

## **Addendum 1 for RFB 942200-01**

Project Name: DOC NCCF Powerhouse Water Heater Replacement

RFB#942200-01

DAS Project #: 9422.00

Date: 5/1/2025

Bids Due: May 13<sup>th</sup> no later than 2:00pm

### **Addendum #01 : Updated Bid Form & Construction Schedule, Meeting Minutes/Sign-In and Procurement Questions.**

1. **Changes to the Bid Form to break out Unit Cost #01. Newly issued bid form REQUIRED for submitting bids into impacts.**
  - a. Revise Unit Cost #1 – Provide Unit Cost for Additional Tuckpointing (Per Lineal Foot)
  - b. Add Unit Cost # 3– Provide Unit Cost for Additional Stone Consolidation (Per Square Foot).
2. Revised front end Section 00 3113 Preliminary Schedule and Attached Addendum #01 Construction Schedule.
  - a. See attached for updated schedule with a revised substantial completion date of **11/5/2025**.
  - b. ASP confirms that crews will be able to work inside and outside the facility simultaneously. No ASP escort is required outside of the facility.
  - c. A maximum of Four (4) lifts will be allowed inside the facility to perform work. Work must be performed on one building visible by an ASP guard/escort.
3. Attached is the Pre-Bid Meeting Minutes and Sign In Sheet from the April 23<sup>rd</sup> Pre-Bid Meeting at Anamosa State Penitentiary in the Admin Building.
4. No Questions Received submitted into DAS Procurement.
5. Survey Photos of inside the facility for bidding.
  - a. Follow DropBox link to access photos  
<https://www.dropbox.com/scl/fo/5h8q9odf0vy3thcn4zll6/AN4MLLLQBT-ua-PQkerBHXo?rlkey=9e22ec1l3zgf116vjycndx4ps&st=bpdno4o9&dl=0>

END OF ADDENDUM

**SECTION 00 4116**

**BID FORM**

**The Bid Form must be submitted online through the State's [IMPACS Electronic Procurement System](#).**

RFB #942200-01

BID FORM for CONSTRUCTION CONTRACT  
for  
Anamosa State Penitentiary  
406 N High Street, Anamosa, Iowa  
Project 9422.00

Iowa Department of Administrative Services  
Hoover State Office Building, Level 3  
1305 East Walnut Street  
Des Moines, Iowa 50319-0105

The following information is to be completed and submitted with your bid..

1. Bid Form - Completed and Signed (to be uploaded with bid submission)
2. Non Discrimination Clause Information
3. Contractor Targeted Small Business Enterprise Pre-Bid Contract Information
4. Bid Security – 5% of total Bid amount (to be uploaded with bid submission)

**Authorized Representative:**

The undersigned Bidder, in response to your Request for Bid for construction of the above project, having examined the Drawings, Specifications, and other Bidding Documents dated March 30th, 2025, and Addenda issued and acknowledged below as received and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment and supplies to perform all work to construct the project in strict accordance with the proposed Contract Documents, within the time and at the prices stated below. Prices are to cover all expenses incurred in performing the work required under the proposed Contract Documents, of which this bid is a part.

Bidder acknowledges receipt of the following Addenda which are a part of the Bidding Documents and for which any effect on cost of the Work is included in the bid amounts indicated:

Number	_____	_____	_____	_____	_____
Dated	_____	_____	_____	_____	_____

Note that the State of Iowa is exempt from State and Local sales and use taxes (including local option and school option) for this project. Taxes on construction materials shall NOT be included in the bid amounts.

Amounts shall be indicated in both words and figures. In case of discrepancy, the amount indicated in words shall govern.

BID PACKAGES:

BP 01 – Tuckpointing Complete

Description: All material, labor and equipment associated with all work shown on the contract documents complete including the plans and specifications.

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

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

UNIT PRICES:

UNIT 01 – Additional Repointing

Description: Unit pricing to provide additional tuckpointing for 1 LF.

\_\_\_\_\_  
Dollars  
(\$ \_\_\_\_\_)/ LF

UNIT 02 – Downspout Replacement

Description: Unit pricing to supply and install new downspout if unable to salvage and re-install to perform work. Quantity is based on 1 LF, includes labor and material.

\_\_\_\_\_  
Dollars  
(\$ \_\_\_\_\_)/ LF

UNIT 03 – Additional Consolidations

Description: Unit pricing to provide additional stone consolidations for 1 sqft.

\_\_\_\_\_  
Dollars  
(\$ \_\_\_\_\_)/ Sqft

Bidder hereby certifies that:

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation;
2. Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain any advantage over any other bidder or over the Owner.
3. Bidder hereby certifies that the Bidder is registered with the Iowa Labor Commissioner as a Contractor as required by Chapter 91C, Code of Iowa.
4. Bidder agrees to comply with all Federal and State Affirmative Action/Equal Employment Opportunity requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.
5. All construction under this Contract shall conform to the requirements of the *Iowa State Building Code*.
6. Bidder agrees that this bid shall remain valid and shall not be withdrawn for a period of thirty (30) calendar days after the date for receipt of bids.
7. Bidder agrees that if written notice of acceptance of this bid is mailed, emailed, or delivered to the undersigned within thirty (30) days after the date in which bids are due, or at any time thereafter before it is withdrawn, the undersigned will sign and return the Contract Agreement, prepared in accord with the Bidding Documents and this bid as accepted; and will also provide proof of insurance coverage and required surety bonds.
8. Bidder understands that the Owner reserves the right to reject any and all bids, and to waive irregularities or informalities and enter into a contract for the work, as the Owner deems to be in the best interest of the State.
9. Bidder understands that the Owner reserves the right to accept any, or no, Alternate Bid, if requested, and that the Alternate Bids may be considered in any order or combination, and the low Bidder shall be determined on the basis of the sum of the base bid and any Alternate(s) accepted.

Subcontractors:

The Trade Contractor must identify all Subcontractors and Suppliers within 48 hours of the published date and time for which bids must be submitted, in accordance with Iowa Code Section 8A311, as amended by House File 646 in 2011. Subcontractors and suppliers may not be changed without the approval of the Owner. Requests for changing a Subcontractor or supplier must identify the reason for the proposed change, the name of the new Subcontractor or supplier, and the change in the subcontractor or supplier price as a result of the change. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Trade Contract Price via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Trade Contract Price shall be borne by the Trade Contractor.

**Enforcement of Reciprocal Resident Bidder Preference, per Iowa Code 73A.21.**

All bidders shall either check the box next to "Resident Bidder" or check the box next to "Nonresident Bidder" and by doing so and signing thereafter certifies and attests to the same. All information requested must be provided. Seek out the advice of an attorney if you have questions.

"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

☐

Resident Bidder

Name of Resident Bidder: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Agent and Signatory of Resident Bidder

**OR:**

☐

Nonresident Bidder

Name of Nonresident Bidder: \_\_\_\_\_

Name of State or Foreign Country of Nonresident Bidder: \_\_\_\_\_

Particularly identify and describe any preference, labor preference, or any other type of preferential treatment, in effect in the nonresident bidder's state or foreign country at the time of this bid:

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

NOTICE: Nonresident Bidders domiciled in a state or country with a resident labor force preference shall make and keep, for a period of not less than three years, accurate records of all workers employed on the public improvement. The records shall include each worker's name, address, telephone number when available, social security number, trade classification, and the starting ending time of employment.

By: \_\_\_\_\_  
Authorized Agent and Signatory of Nonresident Bidder

Bid Form shall be signed by an officer of the company with authority to bind in a contract.

Notice of acceptance of this bid, or request for additional information by the Department of Administrative Services, may be addressed to the undersigned at the address set forth below:

Legal Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

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

Typed Name of Signatory: \_\_\_\_\_

Email: \_\_\_\_\_

Business Address:

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Iowa Contractor Registration Number: \_\_\_\_\_

Bidder Safety Manager Name:\_\_\_\_\_

For an out-of-state Bidder, Bidder certifies that the Resident Preference given by the State or Foreign Country of Bidder's residence, \_\_\_\_\_, is \_\_\_\_\_ %.

**END OF SECTION**

## **SECTION 00 3113**

### **PRELIMINARY SCHEDULE**

#### **PART 1 - GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Preliminary Construction Schedule
- B. Schedule Durations

##### **1.02 PRELIMINARY SCHEDULE**

- A. A preliminary schedule has been identified by the Owner for the implementation of the Project. Refer to the schedule following this Section for references to anticipated milestones and construction duration.
- B. Each step of the Preliminary Schedule is subject to receipt of acceptable bids, Owner's decision process and date of commencement.
- C. A proposed construction schedule shall be submitted by all Trade Contractors to the Construction Manager no later than 48 hours prior to the pre-construction meeting. A revised Construction Schedule will be submitted by the Construction Manager once all preliminary schedules are reviewed and approved by the Owner.
- D. The final construction schedule will be established post award of bids with the cooperation of all contractors.

##### **1.03 SCHEDULE DURATIONS**

- A. Anticipated Notice of Intent to Award – 5/15/2025
- B. Anticipated Date of Commencement – 7/17/2025
- C. Substantial Completion by – 11/5/2025

#### **PART 2 - PRODUCTS – NOT USED**

#### **PART 3 - EXECUTION – NOT USED**

**END OF SECTION**

Activity ID	Activity Name	Original Duration	Start	Finish	May				June				July				August				September				October				November				December			
					2	18	25	01	08	15	22	29	06	13	20	27	03	10	17	24	31	07	14	21	28	05	12	19	26	02	09	16	23	30	07	14
ASP Tuckpointing Priorities 7,8,&9 - Bid Ad		169	07-Apr-25	05-Dec-25																																
Preconstruction		35	07-Apr-25	27-May-25																																
A1000	Submit to Procurement	1	07-Apr-25	07-Apr-25																																
A1010	Bidding	25	08-Apr-25	13-May-25																																
A1020	Issue NOI	2	14-May-25	15-May-25																																
A1030	802 Contract	5	16-May-25	22-May-25																																
A1040	Populate Procure Submittals & Drawings	2	23-May-25	27-May-25																																
Submit, Approve & Procure		60	28-May-25	20-Aug-25																																
A1050	Contractor Upload Submittals	10	28-May-25	10-Jun-25																																
A1060	McGough & A/E Review Submittals	10	11-Jun-25	24-Jun-25																																
A1070	Procure Materials	15	25-Jun-25	16-Jul-25																																
A1160	Procure Replacement Stones	40	25-Jun-25	20-Aug-25																																
Construction		67	17-Jul-25	20-Oct-25																																
A1080	Mobilize to Site	2	17-Jul-25	18-Jul-25																																
A1090	LUE Tuckpointing	15	21-Jul-25	08-Aug-25																																
A1120	Maintenance Building Tuckpointing	25	21-Jul-25	22-Aug-25																																
A1100	LUC Tuckpointing	25	11-Aug-25	15-Sep-25																																
A1130	Kitchen/Dining Hall/ Chapel Tuckpointing	30	25-Aug-25	06-Oct-25																																
A1110	LUA Tuckpointing	25	16-Sep-25	20-Oct-25																																
A1140	Stone Demolition	5	16-Sep-25	22-Sep-25																																
A1170	Install of Replacement Stones LUA	10	23-Sep-25	06-Oct-25																																
A1150	Roofing Repair LUA	10	07-Oct-25	20-Oct-25																																
Closeout		32	21-Oct-25	05-Dec-25																																
A1180	Punchlist	10	21-Oct-25	03-Nov-25																																
A1190	Substantial Completion	1	04-Nov-25	04-Nov-25																																
A1200	Closeout Documents	20	05-Nov-25	04-Dec-25																																
A1210	Final Completion	1	05-Dec-25	05-Dec-25																																

DAS #9422.00 ASP Tuckpointing Priorities 7,8,&9

Addendum #01 Schedule - 04/28/25

1 of 1

McGough



## RFB Pre-Bid Minutes: Meeting #1

<b>Meeting Date</b>	Apr 23, 2025	<b>Meeting Time</b>	10:00 am - 11:30 am Central Time (US & Canada)
<b>Meeting Location</b>	Anamosa State Pen.		
<b>Overview</b>	Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.		
<b>Notes</b>			
<b>Attachments</b>	<a href="#">scan_noah.thelen_2025-04-28-09-45-40.pdf</a> , <a href="#">RFB 942200-01 Project Manual_Final .pdf</a> , <a href="#">9422 ASP Tuckpointing ISSUED FOR BIDDING 20250330.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Boyd Hoyt	Anamosa State Penitentiary	P: (319) 251-7793	boyd.hoyt@iowa.gov	Present
Lisa Oswald	Anamosa State Penitentiary	P: (319) 251-7809	lisa.oswald@iowa.gov	Present
Michael Nolan	Horizon Architecture		michael@horizon-architecture.com	Present
Ted Chumbley	McGough Construction	P: (515) 639-3853	ted.chumbley@mcgough.com	Present
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Present
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	Present
Oliver Shimp	State of Iowa - Department of Administrative Services		oliver.shimp@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendees:  Facility - Anamosa State Pen (Boyd Hoyt) Owners Rep - DAS (Oliver Shrimp) CMA - McGough (PM -Noah Thelen)				
		<b>Official Documented Meeting Minutes</b> See attached meeting Minutes sign in sheet.				

### Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b></p> <p>Repointing, repairs, cleaning and sealing of stone around various buildings identified at Anamosa State Penitentiary, Anamosa, Iowa 52205. Removal, Salvage and reinstall of downspouts as required if impeding work in place. Work performed inside the facility will require man lifts that will need to be removed daily at the end of the work shift. Equipment cannot be left inside the facility and scaffolding will not be allowed inside. Coping stone demolition and replacement on LUA building will require re-flashing and work on the roof membrane, this is included in Bid Package #01 work.</p> <p>Coordination with ASP is required to perform work on site and gain access, work will be performed in occupied space. No equipment or material storage will be allowed inside the facility.</p> <ul style="list-style-type: none"> <li>• <b>Base bid:</b> Bid Package #01: Tuckpointing Complete</li> <li>• <b>Alternates:</b> None</li> <li>• <b>Unit prices:</b> <ul style="list-style-type: none"> <li>◦ Unit #01: Additional Repointing/Consolidations <ul style="list-style-type: none"> <li>▪ Unit pricing to include stone repointing and additional consolidations for 1 sqft.</li> </ul> </li> <li>◦ Unit #02: Downspout Replacement <ul style="list-style-type: none"> <li>▪ Unit price to supply and install new downspout if unable to salvage and re-install to perform work. Quantity is based on 1LF, includes labor and material.</li> </ul> </li> </ul> </li> </ul> <p><b>Official Documented Meeting Minutes</b></p> <p>Reviewed general scope of project and areas.</p> <p>It was discussed with ASP that scaffolding was not going to be allowed inside the facility. Boom lifts would be OK and the amount of lifts was in question, but on past projects they were able to have multiple lifts if they are all in the same area or elevation so ASP staff can monitor them all at once. Contractors wanted to know if scaffolding could be used outside the facility and this was going to have to be reviewed by the warden based on what the contractor submitted or proposed.</p> <p>Contractors were wondering if the existing roof on LUA had a warranty. ASP did not know for sure but this roof was replaced well beyond 25 years ago for any current warranty.</p> <p>McGough and Horizon will make changes to the Unit Pricing #01 to separate the Repointing/Consolidation as this should be two separate unit pricing. Repointing will be LF and consolidation will be Sqft.</p> <ol style="list-style-type: none"> <li>1. Unit Cost 1 – Provide Unit Cost for Additional Tuckpointing (Per Lineal Foot)</li> <li>2. Unit Cost (3) – Provide Unit Cost for Additional Stone Consolidation (Per Square Foot)</li> </ol> <p>Unit #02 pricing was discussed that the existing gutters are a mix of painted metal and galvanized. It was explained that if the gutters did not have to be removed they can be left in place to perform the work, some locations have the gutters on standoffs away from the wall and others are grouted and inset into the stone. areas where the gutters are grouted in will not be removed and left in place.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Contract(s) Issued: 5/16/2025-5/22/2025</li> <li>• Submittals: May 2025 - August 2025</li> <li>• Construction: July 2025 - January 2026</li> </ul>						

- Closeout: January 2026 - March 2026

A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.

State Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Day

#### Official Documented Meeting Minutes

Contractors were concerned about the schedule showing work taking place into winter weather, tuckpointing cannot be performed below 40 degrees so it was questioned if "winter conditions" should be figured. DAS and team has the ability to allow contractors to extend the schedule into spring and no winter conditions need to be figured. Otherwise contractors could consider increasing man power to get the work done prior to weather impacts. ASP was OK with the increased staff but multiple lifts need to be working on the same elevation where a guard can oversee the work.

A clear schedule will be revised and completion date in the addendum to allow bidders to be on the same page.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place.</li> <li>• Contractors shall provide daily logs for each day they are on site.</li> <li>• Construction progress meeting will be established once construction starts.</li> <li>• It is of the utmost importance to show respect and courtesy to all staff at all times.</li> <li>• Clean all debris, materials, and bring all finishes back to existing conditions in the area they were working in prior to moving to the next area.</li> <li>• No smoking, vaping or smokeless tobacco use onsite.</li> </ul>						
<b>Site Specific Rules</b> <ul style="list-style-type: none"> <li>• Hot Work Permits need to be filled out and keep current throughout project. ASP has standard hot work form to be used.</li> <li>• Clothing Requirements, no RED shirts or Navy Blue/Jean jackets since this is the color of inmates.</li> <li>• Temporary facilities by prime.</li> <li>• Noon Count Times (12:00pm-12:45pm) no entrance or exit will be allowed, includes the sally port and material/truck deliveries.</li> <li>• Tool control - Contractor shall provide all equipment and tools for Contractor's own cleanup. Clean up shall be done at end of every shift or more frequently if required for the Contractor to perform their work, for other Contractors to perform their work, as required by the Owner's operations, and at the discretion of the Construction Manager. <ul style="list-style-type: none"> <li>◦ Workers will be required to bring a list of tools they will be taking inside the facility. These tools will be inventoried going into the facility and again when the worker is leaving the facility. All tools will be accounted for throughout the day.</li> <li>◦ All tools brought in will need to be with crews at all time and not left unattended.</li> <li>◦ Any broken blades or bits will be required to be held onto and present at tool checkout.</li> </ul> </li> <li>• Cell phones - Cell phones, weapons, and cameras/camcorders are not allowed inside the facility. <ul style="list-style-type: none"> <li>◦ ASP to confirm if the Foreman will be allowed to have one cell phone.</li> </ul> </li> <li>• Background checks <ul style="list-style-type: none"> <li>◦ Must be performed on all on site employees, including sub-contractors.</li> <li>◦ The Contractor hereby explicitly authorizes the Iowa DAS to conduct criminal history and/or other background investigation(s) of the Contractor, its officers, supervisory personnel, employees, and other staff retained by the Contractor or their sub-contractors for the performance of the contract.</li> <li>◦ A State of Iowa record check request form will be provided at the pre-construction meeting of successful bidder.</li> </ul> </li> </ul>						

- In addition to background checks all contractors who will be working onsite will need to take the PREA test which can be found here: [https://docs.google.com/presentation/d/1\\_8lcvvpMCYdqasseVuOxzY2ISqjS3RUi6Oups7t6-zA/pub?start=false&loop=false&delayms=3000&slide=id.p](https://docs.google.com/presentation/d/1_8lcvvpMCYdqasseVuOxzY2ISqjS3RUi6Oups7t6-zA/pub?start=false&loop=false&delayms=3000&slide=id.p)
- Work hours: 7am - 4pm, Monday through Friday unless arrangements are made in advance.
- View Specification 01 1200 - Contract Summary for more information.

**Official Documented Meeting Minutes**

Storage inside maintenance shop can be used for up to 1 pallet of grout, space is not large enough for more storage. Other storage will need to be handled outside facility.

Parking spots and space are limited on the south end of the grounds outside the facility where the maintenance road leads behind ASP. This area can be used and cones could be placed for deliveries and drop offs.

7-5 pm is ok since there is other projects on site. contractors are doing 4-10s and this would be OK, outside the facility work hours can be relaxed but inside need to be strictly followed due to ASP staffing and monitoring work in place.

It was explained that ASP staff is limited and crews need to be monitored at all times. This includes escorting in to and out of the facility, gathering materials or using the restroom. Multiple crews working inside the facility will be limited to one area.

**RFB Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Bids are due <b>Tuesday, May 13th by 2:00pm</b></li> <li>• The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System. <ul style="list-style-type: none"> <li>◦ Link and information is in the project manual</li> <li>◦ Contractors will need to register prior to bidding</li> <li>◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa.</li> <li>◦ Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids can be submitted on the due date.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> <li>• Bid Opening will be held via conference call on <b>Tuesday, May 13th at 3:00pm</b></li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist <ul style="list-style-type: none"> <li>◦ Bid Proposal Information</li> <li>◦ Non Discrimination Clause Information</li> <li>◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information</li> <li>◦ Bid Security – 5% of total Bid amount</li> </ul> </li> <li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li> </ul>						
<b>Official Documented Meeting Minutes</b> Bidder understand the submission process.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Questions/Substitutions Due in Writing to <a href="mailto:Construction.Procurement@iowa.gov">Construction.Procurement@iowa.gov</a>: April 28th by 2:00 pm</li> <li>• Addendum Issued: Week of April 28th</li> <li>• Bids Due: May 13th, by 2:00pm</li> <li>• Tentative NOI Issued: May 14th</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<b>Description</b> <ul style="list-style-type: none"> <li>Contractors will sign a modified ConsensusDocs 802. Example in the project manual.</li> <li>Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.</li> <li>Project-specific P&amp;P bonds must be provided prior to contract execution.</li> <li>Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.</li> <li>DAS will provide tax exempt certificates upon request.</li> <li>Procore will be used for all project management, at no cost to the trade contractor. <ul style="list-style-type: none"> <li>Submittals, Invoicing, RFIs, ASIs, PRs, RFQs</li> <li>Contracts, Change Orders and Certificates of Substantial and Final Completion will also use Docusign</li> </ul> </li> <li>Contractor Schedule of Values shall be broken out as specified in the project manual. <ul style="list-style-type: none"> <li>SOV must contain a closeout line item for at least 1% of the total contract value.</li> <li>This line item can only be invoiced once the certificate of final completion has been signed by all parties.</li> </ul> </li> </ul>						
<b>Official Documented Meeting Minutes</b> Note cutoff on 3/A101 indicates that work on LUA cornice (including stone replacement, flashing, roof tie in, repointing, cleaning and sealing) to be separate line item in SOV.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> Site Walk						
<b>Official Documented Meeting Minutes</b> Survey photos and videos are uploaded into Procore and some can be available for bidders as no phones allowed inside facility during walk.						

## Questions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
<b>Description</b> Submit all questions in writing to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a> .						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.  
Please contact State of Iowa - Department of Administrative Services if there are any discrepancies or questions with the content of these minutes.



# Meeting Sign-In Sheet

**Project Name/#:** ASP Tuckpointing Priorities  
7, 8, & 9

**Date:** 4/23/25

**Meeting Type:** Pre-Bid

**Time:** 10:00 AM

Prepared By: *Noah Thelen*

**Location:** ASP Admin

*Please print informaton below:*

[illegible]