



**QUICK RESPONSE
ANNUAL CONTRACT FOR
GENERAL CONTRACTORS**

ITB17KO-109

PROJECT DIRECTORY

UNIVERSITY OF FLORIDA

QUICK RESPONSE
ANNUAL CONTRACT FOR
GENERAL CONTRACTORS

ITB17KO-109

OWNER: UNIVERSITY OF FLORIDA BOARD OF TRUSTEES
REPRESENTED BY:

U F PLANNING, DESIGN AND CONSTRUCTION
P. O. BOX 115050
GAINESVILLE, FL 32611-5050
PHONE: (352) 273-4000

PROJECT COORDINATORS: A. MILES ALBERTSON HAROLD B. BARRAND
PHONE: (352) 273-4020 PHONE: (352) 273-4004

PROCUREMENT DIVISION: KAREN OLITSKY
PROCUREMENT AGENT III
UNIVERSITY OF FLORIDA
PROCUREMENT SERVICES
971 ELMORE DRIVE
PO BOX 115250
GAINESVILLE, FL 32611-5250
PHONE: (352) 294-1163

SECTION 00003 - INTRODUCTORY

TO: Bidders

FROM: Karen Olitsky, Procurement Agent III
University of Florida Procurement Services

RE: Quick Response Annual Contract General Contractor

The purpose of this Quick Response Annual Contract General Contractor is to simplify and expedite the execution of small construction projects at the University of Florida Gainesville Campus (Lot 1) and University of Florida St. Augustine properties (Lot 2).

The successful vendor(s) will become the University-wide preferred contractor for general construction projects. The contractor will be identified as such to the University of Florida user community.

Each individual project included within the scope of this contract will have a maximum total construction cost of Two Hundred Thousand Dollars (\$200,000.00).

Successful bidder will provide services to the University of Florida from date of award through November 30, 2017 with an option of contract renewal for two one year periods if acceptable by both parties.

Contract award will be made to nine (9) Quick Response General Contractors in the Gainesville area and three (3) Quick Response General Contractors in the St. Augustine area, one to the Quick Response General Contractor with the highest overall point score, a second contract award to the Quick Response General Contractor with the second highest overall point score, a third contract award to the Quick Response General Contractor with the third highest overall point score, a fourth contract award to the Quick Response General Contractor with the fourth highest overall point score and a fifth contract award to the Quick Response General Contractor with the fifth highest overall point score, and repeat for all nine, all based on an evaluation of factors as described later in these Bid Documents after a pre-qualification process. It will be up to the discretion of the University department/stakeholders which of the Quick Response General Contractors are selected for individual projects under this contract. Award does not guarantee work. Quick Response General Contractor may bid both Gainesville and St. Augustine areas, but must submit two separate bid packages.

With the consent and agreement of the successful bidder(s), purchases may be made under this competitive solicitation by other state universities, community colleges, district school boards, other educational institutions, and other governmental agencies within the State of Florida. Bidder will submit with bid document supporting documentation outline in Section 1.7 "Qualification of Bidders". Process for execution of projects will be described later in this Project Directory.

The Successful bidder(s) must show proof of a staffed office with available construction personnel located within 60 miles. Environmental Health and Safety office, 916 Newell Drive, Gainesville, FL, 32611, will be the center of the 60 mile radius for the University campus in Gainesville. The Government House in St. Augustine. 48 King Street, St. Augustine, FL will be the center of the 60 mile radius (depending upon bid package) for the ability to respond and perform the task on hand within a 1 hour time frame. Furthermore a local telephone and or portable communications device for easy accessibility during working hours is required. Constant communication with contractors is extremely important in the event of an emergency need, for expedience and proficiency of the St. Augustine campus, and for the successful execution of this contract.

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NON-TECHNICAL SPECIFICATIONS

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GENERAL TERMS AND CONDITIONS

00000 - GENERAL TERMS AND CONDITIONS (GTC-1 – GTC-43) –
<http://www.facilities.ufl.edu/forms/contracts/GTC.pdf>

00810 – 00903 (Division 0) – <http://www.facilities.ufl.edu/forms/contracts/Div0NonTechSpecs.pdf>

01014 – 01800 (Division 1) – <http://www.facilities.ufl.edu/forms/contracts/Div1NonTechSpecs2016.pdf>

UF FORMS, STANDARDS AND POLICIES, AND CONSTRUCTION INSPECTION & CLOSEOUT -
<http://www.facilities.ufl.edu/projects/forms.php>

END OF SECTION

SECTION 00020 - INVITATION TO BIDDERS

Notice is hereby given that University Of Florida Procurement Services on behalf of UF Planning, Design and Construction, will accept sealed bids for the execution of minor construction projects at various facilities on the University of Florida campus over the contract period in accordance with the attached Project Directory. This Invitation to Bid shall be in accordance with the University of Florida, Procurement Services "Invitation to Bid Acknowledgement Form" with all relevant information provided therein.

Sealed bids will be received, publicly opened and acknowledged November 8, 2016 at 3:30PM, at the Offices of:

University of Florida
Procurement Services
971 Elmore Drive
Gainesville, FL 32611

Line Item pricing will not be reviewed at this time and bid receipt will only be acknowledged. The Owner reserves the right to reject any or all bids, and to waive irregularities in the bids and in the procedure.

Bidding period to be considered from date of advertisement until final award of contract.

END OF SECTION

SECTION 00100 - INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.1 RELATED SECTIONS:

- A. Documents affecting the work of this Section include, but are not necessarily limited to, the General Terms and Conditions, Non-Technical Specs. Division 0 and 1, and other forms, Project Management guides, and standards and policies listed on the Planning, Design & Construction website at <http://www.facilities.ufl.edu/projects/forms.php>
- B. Refer to Section 00310, Bid Proposal form price page for Lot 1 and 2 in Word™ format.

1.2 THE WORK:

Quick Response Annual Contract for General Contractors – ITB17KO-109

1.3 SECURING DOCUMENTS:

Copies of the proposed Contract Documents may be obtained from:

UF Procurement Services Website www.purchasing.ufl.edu

upon conditions set forth in the Invitation to Bid.

NON-MANDATORY PRE-BID CONFERENCE

(Lot 1) A Non-Mandatory Pre-Bid Conference will be held on October 27, 2016 at 8:30 AM, in “Main Street” Modular Building, Physical Plant Complex, University of Florida, Gainesville, FL, for the purpose of considering questions posed by respondents for interested parties for University of Florida Gainesville campus.

(Lot 2) A Non-Mandatory Pre-Bid Conference will be held on October 25, 2016 at 10:00 AM, in the Government House, University of Florida, 48 King Street, St. Augustine, FL, for the purpose of considering questions posed by respondents for interested parties for the University of Florida St. Augustine properties.

1.4 BID FORM:

In order to receive consideration, make bids in strict accordance with the following:

- A. Make bids upon the forms provided therefore, properly signed and with all items filled out. Do not change the wording of the bid form, and do not add words to the bid form. Unauthorized conditions, limitations, or provisions attached to the bid may be cause for rejection of the bid. If alterations by erasure or interlineations are made for any reason, explain over such erasure or interlineations with a signed statement from the bidder.

- B. No bids received after the time fixed for receiving them will be considered. Late bids will be returned to the bidder unopened.
- C. Address bid to Karen Olitsky, Procurement Agent III, and deliver to:

University of Florida
Procurement Services
971 Elmore Drive
PO Box 115250
Gainesville, FL 32611-5250

on or before the day and hour set for opening the bids. Enclose each bid in a sealed envelope bearing the title of the Work, the name of the Quick Response General Contractor, the date and time of the Bid opening and which lot you are bidding. **Submit three (3) copies of the bid (one (1) original and two (2) copies); The University also requires the initial bid response on PC compatible media (CD/DVD or USB flash drive, in Word™ and pricing page in Excel™.** It is the sole responsibility of the bidder to see that bids are received on time. Late submittals or unsigned submittals will be disqualified. Misrouting or late delivery are unacceptable grounds for waiver of this requirement.

1.5 PROOF OF COMPETENCY OF BIDDER:

A bidder may be required to furnish evidence, satisfactory to the Owner, that the bidder and the bidder's proposed subcontractors have sufficient means and experience, in the types of work called for, to assure completion of the Contract in a satisfactory manner.

1.6 WITHDRAWAL OF BIDS:

- A. A bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening bids.
- B. No bidder may withdraw his bid for a period of forty-five calendar days after the date set for opening thereof, and bids shall be subject to acceptance by the Owner during this period.

1.7 QUALIFICATION OF BIDDERS:

- A. Typical projects assigned under this contract may include new construction, renovation, remodeling, reroofing and other building maintenance, equipment installation, pre-engineered metal buildings, greenhouses, pole barns, asbestos abatement, and fire code corrections. Areas requiring renovation or remodeling may include animal research or holding areas, research laboratories, classrooms, library and media centers, offices and related functions, outpatient clinics, reception and waiting areas, lobbies and corridors, atriums, courtyards and plazas, modular and pre-engineered buildings, apartments, dormitories, athletic facilities, and associated roadways, site work, sidewalks, and landscaping. Projects could be located on the University of Florida main campus or at UF and IFAS facilities throughout the State of Florida. The maximum per-project construction cost is \$200,000.00. A respondent will be required to furnish evidence satisfactory to the

Owner that he or she has sufficient means and experience to perform the type of work specified in order to assure completion of the contract in a satisfactory manner. The Quick Response General Contractor must also have the manpower and capability of performing multiple projects simultaneously.

- B. Step One of the bid response must include and submit the following documentation for each lot bidding:
- I. Proof of applicant's (not individual's) Florida General Contractor's License **in good standing at the time of the receipt of bids.**
 - II. Proof of Insurance as required in Article 20 of the General Terms and Conditions
General Liability \$1,000,000.00 per occurrence
Automobile liability at least \$500,000
Worker's Compensation – per requirements of Chapter 440, Florida Statutes
 - III. Proof of Graduation from University of Florida's Mentor Protégé Program or a statement of agreement to participate during term of contract.
 - IV. List experience and training of respondents. List and briefly describe 5 projects of similar complexity that would typically utilize items listed in Section 1.7.A complete with location, date of completion and names of contract, and names and addresses of owners within the last 3 years.
 - V. Proof of a staffed office with available construction personnel located within 60 miles of the Gainesville or St. Augustine area (depending upon bid package) for the ability to respond and perform the task on hand within a 1 hour time frame reference – 00003 - Introductory
 - VI. No brokerage Contracts will be allowed. There will be no contract issued to "Jobbers" or "Brokers". Bidding Contractor will be the "Working" Contractor.

1.8 SUBCONTRACTS (FOR INDIVIDUAL PROJECTS – IF AWARDED THIS CONTRACT):

- A. If the Quick Response General Contractor subcontracts he must show evidence to UF Project Manager that each subcontractor and or trade package was bid/negotiated in the following manner: For trade packages with a value of less than \$5,000, the Quick Response General Contractor, may negotiate with trade contractors to perform such Work by whatever means it deems appropriate, in its reasonable discretion. For trade packages with a value between \$5,000 and \$24,999, the Quick Response General Contractor shall, where competition is available and feasible, obtain two (2) verbal quotes. The amounts of the quotes and names of the trade contractor providing the same shall be documented in writing. For trade packages with a value between \$25,000 and \$74,999, the Quick Response General Contractor shall, where competition is available and feasible, obtain three (3) written quotes. For trade packages with a value between \$75,000 and \$199,999, the Quick Response General Contractor shall advertise the trade package at least once in the newspaper in general circulation in the applicable

project area (e.g. the Gainesville Sun for the Gainesville, Florida and the St. Augustine area) at least seven (7) calendar days prior to the published due date, and accept written bids/proposals. Furthermore, the subcontractor must present evidence of being qualified in the applicable trade, and be licensed for performance in the trade.

- B. The Quick Response General Contractor shall, for each subcontract, trade or bid division:
- I. Determine the final bid amounts, having reviewed and clarified the Scope of Work in detail with bidders to determine which bids are the lowest bids and are complete but do not include duplicate scope items:
 - II. Prepare and furnish to the Owner a final bid tabulation summary which includes by subcontract, trade and/or bid division, and the related final bid amount and the details of all scope clarifications for Owner's review and approval:
 - III. If requested by Owner, provide a list of all potential Direct Purchase Materials;
 - IV. Identify to the Owner in writing the subcontractors to which the Quick Response General Contractor recommends award of subcontracts; and
 - V. Award and enter into a subcontract between itself and each subcontractor which it has recommended in accordance with this Agreement unless otherwise notified by the Owner.

1.9 BID EVALUATIONS: - Quick Response Annual Contract General Contractor.

Contractor's bid will be evaluated in a two-step process as described below:

- A. Step One will consist of the verification that all mandatory requirements delineated in the bid documents have been met, reference - 1.7.B. 1-6, i.e., complied with the bid opening date, answered all in Bid Forms, and that all items are filled out in the Unit Price Column of the Bid Form. Bids that do not meet the requirements of Step One will be rejected and not considered for Step Two.
- B. Step Two will consist of a point system whereby the Bidder's Unit Prices will be assigned points. The value of the points will be determined by the number of bidders involved in Step Two, with the lowest bidder receiving highest point value and how the unit price compares to each corresponding unit price submitted by other bidders. If, for example, four bidders are involved in Step Two the maximum number of points given to each unit price will be four points to the lowest bidder. The next lowest price will be assigned three points, and so on, down to the highest unit price which will be assigned one point. Unit price items answered by "no charge" (N/C) or Zero dollars (\$0.00) will be assigned the highest number of points. Unit price items answered by "not available" (N/A) or No Response will be given no points. It is to your advantage to fill in every line item. The Bidder's Overhead and Profit percentage shall be included as a part of his unit price, for each individual item, not as an additional percentage multiplier. The nine (9) bids

receiving the highest point score will be recommended for the Bid Award to the Gainesville campus and three (3) to the St. Augustine Campus.

1.10 AWARD OR REJECTION OF BIDS:

- A. The Annual Contract, if awarded, will be awarded to the responsible bidders who have best complied with the Owner's Request for Bids, and the requirements described in Section 1.7 A and B.
- B. The bid will be awarded subject to the Owner's right to reject any or all bids and to waive informality and irregularity in the bids and in the procedure. The result of these bids should allow all UF Facilities offices to enter into an annual contract with the Quick Response General Contractor to provide minor construction services over the contract period. These projects will each have a value of less than Two Hundred Thousand Dollars (\$200,000.00).

1.11 ESTIMATED ANNUAL CONTRACT VALUE:

- A. There is no guarantee as to the annual construction total amount that the Contract, if awarded, will result in, and is dependent on the availability of State funding.

1.12 EXECUTION OF AGREEMENT:

- A. Each individual project will consist of a Scope of Work tendered by the UF Project Manager to three (3) of the awarded Quick Response General Contractors. Receipt of bids, utilizing the General Terms and Conditions, Staffing, and Profit & Overhead percentages from this award plus appropriate insurance costs, should be within 48 hours unless otherwise advised by the UF Project Manager. Award for that individual project will be to the low responsive Quick Response General Contractor. Determination of the three (3) Quick Response General Contractor for each individual project will be based upon factors including, but not limited to, workload, knowledge of a particular building or client, personnel capabilities, project type, etc.
- B. The Contract will be a Purchase Order for an individual project issued by University of Florida Procurement Services.
- C. The bidder will be required to submit proof of current insurance as described in section 1.7.B.2 or General Terms & Conditions with bid document.
- D. Certificates of Insurance shall be approved by Procurement Services before the successful Quick Response General Contractor will be issued a Purchase Order.

1.13 INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO BIDDING:

- A. If any vendor contemplating submitting a bid for construction of the Work is in doubt as to the true meaning of any part of the proposed Contract Documents, or finds discrepancies in or omissions from any part of the proposed Contract Documents, the vendor may submit to the Owner a written request for interpretation. Questions

shall be submitted in writing by 5:00pm on October 31, 2016, and will be answered in writing and posted on the Procurement Services website, www.purchasing.ufl.edu by 5:00pm on November 2, 2016. There of not later than seven (7) days before bids will be opened. The person submitting the request shall be responsible for its prompt delivery.

- B. Interpretation or correction of proposed Contract Documents will be made only by Addendum on the Planning, Design & Construction website.
- C. The Annual Contract will be awarded following a complete review of all bids received and in the best interest of the University of Florida. Bids will not be awarded at the time at the time they are received

1.14 UNBONDED CONSTRUCTION CONTRACTS/PROJECTS:

- A. At the commencement of each project, the Quick Response General Contractor shall provide evidence in the form of certified copies that the Quick Response General Contractor has placed in the following form, on three occasions, in a local newspaper and has posted such notice in a conspicuous place on the project site.

"Notice is hereby made to all those concerned and affected that (contractor) is performing services for (project name), (project number) at (location). All parties furnishing labor and/or materials to said project are to provide notice of such in writing by certified mail to University of Florida, Planning, Design & Construction Division, PO Box 115050, Gainesville, FL 32611, or other appropriate University Department within twenty days of first providing such labor and/or materials."

- B. In case of default by the Quick Response General Contractor, the laborers, materialmen and subcontractors, as defined in Section 713.01 of the Florida Statutes, making claims for unpaid bills, will be paid from the ten percent retainage on a pro rata basis.

1.15 PERIOD OF SERVICE

- A. Unless sooner terminated, this Agreement shall remain in force for the period which may reasonably be required for the design, award of contracts, and construction of each project initiated on or before November 30, 2017, including extra work and any required extension thereto, and the post-occupancy phase contemplated by Section 3.3.5. This Agreement may be renewed at the Owner's option for (2) additional one (1) year periods, based upon satisfactory performance of the Construction Manger as determined by Owner in its sole and absolute discretion. To renew this Agreement, Owner shall so notify the Quick Response General Contractor at least thirty (30) days prior to the date the original term or renewal term expires, as applicable.

END OF SECTION

SECTION 00200 - DEFINITIONS

2.0 **DEFINITIONS:**

- 2.1 **Services.** The Quick Response General Contractor agrees to furnish its best skill and judgment and to cooperate with the UF Project Manager, in furthering the interests of the Owner. The Quick Response General Contractor agrees to furnish efficient business administration and superintendence and to use its best efforts to complete each project in an expeditious and economical manner consistent with the interests of the Owner. The Quick Response General Contractor agrees to furnish construction services as set forth herein and required for completion of each Project on a hard bid basis. The Quick Response General Contractor represents that it is thoroughly familiar with and understands the requirements of the referenced Project types and that it is experienced in the administration and construction of building projects of the types and scopes referenced above. The Quick Response General Contractor represents to Owner that it has all necessary construction education, skill, knowledge, and experience required for these Projects and will maintain, at all times during the term of this Agreement, such personnel on its staff to provide the services contemplated hereby within the time periods required for each Project. In addition, the Quick Response General Contractor represents that it has and all of the subcontractors performing services under this Agreement will have, all applicable licenses required by the State of Florida to perform such services. The Quick Response General Contractor acknowledges that it is not guaranteed nor entitled to provide services to Owner in connection with any particular Project by virtue of entering into this Agreement with Owner, and that Owner may, in its sole discretion, decline to assign any Project to the Quick Response General Contractor.
- 2.2 **Project Team.** The Quick Response General Contractor, and the Owner (UF Project Manager) will work as a team through construction completion of each project. The Quick Response General Contractor shall provide leadership to the Project Team on all matters relating to construction. When performing any services under this Agreement, the Quick Response General Contractor shall utilize the key personnel proposed. In the event any such personnel discontinue employment with the Quick Response General Contractor, the Quick Response General Contractor shall promptly replace such personnel with individuals approved by Owner, in writing, which approval will not be unreasonably withheld.
- 2.3 **Preparation/Sufficiency of Site.** The Quick Response General Contractor shall, among other things, (i) visit and thoroughly inspect the Project Site and become familiar with local conditions under which the Project will be constructed and operated; (ii) if applicable, familiarize itself with the survey, including the location of all existing buildings, utilities, conditions, streets, equipment, components and other attributes having or likely to have an impact on the Project, (iii) familiarize itself with the Owner's layout and design requirements, conceptual design objectives, and budget for the Project; (iv) familiarize itself with pertinent Project dates, including the Project schedule communicated by the UF Project Manager, (v) review and analyze all Project geotechnical, Hazardous Substances, structural, chemical, electrical, mechanical, and construction materials tests, investigations and recommendations; and (vi) gather any other information necessary for a thorough understanding of the Project. If the Project involves modifications to any existing structure(s) or other man-made feature(s) on the Project site, the Quick Response General Contractor shall also review all as-built and

record drawings, plans and specifications of which Quick Response General Contractor has been informed by Owner about the thoroughly inspect the existing structure(s) and man-made feature(s) to identify existing deficiencies and ascertain the specific locations of pertinent structural components. Claims by the Quick Response General Contractor resulting from Quick Response General Contractor's failure to familiarize itself with the Site or pertinent documents shall be deemed waived.

2.4 General Conditions Costs. General Condition's costs include and are limited to actual expenditures or negotiated amounts for the following items as authorized by Owner:

- A. costs, including transportation and storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers, that are provided by the Quick Response General Contractor at the site and fully consumed in the performance of the Work; and cost (less salvage value) of such items if not fully consumed, whether sold to others or retained by the Quick Response General Contractor. Cost for items previously used by the Quick Response General Contractor shall mean fair market value;
- B. costs incurred to provide site safety;
- C. costs of removal of debris from the site;
- D. costs of document reproduction including bid sets, facsimile transmissions and long-distance telephone calls, postage and parcel delivery charges, telephone service at the site and reasonable petty cash expenses of the site office;
- E. sales, use, or similar taxes imposed by a governmental authority and paid by the Quick Response General Contractor, and directly related to the Work;
- F. fees and assessments for the building permit and for other permits, licenses and inspections for which the Quick Response General Contractor is required by the Contract for Construction to pay, including deposits lost for causes other than Quick Response General Contractor's fault;
- G. data processing costs directly related to the Work and as approved by Owner, in writing;
- H. the cost of obtaining and using all utility services required for the Work;
- I. the cost of crossing or protecting any public utility, if required, and as directed by the Owner;
- J. all reasonable costs and expenditures necessary for the operation of the Site office, such as stationary, supplies, furniture, fixtures, office equipment and field computer services provided that quantity and rates are subject to Owner's prior written approval;
- K. the cost of secure off-site storage space or facilities approved in advance by Owner;
- L. printing and reproduction of the Construction Documents;

- M. rental charges for temporary facilities, and for machinery, equipment, and tools not customarily owned by construction workers; however any rental charge shall not exceed the purchase price of such facilities, machinery, equipment or tools;
- N. cost of surveys, measurements and layout work reasonably required for the execution of the Work or by the Construction Documents; and
- O. other expenses or charges properly incurred and paid in the prosecution of the Work, with the prior written approval of the Owner, but specifically excluding legal costs and expenses, including, without limitation, attorneys' fees and court costs associated with the Project.

2.5 Staffing Costs. The Quick Response General Contractor shall supervise and direct the Work at the Site. The Construction Manager shall, at a minimum, staff the Project Site with personnel who shall:

- A. supervise and coordinate the Quick Response General Contractor's personnel and act as its primary liaison with the Owner;
- B. coordinate trade contractors and suppliers, and supervise Site construction management services;
- C. be familiar with all trade divisions and trade contractors' scopes of Work, all applicable building codes and standards, and the Contract for Construction;
- D. check, review, coordinate and distribute shop drawings and check and review materials delivered to the Site, regularly review the Work to determine its compliance with the Construction Documents and the Contract for Construction, confer with the appropriate Owner's consultant(s) as necessary to assure acceptable levels of quality;
- E. prepare and maintain Project records, including process documents and daily logs;
- F. schedule and conduct progress meetings with subcontractors to review such matters as jobsite safety, job procedures, construction progress, schedule, shop drawing status and other information as necessary and provide notification of, and minutes from, such meetings to Owner;
- G. schedule and conduct progress meetings with the Owner to review such matters as construction progress, schedule, shop drawing status, and other information as necessary;
- H. make provision for Project security to protect the Project site and materials stored off-site against theft, vandalism, fire and accidents as required by the General Terms and Conditions.
- I. promptly reject any Work which does not conform to the Construction Documents or which does not comply with any applicable law, statute, building code, rule or regulation of any public authority or agency of which it is aware, immediately notifying the Professional and the Owner in writing when it has rejected any Work;
- J. comply with, and cause its subcontractors and suppliers to comply with, the Project Construction Schedule and applicable sub-schedules. The Quick Response General Contractor shall obtain and review schedules from subcontractors and suppliers, coordinate sub-schedules with the Construction Schedule, and enforce

compliance with the all applicable schedules to insure timely completion of the Work. If at any time the Project is delayed, the Quick Response General Contractor shall immediately notify the Owner and the Professional of the probable cause(s) and possible alternatives and make recommendations to minimize expense and delay to the Owner; and

- K. provide documentation necessary to the Owner for, and otherwise assist the Professional with, the preparation of the final “as-built” or record drawings.

2.6 Quick Response General Contractor’s Overhead & Profit. The Quick Response General Contractor’s Overhead and Profit is a fixed percentage of the (i) Cost of the Work, (ii) Quick Response General Contractor’s Contingency, (iii) Guaranteed Maximum Quick Response General Contractor Staffing Costs, and (iv) Guaranteed Maximum General Conditions Cost (excluding bond and insurance costs). Overhead and Profit covers the costs of all of Quick Response General Contractor’s overhead and expenses related to the Work, including home or branch office employees or consultants not at the Project Site (except those staffing costs paid pursuant to Section 4.2.2(ii)) and general operating expenses of the Quick Response General Contractor’s principal and branch offices related to the Work (non-field offices), such as telephone service and long-distance and zone telephone charges, postage, office supplies, expressage, and other similar expenses.

2.7 Direct Purchase Program. The Owner may elect to implement a direct purchase program whereby it may purchase materials and equipment included in any Subcontractor’s bid for a portion of the Work directly from the supplier of such materials or equipment in order to achieve sales tax savings. Such materials and equipment are referred to as “Direct Purchase Materials.” If Owner elects to implement a direct purchase program, it shall so notify Quick Response General Contractor in writing, and the terms of this paragraph shall govern, along with Owner’s policies on the subject in effect at the time Quick Response General Contractor commences construction of the Project. Quick Response General Contractor shall obtain Builder’s Risk insurance on the Direct Purchase Materials naming Owner as the insured or an additional insured, provided Owner shall reimburse Quick Response General Contractor for the cost of such insurance as provided by this Agreement. Quick Response General Contractor shall be responsible for safeguarding all Direct Purchase Materials on the Project site on Owner’s behalf.

2.8 Compensation for Change Orders. Amounts owed by the Owner to the Quick Response General Contractor shall be adjusted by duly authorized change order in accordance herewith and the General Terms and Conditions.

4.2.8.1 Increase in Cost of Work. If the Cost of the Work is increased by change order, the Owner shall pay the Quick Response General Contractor the aggregate net cost directly paid by the Quick Response General Contractor to subcontractors or suppliers for the performance of the Work and the Quick Response General Contractor shall receive Overhead and Profit on such amount, as a percentage as set forth in this proposal, and an amount for any increased insurance costs associated therewith.

4.2.8.2 Decrease in Cost of Work. If the Cost of the Work is decreased by change order, payment due from the Owner to the Quick Response

General Contractor shall be reduced by the amount the Quick Response General Contractor is no longer obligated to pay subcontractors or suppliers for performance of the Work. Decreases in the Cost of the Work shall inure to the benefit of the Owner.

4.2.8.3 Change Order Disputed. If the Quick Response General Contractor's disputes a change order decision pursuant to the General Terms and Conditions, it must give the Owner its written notice of dispute, including the reasons therefore, within seven (7) calendar days of the disputed decision.

2.9 Labor Burden. For purposes of calculating amounts due to Quick Response General Contractor under this Agreement for staffing, the parties agree that Quick Response General Contractor's labor burden for each employee staffing the Project shall be the labor burden approved by the Owner prior to, or upon execution of, this Agreement. For purposes hereof, labor burden means the actual cost of benefits and taxes that the Quick Response General Contractor must pay or chooses to pay its employees and shall not include any profit, markup or expense unrelated to employee compensation. With respect to benefits the Quick Response General Contractor chooses to pay, such benefits must be authorized by Owner under Owner's policy pertaining to labor burden in order to receive reimbursement from Owner.

END OF SECTION

SECTION 00300 - PROJECT ORDER SYSTEM

PART 1 - GENERAL

1.1 RELATED SECTIONS:

This section covers the chronological order of events that will normally take place to begin, execute and complete a typical project under this contract.

1.2 SEQUENCE:

- A. The UF Project Manager, as the Owner's representative, having previously ascertained project scope from user, will meet with the (3) Quick Response General Contractors to review the project on-site to discuss details of the project, and to determine the usage or methods and materials to best satisfy the job requirements.
1. UF Project Manager meets with the client; determines scope of work (SOW); creates scope; solicits approval from end user prior to issuing a request for proposal (RFP).
 2. UF Project Manager sends the RFP to multiple contractors minimum of three (3) with an established due date and a defined question and answer period.
 3. UF Project Manager to respond to questions electronically, generate addendums, extend due date as needed.
 4. Bid to be electronically submitted to UF Planning, Design & Construction drop box that remains secure until bid due date expires.
 5. The Quick Response General Contractors will respond to the UF Project Manager, within the time specified, preferably with a computerized (or typed) quotation based on the unit prices submitted with his/her original List of Unit Prices, along with a labor/material breakdown (itemized) of any work not specifically covered by the contract document List of Unit Prices. See example on the next page. These items may require a "Proof of Purchase" or "Verification of Cost". Strict compliance with this procedure will be enforced. If subcontractors are involved, refer to Section 1.8 (Subcontracts) and provide prescribed pricing
 6. Procurement services will issue a Purchase Order to the low responsive Quick Response General Contractor form at which time the Quick Response General Contractor will commence the Work within the agreed upon time frame. Time constraints are usually critical, and variations will require prior approval by the UF Project Manager.
- B. The Quick Response General Contractor will perform the Work of the project continuously without missing regular working days without permission of the UF Project Manager, and he/she shall complete the Work by the scheduled ending date.
- C. At time of Substantial Completion, the Quick Response General Contractor will contact the U. F. Project Manager and, along with the User, develop a "Punchlist" of the items to

be completed. Punchlist items must be completed within ten days.

- D. When, and only when, all punchlist items are completed, the Quick Response General Contractor may submit to the UF Projects Manager, the project Certificate of Completion, along with the Invoice and any other pertinent documentation relative to the project. Certificates of Completion must bear original signatures and original notarized seal.
- E. Quotations submitted to the UF Projects Manager shall resemble and be in the same format as the items on the original List of Unit Prices, with the items pertaining to the particular project filled in, including quantities and item costs.
- F. The Quick Response General Contractor shall specify on his quotation the expected length of construction duration (in days), commencing from the date he/she receives the Purchase Order.

END OF SECTION

SECTION 00310 - BID PROPOSAL UF GAINESVILLE CAMPUS LOT 1

FROM: _____

(Name of Bidder)

TO:

UNIVERSITY OF FLORIDA
 PROCUREMENT SERVICES
 971 Elmore Drive
 PO Box 115250
 Gainesville, Florida 32611

PROJECT DIRECTORY
 UNIVERSITY OF FLORIDA
 QUICK RESPONSE ANNUAL CONTRACT FOR GENERAL CONTRACTORS
ITB17KO-109 (Lot 1)

After having visited the University of Florida campus, and being familiar with all conditions affecting and governing the construction of the Projects, hereby proposes to furnish unit prices for components and services to be provided for the proper execution and completion of these Projects in accordance with the drawings and specifications that will be issued by Facilities Departments for each project, and all other documents relating thereto on file in Procurement Services, and, if awarded the Contract, to complete the said Work of each project within the time limits set by the UF Project Manager for each individual project, for the sums as enumerated on this and the following pages:

LIST OF UNIT PRICES		
ITEM	(PRIME CONTRACTOR)	% Cost of Work
0001	General Conditions	
0002	Staffing	
0003	Overhead & Profit	

Proposed personnel: List all Superintendent(s) and Project Manager(s) proposed for project staffing.

BID PROPOSAL LOT 1 (CONTINUED):

BY: _____

FOR: _____
(Company)

ANTI-DISCRIMINATION:

I have complied with the requirements of the Anti-Discrimination Clause as defined in the Specifications (Section 00830).

CHECK ONE: YES _____ NO _____

ADDENDA: The receipt of the following Addenda to the Construction Documents is acknowledged:

ADDENDUM # _____ Dated _____

ADDENDUM # _____ Dated _____

ADDENDUM # _____ Dated _____

BID PROPOSAL LOT 1 (CONTINUED):

FLORIDA CONSTRUCTION INDUSTRIES BOARD CERTIFICATION: GENERAL CONTRACTOR

SIGNATURE:

I hereby certify that for all statements and amounts herein made on behalf of

(Name of Bidder)

a (Corporation) (Partnership) (Individual) organized and existing under the laws of the State of Florida, I have carefully prepared this Bid Proposal from Contract Documents described hereinbefore, I have examined Contract Documents and local conditions affecting execution of Work before submitting this Bid Proposal, I have full authority to make the statements and commitment herein and submit this Bid Proposal in (its) (their) behalf, and all statements are true and correct.

Signed and sealed this _____ day of _____ 20____.

(Signature of Bidder)

(SEAL)

(Print Name)

(Title)

WITNESS:

(Signature of Witness)

(Print Name)

Address: _____

(City)

(State)

(Zip Code)

SECTION 00310 - BID PROPOSAL UF ST AUGUSTINE PROPERTIES LOT 2

FROM:

(Name of Bidder)

TO:

UNIVERSITY OF FLORIDA
PROCUREMENT SERVICES
971 Elmore Drive
PO Box 115250
Gainesville, Florida 32611

To whom it may concern:

The undersigned, hereinafter called "Respondent", having read the Documents for the Project entitled:

**PROJECT DIRECTORY
UNIVERSITY OF FLORIDA
QUICK RESPONSE ANNUAL CONTRACT FOR GENERAL CONTRACTORS
ITB17KO-109 (Lot 2)**

After having visited the University of Florida St. Augustine campus, and being familiar with all conditions affecting and governing the construction of the Projects, hereby proposes to furnish unit prices for components and services to be provided for the proper execution and completion of these Projects in accordance with the drawings and specifications that will be issued by Facilities Departments for each project, and all other documents relating thereto on file in Procurement Services, and, if awarded the Contract, to complete the said Work of each project within the time limits set by the UF Project Manager for each individual project, for the sums as enumerated on this and the following pages:

	LIST OF UNIT PRICES	
ITEM	(PRIME CONTRACTOR)	%Cost of Work
0001	General Conditions	
0002	Staffing	
0003	Overhead & Profit	

Proposed personnel: List all Superintendent(s) and Project Manager(s) proposed for project staffing.

BID PROPOSAL LOT 2 (CONTINUED):

BY: _____

FOR: _____
(Company)

ANTI-DISCRIMINATION:

I have complied with the requirements of the Anti-Discrimination Clause as defined in the Specifications (Section 00830).

CHECK ONE: YES _____ NO _____

ADDENDA: The receipt of the following Addenda to the Construction Documents is acknowledged:

ADDENDUM # _____ Dated _____

ADDENDUM # _____ Dated _____

ADDENDUM # _____ Dated _____

BID PROPOSAL LOT 2 (CONTINUED):

FLORIDA CONSTRUCTION INDUSTRIES BOARD CERTIFICATION: GENERAL CONTRACTOR

SIGNATURE:

I hereby certify that for all statements and amounts herein made on behalf of

(Name of Bidder)

a (Corporation) (Partnership) (Individual) organized and existing under the laws of the State of Florida, I have carefully prepared this Bid Proposal from Contract Documents described hereinbefore, I have examined Contract Documents and local conditions affecting execution of Work before submitting this Bid Proposal, I have full authority to make the statements and commitment herein and submit this Bid Proposal in (its) (their) behalf, and all statements are true and correct.

Signed and sealed this _____ day of _____ 20____.

(Signature of Bidder)

(SEAL)

(Print Name)

(Title)

WITNESS:

(Signature of Witness)

(Print Name)

Address: _____

(City)

(State)

(Zip Code)

END OF SECTION