

SPECIFICATION GUIDE FOR REQUIREMENTS CONTRACTS

This Guide is provided as an example of a typical Division of School Facilities Specification for a Requirements Contract. It is for informational purposes only and does not supercede requirements or information stated in the actual Contract Documents.

Contract Documents include but are not limited to the Form of Contract, Instructions to Bidders, Board of Education Standards, School Construction Authority Standard, Specification, Addendum or Amendments and Standard Details and/or Drawings. Additional documents may be referenced and included as part of the Contract as noted in the Specification.

RIDER TO BID FORM 5

Contracts Over \$50,000.

RIDER TO BID FORM 1

Contracts Under \$50,000.

SPECIFICATION

TITLE PAGE

Type of Contract Work
Location of Work
Specification Number(s)

NOTES TO BIDDERS

1. **Rider to Bid Form**
Identifies the Appropriate Bid Form Rider for the Contract

2. **Dust Control**
Procedures Referenced for Dust, Lead and Asbestos Conditions

3. **Identification**
Mandatory Requirements for all Workers Including Subcontractors' Workers
Badges
Log-in Procedures
Removal of Materials
Enforcement

SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1. **Pre-Bid Conference**
Date, Time and Location

2. **Additional Qualifications of Bidders**

Experience for Type of Work
Licenses, Permits and/or Certifications
Number of Workers, Teams or Specialized Personnel
Bonding
Organizational Resources: Financial, Facility, Technical
Personnel Notarized Statements

SUPPLEMENTARY GENERAL CONDITIONS

I GENERAL PROVISIONS

- 1.0 Standard Specifications and Schedule Specifications Defined**
Standard Specification Identified by Trade
Contract Documents Included

- 1.1 Intent**
Contract Work Identified

- 1.2 Method of Bidding / Determination of Low Bidder**
Bid Type Identified: Hourly Rate, Unit Price
Regular and Premium Hours
Calculation of Bid Price Index (BPI)

- 1.3 Time of Commencement**
Not to Exceed Contracts: Start Date, Length of Contract,
Contract Value
Estimated Quantity Contracts: Start Date, Length of Contract

- 1.4 Materials and Labor**
Board Approvals
New and/or Reconditioned Parts

- 1.5 Limitation of Award**
Number of Contracts Awarded To One Contractor
Requirements for Additional Awards
Locations and Specification Numbers in Contract Series

- 1.6 Proceed Orders**
Types A, B, C and D Descriptions and Conditions
Time of Commencement and Completion
Minimum Compensation to Contractor
Emergency Proceed Orders
Cancellation of Proceed Order

- 1.7 **Emergency Service**
Service Requirements and Availability
- 1.8 **Items to Bid and Estimated Quantities**
Quantity of Work at Bid Price
- 1.9 **Unit Prices** for Extra or Omitted Work
Adjustment of Contract Monies
- 1.10 **Payments**
Conditions and Requirements
Applications for Payments
Compliance with Current Procedures, Laws and Regulations
- 1.11 **Work Notification and Procedure**
Coordination with Inspection Unit and School Prior to Start of Work
- 1.12 **Consumer Price Index** Adjustment to Original Bid
Calculations for Revision of Original Bid Price
- 1.13 **Assignment of Contract**
Performance of Work by Other Parties
- 1.14 **Prevailing Rate** Payroll Report
Section 220 and 230 Labor Laws
Subcontracting
Verification of Workers at Site
- 1.15 **Renewals**
Number of Renewals
Contract Expiration Dates
Contract Value: Not to Exceed Amounts
Continuity of Work
- 1.16 **Work by Others**
Options Available to the Board of Education
- 1.17 **Safety and Health** Regulations
Federal, State and Local Regulations Cited
- 1.18 **Security**
Implementation and Enforcement of Requirements
- 1.19 **Environmental Conditions**
Local Law and Compliance

**Asbestos
Dust Control**

- 1.20 **Subcontracting**
Conditions and Limitations
- 1.21 **Filing of Work, Permits and Code Compliance**
Fees and Expenses
- 1.22 **Drawings, Manuals and Documents**
Upgrading Equipment Documents
Security and Access Codes
Staff Training
- 1.23 **Guarantee**
Guarantee Period for New and Repaired Equipment
- 1.24 **Tropical Hardwood**
State Finance Law Requirements
- 1.25 **Protection of Property**
Contractor Responsibility
- 1.26 **Protection of Artwork**
Verification of Artwork Catalogued by Public Art for Public Schools (PAPS)
Contractor Liability

II WORK INCLUDED

- 2.0 **Scope of Work**
Identification and Requirements
Filing with Appropriate Agencies

III EXECUTION

- 3.0 **Performance**
Impact on Facility and Population
- 3.1 **Installation**
Precautions and Responsibilities
- 3.2 **Submittals**
Shop Drawings
Catalog Cuts

3.3 References and Standards
Current Industry Performance Standards and Codes

END OF SPECIFICATION