



**UNIVERSITY OF COLORADO AT BOULDER**

**Fire Sprinkler Contractor Pre-Qualification Packet**

**Walnut - Leasehold Improvements  
PR 003674**

**Notice No. 08-47**

**Issued by**

**Department of Facilities Management**

**Delivery address:**

**Research Laboratory No. 2  
1540 30<sup>th</sup> Street, 3<sup>rd</sup> Floor, Room 328 (Reception Desk) Boulder, CO 80303**

**Attention: John Paul Robb, Project Manager**

**Mailing address: 453 UCB, Boulder, CO 80309-0453**

**November 7, 2008**

Walnut - Leasehold Improvements – PR 003674

Fire Sprinkler Contractor Prequalification

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**ADVERTISEMENT FOR BIDS**  
**This is a two step AFB with prequalification required**  
**State of Colorado**  
**University of Colorado**  
**Notice Number: 08-47**

Project No: **PR 003674**  
Project Title: **Walnut - Leasehold Improvements**  
Estimated Construction Cost: **\$297,495**

### **Project Description**

Work on this agreement comprises general construction for the replacement of existing sprinkler system to an ESFR system for the Walnut Building at 3300 Walnut Street in Boulder, CO.

### **Project Information**

To be considered for pre-qualification to bid this project. Fire Sprinkler contractors must retrieve the pre-qualification documents detailing submittal requirements from:

<http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html>

Requirements for bidding will include qualifying with Colorado State Buildings Programs for construction projects of \$150,000 or more at least two (2) working days prior to bid opening. If you are not yet qualified with State Buildings, request instructions to locate the online form SC9.1, Contractors' Registration form at the pre-submittal meeting or from the web site <http://www.colorado.gov/dpa/dfp/sbrep> (Click on the navigation button State Buildings, then Contractor's Qualification/Registration Form and then the hyper link below the second paragraph - Contractor Registration Form). Complete the form and submit electronically to the Office of the State Architect.

### **Qualifications Due**

Date & Time: **November 24, 2008 4:00 PM**

Address: **John Paul Robb**  
**Department of Facilities Management**  
**Research Laboratory No. 2**  
**1540 30th Street, Third Floor**  
**Boulder, CO 80309-0453**

Comments: **Submittals through U.S. Postal Mail should use campus box number: 453 UCB, rather than street address.**

**Walnut - Leasehold Improvements**

Page 2

**Point of Contact**

Name: **John Paul Robb, Project Manager**  
Agency: **University of Colorado at Boulder**  
Phone: **303-492-5840**  
Fax: **303-492-4082**  
Email: **John.robbs@colorado.edu**

**This Notice is also available on the web at [www.colorado.gov/dpa/dfp/sbrep](http://www.colorado.gov/dpa/dfp/sbrep)**

Media of Publication(s): The Daily Journal  
Publication Dates: November 7, 2008 & November 14, 2008

**Walnut - Leasehold Improvements – PR003674**

Notice is hereby given to **FIRE SPRINKLER** Contractors that the University of Colorado at Boulder will pre-qualify bidders to bid this project.

Note carefully, this pre-qualification is unique to this project, any other previous pre-qualification with the University of Colorado at Boulder or State Buildings Programs is insufficient to pre-qualify to bid this project.

To be considered for pre-qualification to bid this project, Fire Sprinkler Contractors must retrieve the pre-qualification documents detailing submittal requirements from:

<http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html>

Statements of interest and qualifications will be accepted at the above office no later than 4:00 PM on Monday, November 24, 2008.

The pre-qualification documents detail specific submittal requirements. The documents further detail minimum experience and other requirements of Fire Sprinkler Contractors to be considered for pre-qualification.

BRIEFLY, THE MINIMUM REQUIREMENTS ARE:

- a. Has continuously maintained a Colorado office for the last five years.
- b. Successful completion within in the last five years, in the capacity of Fire Sprinkler Contractor, of at least three projects similar to the project described in Section A, Item II for public or quasi-public.
- c. The adjusted completed Construction Contract amount for these projects shall amount to at least \$250,000 per project and at least one of which shall have been completed by the Project Manager and Superintendent proposed for this project. Enclose resumes of these and other key personnel. Demonstrate that the Project Manager and or Superintendent has experience with similar projects, close owner/operator coordination, and quality management experience.
- d. Bonds and Insurance: Certified bonding capacity of \$350,000 each per labor and materials payment bond and for a performance bond. Refer to Exhibit A.

## **SECTION A: Introduction**

### ITEM I: Intent:

The Regents of the University of Colorado at Boulder requests submittals for pre-qualification of Fire Sprinkler Contractors for Construction Project titled **Walnut - Leasehold Improvements**. It is the intent of the Department of Facilities Management to pre-qualify Fire Sprinkler Contractors for bidding this major construction project in accordance with Colorado Revised Statutes 24-92-107, 24-103-402, and 24-30-1303 (1) (Q) and in accordance with Section 3-402.01 of the Colorado Procurement Rules. Pre-qualification will be necessary for bidding this project. This pre-qualification process is unique to this project and notwithstanding other pre-qualification by the State Buildings Division and the University of Colorado, all contractors wishing to bid the project must be pre-qualified as defined in this document.

Please note carefully that the process herein defined requires that contractors to be considered for pre-qualification must have at a minimum:

- a. Has continuously maintained a Colorado office for the last five years.
- b. Successful completion within in the last five years, in the capacity of Fire Sprinkler Contractor, of at least three projects similar to the project described in Section A, Item II for public or quasi-public.
- c. The adjusted completed Construction Contract amount for these projects shall amount to at least \$250,000 per project and at least one of which shall have been completed by the Project Manager and Superintendent proposed for this project. Enclose resumes of these and other key personnel. Demonstrate that the Project Manager and or Superintendent has experience with similar projects, close owner/operator coordination, and quality management experience.
- d. Bonds and Insurance: Certified bonding capacity of \$350,000 each per labor and materials payment bond and for a performance bond. Reference Exhibit A.

These minimum requirements to be considered for pre-qualification are further defined hereafter.

It is further the intent of the University of Colorado at Boulder that after pre-qualification of Fire Sprinkler Contractors for this project, the pre-qualified contractors will be invited to bid the project conventionally with the intent of awarding to the lowest responsible bidder based on the apparent low bid of the entire project.

### ITEM II: Project Description:

Work on this agreement comprises general construction for the replacement of existing sprinkler system to an ESFR system for the Walnut Building at 3300 Walnut Street in Boulder, CO.

### ITEM III: Project Financing:

University of Colorado at Boulder appropriations.

### ITEM IV: The Pre-qualification Process:

In accordance with the schedule outlined hereafter, contractors are invited to submit their qualifications for consideration for pre-qualification to **John Paul Robb, Department of Facilities Management of**

**the University of Colorado at Boulder, Delivery address: 1540 30<sup>th</sup> Street, 3<sup>rd</sup> Floor Reception Desk, Boulder, CO 80303.**

**Mailing address: Campus Box 453 UCB, Boulder, Colorado 80309-0453.** Submittal requirements are outlined in Section B of this request. General criteria used for judging the submittals are outlined in Section C. Certain minimum qualifications as described in Section C will be required of all contractors to be pre-qualified to bid this project. **CONTRACTORS SHOULD READ THESE CAREFULLY.** The University of Colorado at Boulder assumes no responsibility or liability for any costs incurred by any contractor associated with this pre-qualification process. Contractors are advised to use the index of this document as a checklist; completeness is required. Contractors' submittals shall follow the format of Index, Section B.

The Department of Facilities Management of the University of Colorado at Boulder will assemble a panel of persons associated with the project and construction industry to score the submittals based upon the criteria outlined.

This document consists of all the information available. Questions about this document may be addressed only in writing to:

John Paul Robb, Project Manager  
University of Colorado  
Department of Facilities Management  
1540 30<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Research Laboratory No. 2  
Campus Box 453 UCB  
Boulder, Colorado 80309-0453  
**Or e-mail to:** john.robb@colorado.edu

No telephone communication regarding the pre-qualification will be answered. Contact shall be made only in writing to the above individual. The University of Colorado at Boulder, the Principal Representative and the Architect will not be responsible for the accuracy or validity of information received later than 4:00 PM local time November 21, 2008. All appropriate questions posed will be answered in a mailing and e-mail if address is provided, to all holders of this document no later than November 25, 2008. (Fax copies will be available).

Scoring will be performed on an assigned scale by item outlined in Section B. Pre-established weights (not available to contractors during the process) will be assigned to the score for each submittal item.

The scores of all panel members will be totaled for each submittal. A pre-established score total will automatically pre-qualify the contractor's submittal assuming that the contractor's submittal meets the minimums outlined in Section C.

There will be no pre-established maximum limit to the number of contractors to be pre-qualified to bid. In the event, however, that the scores result in a list of pre-qualified bidders of less than four bidders, the score required to pre-qualify will be lowered by a pre-established amount until a list of pre-qualified bidders greater than three is established.

ITEM V: Schedule:

The Schedule for Pre-qualification and Bidding is as follows:

<u>Activity</u>	<u>Date</u>
Public advertisement for Pre-Qualification.....	November 7 & November 14, 2008
Pre-qualification Information available.....	November 7, 2008

From: John Paul Robb, Project Manager  
email: John.robb@colorado.edu

Last Date for Written Questions.....November 21, 2008 4:00 PM  
Contractor Qualification Statements due.....November 24, 2008 4:00 PM

To: John Paul Robb, Project Manager  
University of Colorado at Boulder  
Department of Facilities Management  
Delivery Address:  
1540 30<sup>th</sup> Street, 3<sup>rd</sup> Floor, Reception Desk, Boulder, Colorado 80309  
Research Laboratory No. 2  
Mailing Address:  
Campus Box 453 UCB  
Boulder, Colorado 80309-0453

Note: Actual receipt required. Post-marks will not be accepted.

Pre-qualification Judgment Period.....December 3 – 4, 2008  
List of Pre-qualified Contractors available.....December 5, 2008

Documents available for Bidding to  
Pre-qualified Bidders.....December 8, 2008

Bids due:.....December 18, 2008 4:00 PM

ITEM VI: Notes for Subcontractors Qualifications:

- a. Subcontractors will be required to meet certain minimum requirements to be contained in the supplementary general conditions and project specifications of the Contract Documents.
- b. The Contract Documents will require that the successful Fire Sprinkler contractor submit the qualifications of subcontractors listed in item VI above within 72 hours of the opening and bids for approval by the Architect/Engineer and the Department of Facilities Management, University of Colorado at Boulder. A list of proposed subcontractors will need to be submitted with a bid proposal.

## SECTION B: SUBMITTAL REQUIREMENTS

Listed below are the submittal items required for consideration to be pre-qualified to bid on the project. Most specific submittal requirements will be scored. Failure to provide any of the requested information will affect the score the contractor's submittal receives, and in the cases where minimums are required or in cases where a submittal item is required, failure to submit the required information may disqualify the submittal from further consideration. General criteria used to judge each submittal item are described in the following Section C - Evaluation Criteria. Contractors are requested to respond directly to each item separately.

### ITEM I: General Introduction:

Provide a simple concise description of your firm. Description shall not be more than two typewritten pages. It may be supplemented by brochures. Description shall identify at a minimum:

- a. Legal business name, address, contact person name, phone number. (If a branch office or subsidiary, provide same information for head office as well as branch or subsidiary).
- b. Number of Years in business.
- c. Brief overview of staff.

### ITEM II: Location:

- a. Provide a description of your office during the last five years including all business addresses used in Colorado during the last five years. See also Section D notes on joint venture and/or partnership submittals.

### ITEM III: General Firm Experience:

- a. Provide a brief description of at least three projects similar in size and complexity to the project described in Section A. Item II for a construction cost of at least \$250,000, and successfully completed within the last five years in the capacity as a Fire Sprinkler Contractor.

Projects' descriptions shall include:

- (1) Functional use
- (2) Gross square footage / Brief description of project
- (3) Approximate construction cost
- (4) Project owner's name, address and current phone number
- (5) Project architect's or engineer's name and address and current phone number
- (6) Approximate start and substantial completion dates
- (7) Building structural description
- (8) Construction project manager and superintendent

### ITEM IV: Successful Project Completion:

- a. Indicate the number and dollar amounts of all delay claims, court, or arbitration judgements for and against your firm in the last five years.
- b. For all projects completed within the last 10 years, where applicable, identify separately:
  - (1) Dollar amount of liquidated damages paid and project involved.
  - (2) Dollar amount of bonus received for early completion and project involved.

ITEM V: Bonding Capacity:

Submit evidence from, or attested by, your bonding company that verifies your firm will have bonding capacity, if this project cost of approximately \$297,495 is added to your current and anticipated workload. Bonding will be required of the bid and if awarded the contract, 100% Performance and 100% Labor and Material Payment Bonds will be required.

ITEM VI: Financial Condition:

Provide an audited financial statement not more than 15 months old accompanied by the auditor's opinion and, if available, quarterly updates. Audited Financial Statement shall be used for ratio analysis to demonstrate financial strength of firm. There must be certification that the firm is clear of any Federal, State or Local Tax liens. All potential claims shall be listed as Liabilities. Statements will be returned if accompanied by a self addressed stamped envelope.

ITEM VII: Qualifications of Key Personnel:

Provide information on the below key personnel you propose and intend for this project. If more than one person is proposed for this project, provide information on each.

- a. Project Manager
  - (1) Resume.
  - (2) Experience: List of projects of similar size, type and systems.
  - (3) References, with current phone numbers, outside your company to verify experience.
  - (4) Will this person be available uninterrupted through the completion of the project?
- b. Project Superintendent
  - (1) Resume.
  - (2) Experience: List of projects of similar size, type and systems.
  - (3) References, with current phone numbers, outside your company to verify experience.
  - (4) Will this person be available uninterrupted through the completion of the project?

ITEM VIII: Schedule Control:

- a. Describe your firm's schedule management system.
- b. Provide samples of:
  - (1) Schedule from a previous similar project.

ITEM IX: Current Workload/Capacity to Complete this Project:

- a. List current projects, dollar volume by project, and anticipated completion dates of current projects.
- b. For projects within five years, indicate the following for the largest amount at any one time:
  - (1) Total number of projects.
  - (2) Total dollar amount of all projects.
- c. Estimate your anticipated largest dollar volume if this project is added to your current and anticipated volume. Estimate this project for this item at \$297,495.

ITEM X: Estimated Construction Period

- a. Notice to proceed – 0 days

- b. Shop Drawings submitted to Authority Having Jurisdiction – 45 days
- c. Permits issued from Authority Having Jurisdiction – 75 days
- d. Installation begins – 90 days
- e. All work completed – 180 days

ITEM XI: Project Management:

Describe your proposed project management system for this project.

Include the following topics:

- a. General Organization.
- b. Staffing Roles.
- c. Commitment of key personnel and resources including a description of trades provided internally to your organization.
- d. Responsibilities.
- e. Plan for management and control of subcontractors.
- f. Reporting systems to Owner and Architect:
  - (1) General communications.
  - (2) Actual progress.
  - (3) Problems resolution.
  - (4) Costs.
- g. Quality Control.
- h. Project Closeout.

ITEM XII: Performance Following Pre-qualification:

Provide a separate list of building projects for which your firm has been selected for a pre-qualification process similar to this. Project list shall identify the client, project size, approximate dollar value, bid date, projected completion date, and whether you provided a qualified bid after pre-qualifications. List must include all projects for which you have been pre-qualified within the last five years.

ITEM XIII: Percentage of Local Subcontractor Involvement:

Provide an estimate percentage of local subcontractor involvement that you anticipate can be accomplished and certified as part of the bid. Local involvement shall be defined as any subcontractors within a 75 mile radius of the building site. If pre-qualified, contractors will be required to equal or exceed the percentage proposed.

ITEM XIV: Minority Participation Involvement:

It is the general policy of the State of Colorado to be as inclusive to all member communities when spend taxpayer dollars. Provide your firm's anticipated Minority Business Enterprises (MBE) and Women Business Enterprise (WBE) participation goals for this project. Refer to and fill out the attached Minority and Women Business Enterprise Participation Report.

ITEM XV: Affidavit:

Complete and sign the sample affidavit found in Section D.

**SECTION C: EVALUATION CRITERIA**

Listed below, corresponding to the Item numbers in Section B (Submittal Requirements), are the general criteria to be used to judge and score the submittals for pre-qualification. Other pre-established information (such as the weight established for the value of a given score and such as required minimum scores for a given item number) will be used by the pre-qualification panel, but will not be available to contractors.

ITEM I: General Introduction:

No scoring will be done with regard to this item. However, submittals which do not include the requested information will be given no further consideration.

ITEM II: Location:

- a. It is a minimum requirement to have continuously maintained a Colorado office for the last five years, preference will be given to those Contractors with home offices located in Colorado.

ITEM III: General Firm Experience:

- a. It is a minimum requirement for pre-qualification that the Fire Sprinkler Contractor's office shall have successfully completed three projects of not less than \$350,000 per project of similar complexity as defined in Section A-I b & c. Meeting this requirement will suffice. However, scoring will occur on this item based on the number of projects in this category and based upon the extent that the projects match the minimum requirements of size and complexity.

ITEM IV: Successful Project Completion:

- a) & b) This item has no minimum requirement. Scoring will be based upon the extent that judgements, and the extent of damages paid or bonuses received indicate the ability to successfully complete projects. Failure to supply this information will disqualify the submittal from further consideration.

ITEM V: Bonding Capacity:

It is a minimum requirement for pre-qualification that a Fire Sprinkler Contractor provide evidence that it can bond a single project at \$297,495 and have excess bonding capacity available.

ITEM VI: Financial Condition:

This item will not be scored. However, failure to submit the required evidence as described may disqualify the submittal from further consideration.

ITEM VII: Qualification of Key Personnel:

- a) & b) Scoring will be based upon the indicated ability of the key personnel, based on experience, to successfully manage and supervise the project. Failure to supply this information may disqualify the submittal from further consideration.

ITEM VIII: Schedule Control:

a) & b) This item has no minimum requirement. However, scoring will be based upon the indicated adequacy of the proposed system for this project. Failure to submit the requested information may disqualify the submittal from further consideration.

ITEM IX: Current Workload/Capacity to Complete this Project:

a, b & c) This item has no minimum requirement. However, scoring will be based upon the indicated ability to successfully add this project to current workload based on information requested. Failure to supply this information may disqualify the submittal from further consideration.

ITEM X: Estimated Construction Period - Not Used

ITEM XI: Project Management:

a thru h) It is a minimum requirement that the Fire Sprinkler Contractor have a total quality management or an established quality control program in place. Scoring will be based upon the indicated ability of the management system to successfully complete this project at a high level of quality. The failure to supply this information may disqualify the submittal from further consideration.

ITEM XII: Performance Following Pre-qualification:

Scoring will be based on the number of projects your firm has been pre-qualified for and upon the extent that your firm has completed bid submittals following pre-qualification.

ITEM XIII: Percentage of Local Subcontractor Involvement:

This item has no minimum requirement. However, scoring will be based upon the indicated ability to involve local subcontractors to successfully complete this project. Failure to supply this information may disqualify the submittal from further consideration.

ITEM XIV: Minority Participation Involvement:

Scoring will be based on Fire Sprinkler contractor and subcontractor involvement. However, failure to supply this information may disqualify submittal from further consideration. If awarded the contract, the contractor will be required to comply with the general conditions portion of involvement proposed.

ITEM XV: Affidavit:

This item will not be scored. However, failure to supply this information may disqualify the submittal from further consideration.

**SECTION D: MISCELLANEOUS INFORMATION:**

ITEM I: Status of Pre-Qualification:

The University of Colorado at Boulder reserves the right to reconsider the pre-qualification status of any contractor at any time in accordance with the conditions of the affidavit submittal.

ITEM II: Confidentiality:

All submitted materials will be kept confidential. The submittals will not, however, be returned.

ITEM III: Affidavit:

Complete as instructed in Section B. Item XV the appropriate sections on the following pages.

ITEM IV: Number of Submittal Copies Required:

Fire Sprinkler Contractors shall submit **three** copies of the pre-qualification submittal document. However, it is necessary to provide only one copy of the audited financial statement accompanied by the auditor's opinion.

ITEM V: Drawings:

Not applicable.

AFFIDAVIT FOR INDIVIDUAL

\_\_\_\_\_, doing business as \_\_\_\_\_  
(Name of individual) (Name of Firm)

certifies and says: That he is the person submitting this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply the University of Colorado at Boulder with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.

Subscribed on \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ State of \_\_\_\_\_  
(date) (city) (county)

(Applicant must sign here)

AFFIDAVIT FOR CORPORATION

\_\_\_\_\_ certifies and says: That he is  
(Name of Officer)

\_\_\_\_\_ of the \_\_\_\_\_,  
(Official Capacity) (Name of firm)

corporation submitting this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply the University of Colorado at Boulder with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.  
Subscribed on \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ State of \_\_\_\_\_  
(date) (city) (county)

Note: Use full corporate name and  
Attach corporate seal here.

(Officer must sign here)

CORPORATION

If a corporation, answer this:

When incorporated \_\_\_\_\_

In what State \_\_\_\_\_

President's name \_\_\_\_\_

Vice President's name \_\_\_\_\_

Secretary's name \_\_\_\_\_

Treasurer's name \_\_\_\_\_

AFFIDAVIT FOR COPARTNERSHIP

\_\_\_\_\_ certifies and says: That he is a  
(Name of Officer)

partnership of the partnership of \_\_\_\_\_,  
(Name of firm)

that said partnership submitted this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply the University of Colorado at Boulder with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.  
Subscribed on \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ State of \_\_\_\_\_.  
(date) (city) (county)

The foregoing statement and affidavit are hereby affirmed.

\_\_\_\_\_  
(Member of firm must sign here)

\_\_\_\_\_  
(Name of firm)

\_\_\_\_\_  
(Remaining member of firm sign here)

**CO-PARTNERSHIP**

If a co-partnership, answer this:

Date of organization \_\_\_\_\_

State whether partnership is general, limited or association:

Name and address of each partner:

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



- E. Prior to the award of this contract, the contractor will be required to provide to the Principal Representative a list of M/WBE enterprises, stipulating the dollar amount of each subcontract or supplier of materials on page 2 of this Minority and Women Business Enterprises Participation Report.
- F. The contractor will retain records and documents showing the level of participation for two years following completion of this contract. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by an authorized representative of the Principal Representative, or its designated representatives, and will be submitted to such representatives upon written request.

MBE: Yes  No  WBE: Yes  No

Total Contract Amount: \$ \_\_\_\_\_

Name and Address of M/WBE Subcontractors and/or Suppliers and/or Self-Performed Work by M/WBE Primes*	MBE Contract Amounts	WBE Contract Amounts	Type of Work

\*Indicate ethnicity based on Paragraph III. A. above.

Total MBE Contracts: \$ \_\_\_\_\_

Total WBE Contracts: \$ \_\_\_\_\_

Total MBE %: \_\_\_\_\_

Total WBE %: \_\_\_\_\_

**PART 1 - GENERAL**

**1.01 SUMMARY**

- A. Section includes general provisions and administrative procedures.
  - 1. Provide all labor, equipment, and material necessary to complete the work as specified and as shown on the drawings.
  - 2. Provide supervision, coordination, tools, and accessories and appurtenances necessary to accomplish the work.

**1.02 PROJECT DESCRIPTION**

- A. University of Colorado at Boulder  
Division of Facilities Management  
Project PR003674, Walnut – Leasehold Improvements  
Boulder, Colorado
- B. Scope of Work includes providing all labor, materials, and equipment necessary to remove the provide a new ESFR fire sprinkler system for the Walnut Distribution Center Warehouse.
  - 1. The project will consist of but not limited to the following:

Fire Sprinkler Construction

The project will install a new ESFR fire sprinkler system throughout the warehouse portions of the CU Distribution Center. Existing sprinklers in the warehouse will be removed. Existing sprinklers in other areas of the project will be maintained and reconnected to the new sprinkler system.

- C. Scope of Work does not include abatement of hazardous materials.
- D. Contractor must coordinate all work with the General Contractor running the concurrent Group Homes remodel projects and the Owner as the Building may be occupied during construction.

**1.03 CONTRACTS**

- A. All work under this contract will be executed under one prime contract between the Owner and the Fire Sprinkler Contractor.

**1.04 EXAMINATION OF SITE**

- A. Failure to visit the existing facility will in no way relieve any Contractor from necessity of furnishing materials or performing work that may be required to complete work in accordance with Drawings and Specifications without additional cost to Owner.

**1.05 INSTRUCTIONS**

- A. Proper safety procedures are to be followed at all times to maintain the level of life safety requirements of the facility. Safety measures include but are not limited to barricades, warning signs, tools, working habits and working environment.
- B. Keep the owner advised at all times of any hazardous areas such as demolition and unsafe areas.
- C. All tools, equipment and other construction materials are not to be left unattended at anytime; these present a danger to clients.
- D. All scrap is to be removed and all areas are to be kept clean at all times; these items present a danger to the client.
- E. Keep the owner advised daily of active work areas and of any other items like water, electrical & HVAC shut downs or obstructions.
- F. Keep the owner fully informed of areas to be worked in, changes in work areas and work schedule.
- G. Do not bring alcohol or drugs onto the Property
- H. If you have been issued keys, you and your company are responsible for them and their use. If lost or stolen you could be charged not only for the keys but the cost of changing locks.

**1.06 STAGING AND SITE ACCESS**

- A. The contractor shall utilize the parking lots at the buildings for staging and parking. Limited areas within the warehouse may be allocated for the contractor's use. Coordinate with building occupants.

**1.07 PROTECTION FOR WORK IN PLACE**

- A. Work in place that is subject to damage because of operations being carried on in adjacent areas shall be covered, boarded up, or otherwise adequately protected. All forms of protection shall be constructed in a manner such that, upon completion, the entire work will be delivered to the Owner in undamaged condition. This section applies to all building components including the roof as well as all landscaping and site conditions. Continuous clean up is required. Keep areas free of debris and dust.

**1.08 FIRE PROTECTION**

- A. The contractor shall provide a fire watch anytime the fire protection and detection system is disabled if the building is occupied during construction. The core buildings will not require a fire watch since there is no existing working fire alarm system in place.

**PART 2 - PRODUCTS**

Refer to specific sections.

**PART 3 - EXECUTION**

Not used in this section.

**END OF SECTION**

**INSURANCE REQUIREMENTS**

The Contractor shall obtain and maintain, at its own expense and for the duration of the contract, the minimum insurance coverages set forth below. By requiring such minimum insurance, the University shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor under this contract. The Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

**COVERAGES**

1. **Commercial General Liability** – ISO most current form. Coverage to include:  
 Premises and Operations  
 Personal / Advertising Injury  
 Products / Completed Operations  
 Liability assumed under an Insured Contract (including defense costs assumed under contract)  
 Independent Contractors
  
2. **Automobile Liability** including all:  
 Owned Vehicles  
 Non-owned Vehicles  
 Hired Vehicles
  
3. **Workers Compensation**  
 Statutory Benefits (Coverage A)  
 Employers Liability (Coverage B)

**LIMITS REQUIRED**

The Contractor shall carry the following limits of liability as required below:

**Commercial General Liability**

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Payments (Any One Person)	\$ 5,000

**Automobile Liability**

Bodily Injury/Property Damage (Each Accident)	\$1,000,000
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**Workers' Compensation**

Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability)	\$ 100,000 Each Accident
	\$ 100,000 Disease Each Employee
	\$ 500,000 Disease Policy Limit

**ADDITIONAL INSURANCE REQUIREMENTS**

1. All Insurers must be licensed or approved to do business within the State of Colorado, and unless otherwise specified, all policies must be written on a per occurrence basis.
2. The Contractor shall provide the University of Colorado a Certificate of Insurance Form evidencing all required coverages, prior to commencing work or entering University premises. A sample of a completed Certificate of Insurance is attached.
3. The Contractor shall name **“The Regents of the University of Colorado, a body corporate”** as an Additional Insured as respects the general liability policy.
4. Upon request by the University, Contractor must provide a copy of the actual insurance policy effecting coverage(s) required by the contract.
5. The University requires that all policies of insurance be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by the University.
6. A Separation of Insureds Clause must be included in general liability policies.
7. The Contractor shall advise the University in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limit. At their own expense, the Contractor will reinstate the aggregate limits to comply with the minimum requirements and shall furnish to the University a new certificate of insurance showing such coverage is in force.
8. Contractor's insurance carrier should possess a minimum A.M. Best's Insurance Guide rating of A VII.
9. Provide a minimum of 30 days advance written notice to the University for cancellation, non-renewal, or material changes to policies required under the contract.

Failure of the Contractor to fully comply with these requirements during the term of the Contract may be considered a material breach of contract and may be cause for immediate termination of the Contract at the option of the University. **The University reserves the right to negotiate additional specific insurance requirements at the time of the contract award.**

***Non-Waiver***

The parties hereto understand and agree that The University is relying on, and does not waive or intend to waive by any provision of this Contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, 24-10-101 *et seq.*, as from time to time amended, or otherwise available to the University or its officers, employees, agents, and volunteers.

***Mutual Cooperation***

The University and Contractor shall cooperate with each other in the collection of any insurance proceeds which may be payable in the event of any loss, including the execution and delivery of any proof of loss or other actions required to effect recovery.

Revised 12/02/2003