**NOTES TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for **ALL** CT Department of Administrative Services (DAS) Construction Services (CS) **Design-Bid-Build (DBB) AND Construction Manager at Risk (CMR) Capital Construction Projects.**

IMPORTANT NOTE: Section 01 23 13 Supplemental Bids includes descriptions of Supplemental Bids utilized when the Owner and the Architect/Engineer want to competitively bid additional work or bid a different product or system compared to a product or system specified as an integral part of the base project requirements. The submitted bid will be expressed ONLY AS A COST INCREASE to the base price. Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply. "Supplemental Bids” must also be listed in Form 6005 Consultant Bid Data Statement by the A/E and in the Bid Proposal Form in Division 00 by the DAS/CS Procurement Unit.

NOTE: LIMIT THE NUMBER OF SUPPLEMENTAL BIDS TO A MAXIMUM OF FOUR (4).

NOTE: indicate extent of supplemental bids on drawings and specifications. All supplemental bids must be cross-referenced between this section and the section where the product is specified. Should a supplemental bid require products not covered under the base bid then a section must be written for such products and bound in the project manual. All supplemental bids are to be prioritized by the agency and must be listed in numerical order of preference for possible inclusion in the work. All supplemental bids must be accepted cumulatively in the numerical order listed and no supplemental bid can be skipped or accepted out of numerical order.

NOTE: For all projects with an estimated construction value that equals or exceeds $250,000.00, the Supplemental Bids must be reviewed to define if subcontractors are to be named. This would be applicable for sub-trades with an estimated value exceeding $100,000.00. Coordinate carefully with the Section for “Named Subcontractors” in Division 00, Section 00 41 00 "Bid Proposal Form". AN ADDITIONAL SECTION MAY BE REQUIRED TO BE ADDED TO THE LIST OF NAMED SUBCONTRACTORS.

**TEXT:** **Blue text** is project specific information that must be completed by the A/E as applicable to the specific project. When complete, change **blue text** to **black text.** The ***bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific. For **text boxes**, left click on **Insert** and then insert project specific information over the word **Insert** in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

**HEADERS: The header** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS: The footer** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right hand side as shown herein. The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the Architect/Engineer.

**SECTIONS AND PARAGRAPHS:**

If a **Section** is not part of the project scope, **do not use** the Section in the General Requirements. Check “**NOT USED**” in the Table of Contents. **DO NOT delete** the Section title from the Table of Contents.

If a **Paragraph** within a Section is not applicable to the project, **delete the contents** of the Paragraph and renumber the subsequent Paragraphs within the Section. Edit **Paragraphs** carefully to reflect specific project requirements. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE and re-number as necessary.

**GENERAL CONDITIONS:** Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**DIVISION 01 SECTIONS** are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the A/E. Division 01 must be closely coordinated with Division 00, Divisions 02 through 49, Division 50 (Project-Specific Available Information), the Drawings, and the Department’s Consultant Bid Data Statement (Form 6005, to be filled out by the A/E for bidding).

**IMPORTANT NOTE REGARDING EDITING NOTES:**

Each document contains **Editing Notes** in red text. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. **DELETE all Editing Notes before printing the document** in order to indicate the correct number of pages.

**IMPORTANT NOTE REGARDING FORMATTING:**

If a paragraph in a Section is not required, delete and renumber accordingly.

DELETE ALL NOTES IN RED TEXT BEFORE PRINTING.

# PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

### **A.** Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

### **A.** This Section includes administrative and procedural requirements governing Supplemental Bids.

### **B.** Related Sections: The following Sections contain requirements that relate to this Section:

#### 1. Division 00 Section 00 41 00 Bid Proposal Form

#### **2.** Division 01 Section 01 20 00 Contract Considerations

#### **3.** Division 01 Section 01 33 00 Submittal Procedures

#### **4.** Division 01 Section 01 60 00 Product Requirements

## 1.3 DEFINITIONS

NOTE: The definition below is a normal bidding situation with contractors stating supplemental bids amounts requested on the bid form. It also assumes that the owner will decide to accept or reject supplemental bids before signing the agreement. It also assumes that the bidding documents stipulate terms under which the owner will accept or reject the supplemental bids.

#### **A. Definition**: “The monetary value stated in the Bid to be added to the amount of the Base Bid if the corresponding Work, as described in the Bidding Documents, is accepted.” A Supplemental Bid is an amount proposed by bidders and stated on the Bid Proposal Form for certain work defined in the Bidding Documents that may be added to the Base Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.

#### **1.** The cost for each supplemental bid is the net addition to the Contract Sum to incorporate the Supplemental Bid into the Work. Supplemental Bids are only accepted in the numerical order that they are listed on the Bid Proposal Form and never accepted out of numerical sequence. No other adjustments are made to the Contract Sum.

## 1.4 PROCEDURES

NOTE: Make certain it is clear on the Bid Form that costs listed for each supplemental bid includes costs of related coordination, modification, or adjustment. If it is not clearly stated, revise below by stating this requirement.

### **A. Coordination:** Modify or adjust affected adjacent Work as necessary to completely and fully integrate that Work into the Project.

#### **1.** Include as part of each Supplemental Bid, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not mentioned as part of the Supplemental Bid.

#### **2.** Consider all work that must be accomplished for complete incorporation of the Supplemental Bids including modifications to Base Bid items.

#### **3.** Include in lump sum prices for Supplemental Bids all costs of labor, materials, equipment, permits, fees, insurance, bonds, overhead, and profit.

#### **4.** Immediately after award of Contract, advise all necessary subcontractors, vendors, and suppliers as to which Supplemental Bids have been selected by Owner. Use all means necessary to alert those subcontractors, vendors, and suppliers involved as to all changes in the work caused by Owner's selection or rejection of Supplemental Bids.

#### **5.** Coordinate related work and modify surrounding work to integrate work of each Supplemental Bid.

NOTE: Retain the requirement below on most projects. Failure to require notification could create problems later.

### Execute accepted Supplemental Bids under the same conditions as other Work of this Contract.

### **Schedule:** A "Schedule of Supplemental Bids" is included at the end of this Section. It contains all of Specification Sections, and applicable portions of Drawings and Details that govern the scope, quality, and execution of work that is referenced in the Schedule and contain all of the requirements necessary to achieve the Work described under each Supplemental Bid.

# PART 2 - PRODUCTS (Not Applicable)

# PART 3 - EXECUTION

## 3.1 SCHEDULE OF SUPPLEMENTAL BIDS

NOTE: List Supplemental Bids here.

Identify Supplemental Bids on Form 6005 “Consultant Bid Data Statement” to permit their inclusion in Section 00 41 00 Bid Proposal Form.

Supplemental Bids are selected at the Owner's option. Supplemental Bids will be listed in the Owner-Contractor Agreement in order of preference and identified by numbers. i.e. Supplemental Bid 1, 2, 3, 4.

In order to simplify bidding and ensure low competitive prices, limit the number of Supplemental Bids to a **maximum of four (4)** and keep scope of work of Supplemental Bids simple and direct. Only additive Supplemental are used.

### **A. Supplemental Bid No. 1:** Requires the **[construction] [provision] [installation]** of **[Insert detailed scope necessary to acheive the Work described under this Supplemental Bid. Include applicable specification section number(s) and drawing sheet/detail number(s).]**

### **B. Supplemental Bid No. 2:** Requires the **[construction] [provision] [installation]** of **[Insert detailed scope necessary to acheive the Work described under this Supplemental Bid. Include applicable specification section number(s) and drawing sheet/detail number(s).]**

### **Supplemental Bid No. 3:** Requires the **[construction] [provision] [installation]** of **[Insert detailed scope necessary to acheive the Work described under this Supplemental Bid. Include applicable specification section number(s) and drawing sheet/detail number(s).]**

### **Supplemental Bid No. 4:** Requires the **[construction] [provision] [installation]** of **[Insert detailed scope necessary to acheive the Work described under this Supplemental Bid. Include applicable specification section number(s) and drawing sheet/detail number(s).]**

END OF SECTION 01 23 13