, GA 30046  
Contact: Brian Chaff, Assoc. AIA  
(770) 338-8141 or [844bc@ppi.us](mailto:844bc@ppi.us)

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1. **BID REQUIREMENTS**

- a. Read Section 000300 – Advertisement for Bids for general project information and Bid requirements.
- b. Read the Instructions to Bidders, Section 001000, and Supplemental Instructions to Bidders, Section 001010, for all information and process identification.
- c. Provide one (1) original and two (2) copies of bid including the following:
  1. Bid Form (section 003000)
  2. Bid Bond (section 004100)
  3. Contractor's Qualification Statement (section 004200)
  4. Subcontractor List (section 004300)
  5. Non-Collusion Affidavit of Prime Contractor (section 004800)
  6. General Contractor Affidavit For Bidding
- d. Only the provided bid form will be acceptable. Acknowledge receipt of all addenda. Legibly print or type the amounts of base bid, stipulated time, unit costs. **To be considered as a responsive bidder, all spaces shall be filled out completely. All bids shall be in sealed envelopes clearly marked with contractor's name and project name.**

2. **BIDDING SCHEDULE**

Deadline for Questions:	June 24, 2015 at 12:00 pm
Deadline for Substitutions:	June 24, 2015 at 12:00 pm
Final Addenda Issued:	June 29, 2015 at 5:00 pm
Bid Due Date:	July 2, 2015 at <del>12:00 pm</del> <b>2:00 pm</b>

**3. BID BOND**

- a. A bid bond of 5% is required for this project. The Attorney-in-Fact who signs the bid bond must file with the bid bond a certified copy of his Power of Attorney to sign such bond. Certified, or personal, checks and cash are not acceptable.

**4. PERFORMANCE AND PAYMENT BOND**

- a. General Contractor Performance and Payment bond is required for this project in the amount 100% of their respective Contract Sum. Company furnishing bonds shall have an A.M. Best company rating of at least a Class 'A' with a financial size of VI or better. Bond must be accompanied by letter stating company's current rating for verification.

**5. PARKING AND TRAFFIC**

- a. All parking and traffic related to this project shall not be impeded for any duration of time. If any interruption is expected to occur, notify the Owner and Architect immediately for coordination.

**6. GEORGIA SECURITY AND IMMIGRATION ACT**

- a. The General Contractor and all Sub-Contractors are to comply with all aspects of the "Georgia Security and Immigration Act of 2006". It is the responsibility of the General Contractor and all Sub-Contractors to obtain and be familiar with all aspects of the Act.

**7. PERMITS AND INSPECTIONS**

- a. All permits, licenses or inspections fees shall be the responsibility of the General Contractor.

**8. REQUESTS FOR INFORMATION**

- a. All questions should be directed to Brian Chaff, Project Manager ([844bc@ppi.us](mailto:844bc@ppi.us)) in writing prior to the date and time indicated in the bidding schedule above.
- b. Phone messages or verbal communications are not valid forms of communication. Only written requests will receive a response.

**9. SUBSTITUTION REQUIREMENTS**

- a. All substitution requests should be directed to Brian Chaff, Project Manager ([844bc@ppi.us](mailto:844bc@ppi.us)) in writing prior to the date and time indicated in the bidding schedule above.

- b. Any substitutions shall be submitted on the provided form with required information; all incomplete submittals will be rejected.

#### **10. ISSUANCE OF ADDENDUM**

- a. The last addendum will be issued no later than the date and time indicated in the bidding schedule above.
- b. Addendum will be issued to clarify questions that are submitted in writing only. All Contractors will be notified via email and will require a response to confirm receipt.
- c. The Pre-Bid Conference sign-in sheet will be issued by addendum.

#### **11. BID DATE**

- a. Bids are due to the City of Sugar Hill no later than the date and time indicated in the bidding schedule above.
- b. Bids shall be received at the City of Sugar Hill address listed in the bid documents.
- c. Any bids received after the official time will be rejected.

#### **12. OWNER / CONTRACTOR AGREEMENT**

- a. The Agreement between the Owner and Contractor shall be the AIA Standard Form of Agreement (A101) between Owner and Contractor with AIA Standard General Conditions (A201) and will be issued to the awarded bidder.

#### **13. GENERAL QUESTIONS**

1. Is the contractor responsible for City fees?
2. Who do the contractors submit bid packages to?
3. Plan drawings call for Firestone UnaClad UC-r roof panels. Specifications call for Peterson Aluminum panels. Can you clarify?
4. Does City of Sugar Hill require standard “copper tote” metal roof finish for this project?
5. Is the contractor responsible for listing all Subcontractors to be used on AIA document G705?

END OF PRE-BID AGENDA

SECTION 000300

ADVERTISEMENT FOR BIDS

June 4, 2015

**PROJECT:** IFB 15-001 Maintenance Building

**OWNER:** City of Sugar Hill

Sealed bids will be received by the City of Sugar Hill pursuant to the provisions of O.C.G.A. 36-91-21 for a General Contract to furnish and install all materials, labor and equipment necessary for the Construction of the new Maintenance Building located at 6195 Austin Garner Road, Sugar Hill, GA 30518.

The contract shall be awarded to the lowest responsible and responsive qualified bidder whose bid meets the requirements and criteria set forth herein; provided, however, that if the bid from the lowest responsible and responsive bidder exceeds the funds budgeted for the construction contract, the OWNER may negotiate with such apparent low bidder to obtain a contract price within the budgeted amount. Such negotiations may include changes in the scope of work and other bid requirements.

Bids will be received by the City of Sugar Hill at 5039 West Broad Street, Sugar Hill, GA 30518, **no later than 2:00 p.m. local time on Thursday, July 2, 2015.** Bids will be publicly opened and read aloud at this location at 2:15 p.m. local time. Any bid received after 2:00 p.m. local time on the bid opening date will not be considered by the OWNER. Bids will be evaluated by the OWNER and the project award is anticipated upon completion of this evaluation.

A **mandatory** pre-bid conference will be held at **2:00 p.m. local time on Thursday, June 18, 2015,** at City of Sugar Hill at 5039 West Broad Street, Sugar Hill, GA 30518. All Bidders shall attend the Pre-Bid Conference. **FAILURE TO ATTEND SHALL RESULT IN DISQUALIFICATION OF THE BIDDER.** No new bidders will be added following the Pre-Bid Conference.

Any questions regarding the meaning or interpretation of the Contract, Contract General Conditions, Specifications, Drawings, Bidding Form or Instructions to Bidders, shall be directed in writing to Mr. Brian Chaff, Project Manager, by email at [844bc@ppi.us](mailto:844bc@ppi.us) or facsimile 770-822-5990, **no later than 12:00 p.m. on Wednesday, June 24, 2015.** Receipt of Addenda shall be acknowledged on the Bidding Form. *No oral interpretations or information can be considered as binding, therefore, no telephone or verbal correspondence will be acknowledged.*

All final Addenda will be emailed from the Architect's office no later than the Final Addenda Issued date and time indicated below to each person or firm recorded by the Architect as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose.

If it is desired to use equipment or materials of different manufacture or trade names from those specified, application for approval of such equipment or materials must be submitted to the Architect by the deadline for questions and clarifications listed above. Application for approval must be accompanied by supporting data clearly proving equality of the proposed substitute to that specified. To be acceptable, a substitution must be equal, or exceed, all requirements of the base specifications, including space limitations. A comparative data schedule shall accompany the submittal. Any changes in the work which might be required to accommodate the proposed substitute shall be clearly shown and described. Should the proposed substitute be approved, any such changes required in other work due to the use of the substitute shall be coordinated and accomplished by the Contractor as part of the Contract at no additional cost to the OWNER.

Approval of substitutes will be made by written addendum, issued to all prospective bidders, and emailed from the Architect's office no later than the Final Addenda Issued date and time indicated below.

Failure of a proposed product substitution to appear in a written addendum shall mean that the Architect has NOT APPROVED that substitution and that specific substitution may not be incorporated into the project.



Bid Schedule:

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<b><u>Bid Advertisement:</u></b>	<b><u>Thursday, June 4, 2015</u></b>
<b><u>Pre-Bid Meeting:</u></b>	<b><u>Thursday, June 18, 2015 at 2:00 p.m.</u></b>
<b><u>Deadline for Questions:</u></b>	<b><u>Wednesday, June 24, 2015 at 12:00 p.m.</u></b>
<b><u>Deadline for Substitutions:</u></b>	<b><u>Wednesday, June 24, 2015 at 12:00 p.m.</u></b>
<b><u>Final Addenda Issued:</u></b>	<b><u>Monday, June 29, 2015 at 5:00 p.m.</u></b>
<b><u>Bid Due Date:</u></b>	<b><u>Thursday, July 2, 2015 at <del>12:00 p.m.</del> 2:00p.m.</u></b>

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**BASE BID:** Furnish all materials, labor, tools, equipment and all other miscellaneous and/or necessary items for the construction of a new 4,000 square foot maintenance building with 1,200 square foot mezzanine, as well as associated site improvements at Gary Pirkle Park.

The required time of substantial completion is ninety (90) consecutive calendar days from the date of the written Notice to Proceed. The required time of final completion is thirty (30) consecutive calendar days from the date of substantial completion (i.e. all punch list items addressed and all closeout items satisfied). The Contractor shall be liable and hereby agrees that the OWNER may retain from the monies which become due as liquidated damages and not as a penalty the amount of \$500.00 per day for every calendar day that the work is not completed beyond said time, as liquidation for the extra expenses incurred by the OWNER and liquidated damages to the OWNER.

Bidding Documents may be purchased at the office of Precision Planning, Inc., 400 Pike Blvd., Lawrenceville, Georgia 30046, for a **non-refundable** fee. The fee for a hard copy of the documents is \$250.00, and the fee for an electronic copy of the documents is \$50.00. Checks shall be made payable to Precision Planning, Inc. Email [kbarker@ppi.us](mailto:kbarker@ppi.us) to order and obtain Electronic Documents. Bid Documents are available for viewing at the following locations:

City of Sugar Hill 5039 West Broad Street Sugar Hill, GA 30518 770-945-6716 Phone	Precision Planning, Inc. 400 Pike Boulevard Lawrenceville, GA 30046 770-338-8000 Phone
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The OWNER requires a bid bond issued by a Surety currently listed on the U.S. Treasury Circular 570 as licensed in the State of Georgia, or a cashier's check in the amount of five percent (5%) of your total bid to be enclosed with your bid at the time of bid opening to be made payable to OWNER. No other form of security will be acceptable.

A bid may not be revoked or withdrawn until sixty (60) days after the opening of bids. Upon expiration of this time period, the bid will cease to be valid, unless the bidder provides written notice to the OWNER prior to the scheduled expiration date that the bid will be extended for a time period specified by the governmental entity.

The OWNER requires a performance bond in the amount of at least the total amount payable by the terms of the contract and shall be increased as the contract amount is increased. Performance bond shall be provided to OWNER prior to issuance of Notice of Commencement.

The OWNER requires a payment bond in the amount of at least the total amount payable by the terms of the contract and shall be increased as the contract amount is increased. Payment bond shall be provided to OWNER prior to issuance of Notice of Commencement.

Each bid must be submitted in person in a sealed envelope, addressed to OWNER. BIDDER shall provide one (1) original and two (2) copies of the bid form. Each sealed envelope containing a Bid must be plainly marked on the outside as, **“Bid for IFB 15-001 Maintenance Building.”** Bids must be **hand delivered or expressed delivered** to City of Sugar Hill, 5039 West Broad Street, Sugar Hill, Georgia 30518.

Any and all Bids received without the aforementioned criteria enclosed, will be returned to BIDDER.

All Bids must be made out on the bid form of the type bound in the Contract Documents, in accordance with the instructions in the INSTRUCTIONS TO BIDDERS Section 001000. No interlineations, additions, or deletions shall be made in the proposal form by BIDDER. No conditional Bids will be acceptable.

OWNER reserves the rights to waive any informalities or to reject any or all Bids, to evaluate Bids, and to accept any Bid which in its opinion may be in the best interest of OWNER. No Bid will be rejected without just cause.

END OF SECTION 000300

SECTION 001010

SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

1. PREPARATION OF BID

Documents required in the Bid Package:

- A. Section 003000 – Bid Form
- B. Section 004100 – Bid Bond (AIA A310)
- C. Section 004200 – Contractor’s Qualification Statement (AIA A305)
- D. Section 004300 – Subcontractor List (AIA G705) for the following trades:**
  - (a) **Roofing**
  - (b) **Mechanical**
  - (c) **Electrical**
- E. Section 004800 – Non-Collusion Affidavit of Prime Bidder

Each Bid must be submitted on the prescribed Bid Form and accompanied by the Bid Bond issued by a Surety listed on the most current Treasury list as licensed in the State of Georgia (or Cashier's Check), and include the Contractors Qualification Statement, List of Subcontractors, and Resume of all Key personnel, including Project Manager and Project Superintendent that will be assigned to the project. All blank spaces for lump sum price and alternate prices must be filled in, in ink or typewritten, in both words and figures (In case of discrepancy, the amount shown in words will govern), and the foregoing items must be fully completed and executed when submitted. Each bid must be submitted in a sealed envelope bearing on the outside, the name of the Bidder, his address, and the name of the project for which the Bid is submitted. Prior to bid opening date and hour, errors may be stricken or revisions may be made and corrections entered on the Bid Form, provided that any such strike-over or revision is signed in ink by the person signing the bid or his agent.

**Written changes to the Base Bid may be made on the outside of the bid package envelope. The changes shall be written in ink and signed by the person signing the bid, or his agent.**

**Written changes to the Subcontractor List may be made on the outside of the bid package envelop. The changes shall be written in ink and signed by the person signing the bid, or his agent. The Bidder shall provide Owner with all required documents regarding said Subcontractor within 48 hours of date and time set forth for Opening of Bids.**

2. SCHEDULE OF CONSTRUCTION

- A. Notice of Award is anticipated to be issued after review of bids by the OWNER.
- B. Notice to Proceed shall be issued upon receipt of Contractor’s Performance and Payment Bonds and execution of the Agreement.
- C. Contractor must commence work no later than ten (10) days after receipt of a written Notice to Proceed (Section 005400).
- D. The required time of completion shall be as indicated in Section 000300, Advertisement for Bids.

3. PERMITS AND INSPECTIONS

General Contractor shall be responsible for obtaining and paying for all permits, fees and inspections required by state, federal and local laws, ordinances, etc. These permits and fees may include, but are not limited to: Building permit, HVAC permit, electrical permit, plumbing permit, and business licenses for Contractors and Sub-Contractors.

END OF SECTION 001010

SECTION 003000

BID FORM

Bid for General Contracting for the **IFB 15-001 Maintenance Building**

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Bid submitted by:

\_\_\_\_\_ (Hereinafter referred to as "BIDDER")  
(Name of Contractor)

\_\_\_\_\_ (Hereinafter referred to as "OWNER")

\_\_\_\_\_  
\_\_\_\_\_

Ladies and Gentlemen:

The BIDDER by making a bid represents that the following have taken place:

- The BIDDER has read and understands the bidding documents and the bid is made in accordance therewith.
- The BIDDER has read and understands the bidding or contract documents to the extent that such documentation relates to the work for which the bid is submitted and to other portions of the project, if any, being bid concurrently or presently under construction.
- The BIDDER has visited the site, become familiar with local conditions under which the work is to be performed, and has correlated the BIDDER'S personal observations with the requirements of the proposed contract documents.
- The BID is based upon the materials, equipment, and systems required by the bidding documents without exception.
- The BIDDER has studied and compared the bidding documents with each other and has reported to the architect in writing any errors, inconsistencies, or ambiguities discovered.
- The BIDDER hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" of OWNER and to fully complete the project within the time frame as described in Section 000300, Notice to Bidders.
- The BIDDER acknowledges receipt of the following addenda:

ADDENDUM NO.	DATE RECEIVED

- The BIDDER understands that the OWNER reserves the right to reject any or all bids and to waive any informalities in the bidding.

- The BIDDER agrees that his bid shall be binding and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.
- The BIDDER agrees that the bid security attached in the sum of five (5%) percent of the total bid is to become the property of the OWNER in the event the Contract and bonds are not executed within the time set forth, as liquidated damages for the delay and additional expense to the OWNER caused thereby.
- The BIDDER proposed to furnish all services, labor and materials required by them for the entire work and to **include a Construction Contingency amount equal to five (5%) percent of the Lump Sum Base Bid Amount indicated below within the Lump Sum Base Bid** in accordance with said documents for the sum of:

LUMP SUM BASE BID

\$ \_\_\_\_\_  
 \_\_\_\_\_ (Dollars) (\$ \_\_\_\_\_)

Which sum is hereinafter called the "Base Bid".

- **CONTRACT TIME: 90 DAYS**
- **UNIT COST \$**

The following Extensions are submitted as part of this Lump Sum Proposal (see Section 012700 – Unit Prices for additional information). These estimated unit price quantities are included in the scope of the work upon which the Contract Sum is based. All cubic yard (CY) volumes for unit prices shall be measured as ‘in place’ compacted volume. The Proposer declares that he understands that the quantities work shown, for the Unit Prices items, are approximate only and are subject to either increase or decrease, and that should the quantities of any of the items of the work be increased, the Proposer proposed to do the additional work at the unit prices listed herein; and should the quantities be decreased, the Proposer also understands that payment will be made on the basis of actual quantities at the unit price proposal and will make no claim for anticipated profits for any decrease in quantities and that the actual quantities will be determined upon completion of the work; at which time adjustment will be made to the Contract Sum direct increase or decrease:

<u>ITEM</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
<b>1. UNSUITABLE MATERIAL</b>				
a. Removal and disposal off-site of unsuitable materials	CY	50	\$ _____	\$ _____
b. Removal and disposal on site of unsuitable materials	CY	50	\$ _____	\$ _____
<b>2. MASS ROCK</b>				
a. Excavate, haul off-site and dispose of mass rock	CY	20	\$ _____	\$ _____
b. Excavate and bury on-site mass rock	CY	20	\$ _____	\$ _____
<b>3. TRENCH ROCK</b>				
a. Excavate, haul off-site and dispose of trench rock	CY	20	\$ _____	\$ _____
<b>4. SUITABLE SOIL</b>				
a. Provide suitable soil from off-site and compact in-place to replace excavated rock or unsuitable soil	CY	50	\$ _____	\$ _____

**Failure to return this page as part of bid document may result in rejection of bid.**

- \* Unsuitable soils are defined as those containing deleterious matter (such as organics, alluvium, debris and/or trash).
- \* Subgrade is defined as the material located directly below the granular base beneath slabs-on-grade, footings or pavement. It shall consist of suitable soil material (whether existing or structurally placed by the contractor) able to meet compaction requirements as defined in section 2.0 of sheet S1.0. Under no circumstances will the Contractor receive payment for undercut of fill materials placed by the Contractor.

Respectfully Submitted:

\_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Federal I.D. or Social Security No.: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Please Type)

*NOTE: Attest for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a Notary.*

END OF SECTION 003000

SECTION 004200

CONTRACTOR'S QUALIFICATION STATEMENT

# AIA Document A305



# Document A305™ – 1986

## Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

**SUBMITTED TO:**

**ADDRESS:**

**SUBMITTED BY:**

**NAME:**

**ADDRESS:**

**PRINCIPAL OFFICE:**

Corporation

Partnership

Individual

Joint Venture

Other

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

**NAME OF PROJECT:** *(if applicable)* IFB 15-001 Maintenance Building

**TYPE OF WORK:** *(file separate form for each Classification of Work)*

General Construction

HVAC

Electrical

Plumbing

Other: *(Specify)*

### § 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor?

§ 1.2 How many years has your organization been in business under its present business name?

§ 1.2.1 Under what other or former names has your organization operated?

§ 1.3 If your organization is a corporation, answer the following:

§ 1.3.1 Date of incorporation:

§ 1.3.2 State of incorporation:

§ 1.3.3 President's name:



§ 1.3.4 Vice-president's name(s)

§ 1.3.5 Secretary's name:

§ 1.3.6 Treasurer's name:

§ 1.4 If your organization is a partnership, answer the following:

§ 1.4.1 Date of organization:

§ 1.4.2 Type of partnership (if applicable):

§ 1.4.3 Name(s) of general partner(s)

§ 1.5 If your organization is individually owned, answer the following:

§ 1.5.1 Date of organization:

§ 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

## § 2 LICENSING

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

## § 3 EXPERIENCE

§ 3.1 List the categories of work that your organization normally performs with its own forces.

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

§ 3.4.1 State total worth of work in progress and under contract:

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

§ 3.5.1 State average annual amount of construction work performed during the past five years:

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

#### § 4 REFERENCES

§ 4.1 Trade References:

§ 4.2 Bank References:

§ 4.3 Surety:

§ 4.3.1 Name of bonding company:

§ 4.3.2 Name and address of agent:

#### § 5 FINANCING

§ 5.1 Financial Statement.

§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

**§ 6 SIGNATURE**

§ 6.1 Dated at this      day of

Name of Organization:

By:

Title:

§ 6.2

M      being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this      day of

Notary Public:

My Commission Expires: