

June 9, 2023

To: All Potential Respondents
From: Construction Procurement
Subject: RFQ934100-01 GRC Cottages 134, 359, and 463 Roof Replacements

Request for Quote

The State of Iowa is conducting a Request for roof replacements on Cottages 134, 359, and 463 at the Glenwood Resource Center (GRC) in Glenwood, IA. See Exhibit B for additional details and drawings.

All work must be done on-site at Glenwood Resource Center (GRC) and all personnel must pass a background check. Information required for the background check includes full name, birthdate, state driver's license # or State id#, and social security number. See Exhibit C for more information.

All work shall be substantially completed by November 30, 2023.

The Project is located at 711 S Vine St, Glenwood, IA 51534.

Please email your quote using the Exhibit A pricing form to construction.procurement@iowa.gov prior to July 6, 2023, at 2:00 PM (CT).

All questions regarding this solicitation must be received by email by 2:00 PM (CT) June 22, 2023.

There will be an optional Pre-Quote Call in meeting held on June 20, 2023 @ 11:00 am

Microsoft Teams meeting

Join on your computer, mobile app or room device

Meeting ID: 297 007 430 094

Passcode: V8PSvM

Or call in (audio only)

[+1 515-598-7333,,685602284#](tel:+15155987333685602284) United States, Iowa City

Phone Conference ID: 685 602 284#

Contract Terms and Conditions

This procurement will result in a Consensus 802 Agreement. By submitting a quote, respondent agrees to the contract terms and conditions available at:

<https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc802.pdf>

Performance Bond

Respondent must provide a Performance and Payment Bond in accordance with Section 10.8 of Consensus 802 Agreement.

Insurance Requirements

See sample Certificate of Insurance attached as Exhibit D for required limits, additional insured requirements and waiver of subrogation.

See Exhibit E for Preliminary Schedule.

Exhibit A Pricing Form
GRC Cottages 134, 359, and 463 Roof Replacements
Glenwood Resource Center (GRC)
Request for Quote RFQ934100-01

Due July 6, 2023 at 2:00 PM (CT)

Please submit this completed form with your Quote to:
Attention: Jeff Just
Iowa Department of Administrative Services - Central Procurement
construction.procurement@iowa.gov

This form is to be completed in ink or typewritten.
Only pricing on this form or an exact copy of this form will be accepted.
Pricing Form shall be signed by an officer of the firm with authority to bind Respondent to Contract.

Respondent acknowledges receipt of the following Addenda (if issued) which are part of the RFQ documents:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Freight Terms: FOB Destination, Freight Pre-Paid

The State reserves the right to reject any or all quotes without penalty and to waive minor deficiencies and informalities if, in the judgement of the State, it's best interests will be served.

Respondents must submit pricing for all scope of work items indicated per the attached Exhibit B. The State reserves the right to evaluate pricing. The State intends to make one Award for this project.

BP 001 – GRC Cottages 134, 359, and 463 Roof Replacements

Quote: Total \$ _____

Unit Cost 001 – Replacement of (1) 4'x8' sheet of ½" ext. plywood with "H" clips between trusses.

Quote: Total \$ _____

Please note all pricing is to be delivered price. That is why we are stating FOB Destination, Freight Pre-Paid.

Signature _____

Name (Print) _____

Title _____

Company _____

Address _____

City, St., Zip _____

Phone # _____ **Fax #** _____

E-mail _____

Exhibit B Scope of Work
GRC Cottages 134, 359, and 463 Roof Replacements
Glenwood Resource Center (GRC)
Request for Quote RFQ934100-01

Due July 6, 2023 at 2:00 PM (CT)

SCOPE OF WORK (Drawings and specs, as required)

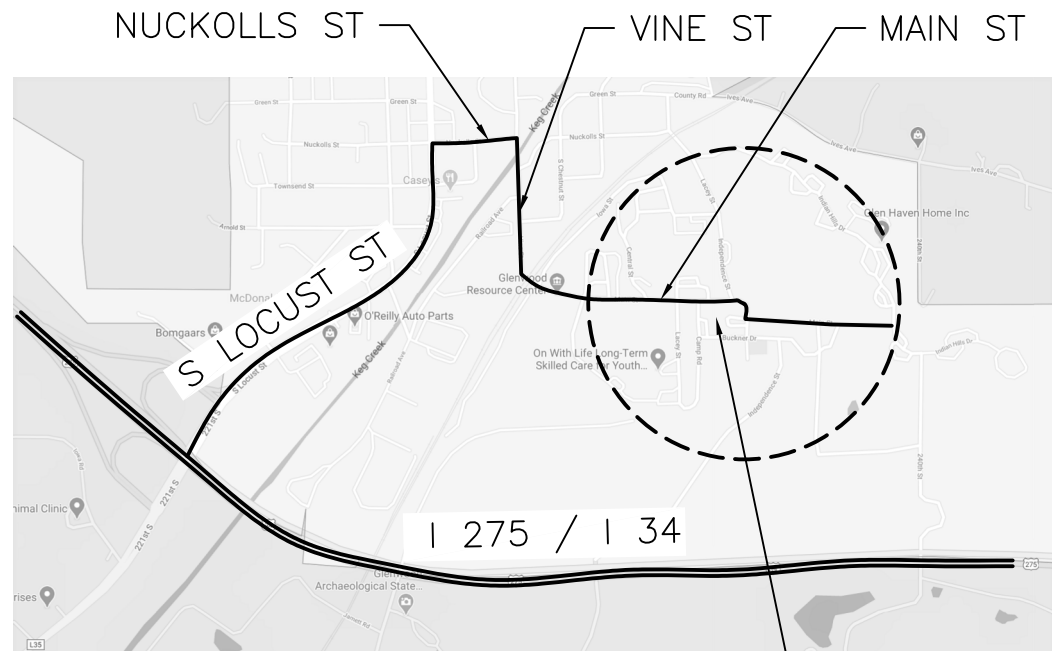
GRC Cottages 134, 359, and 463 Roof Replacements:

BID PACKAGE INSTRUCTIONS

- A. **BP 001** – GRC Cottages 134, 359, and 463 Roof Replacements: Trade Contractor shall include all the following, but not limited to, as part of the contract (Substantial Completion November 30, 2023)
1. All construction associated with construction of roof replacements.
 2. Drawing numbers A0.0, A0.1, A0.2, A1.0, A1.1, A1.2, A2.0 & A3.0
 3. There is no specifications book for this project. An outline Spec is provided on the last sheet of the drawings.
- B. **Unit Cost 001** – Provide a unit cost to replace any damaged sheathing. Unit cost is for (1) 4'x8' sheet of ½" exterior grade plywood with "H" clips between trusses.
1. All construction associated with construction of roof replacements.
 2. Drawing numbers A0.0, A0.1, A0.2, A1.0, A1.1, A1.2, A2.0 & A3.0

LOCATION MAP:

SCALE: NTS



GLENWOOD RESOURCE CENTER
 GLENWOOD IA, 51534
 SEE A0.1 CAMPUS MAP

DHS GRC COTTAGES 134, 359 & 463 ROOF REPLACEMENTS

AT
GLENWOOD RESOURCE CENTER
 711 S. VINE STREET
 GLENWOOD, IOWA 51534

RFQ # 934100-01
DAS PROJECT NO. 9341.00
GENESIS PROJECT NO. 2305

SHEET INDEX

- A0.0 COVER, SHEET INDEX, & CONTACTS
- A0.1 CAMPUS MAP & NOTES
- A0.2 AERIAL PHOTOS
- A1.0 COTTAGE 134 ROOF PLAN
- A1.1 COTTAGE 359 ROOF PLAN
- A1.2 COTTAGE 463 ROOF PLAN
- A2.0 ROOF DETAILS
- A3.0 CONSTRUCTION NOTES & SPECIFICATIONS

CONTACT INFO:

OWNER

IOWA DEPT OF ADMIN. SERVICES
 OWNER'S REPRESENTATIVE:
 JENNIE ELLIOTT
 STATE BLDG. & CONSTRUCTION RESOURCE
 BUREAU, G.S.E.
 109 S.E. 13TH STREET
 DES MOINES, IA 50319

ON-SITE CONTACT

COREY MADISON
 PLANT OPERATIONS MANAGER
 GLENWOOD RESOURCE CENTER
 711 S. VINE ST.
 GLENWOOD, IA 51534
 PHONE: 712-525-1485

ARCHITECT

GENESIS ARCHITECTURAL DESIGN
 PROJECT ARCHITECT:
 EDWARD MATT, AIA
 939 OFFICE PARK ROAD
 SUITE 101
 WEST DES MOINES, IA 50265
 OFFICE: 515.440.1681
 FAX: 515.440.1687



I hereby certify that the portion of this technical submission described below was prepared by me or under my supervisor and responsible charge. I am a duly registered Architect under the laws of the State of Iowa.

Edward L Matt
 Digitally signed by Edward L Matt
 DN: cn=Edward L Matt,
 o=GENESIS Design, ou=
 email=ematt@gendsn.com, c=US
 Date: 2023.06.08 11:34:31 -05'00' 05761

Signature Edward L. Matt Reg. No.

Pages or Sheets covered in part or whole by this seal:
 A0.0, A0.1, A0.2, A1.0, A1.1, A1.2, A2.0 & A3.0

Date Issued: May 25, 2023

939 OFFICE PARK RD., #101
 WEST DES MOINES, IA 50265
 TEL: 515-440-1681
 FAX: 515-440-1687



**DHS GRC COTTAGES 134, 359 & 463
 ROOF REPLACEMENTS
 GLENWOOD RESOURCE CENTER
 GLENWOOD, IOWA**

FINAL
 ISSUE
 DWGS

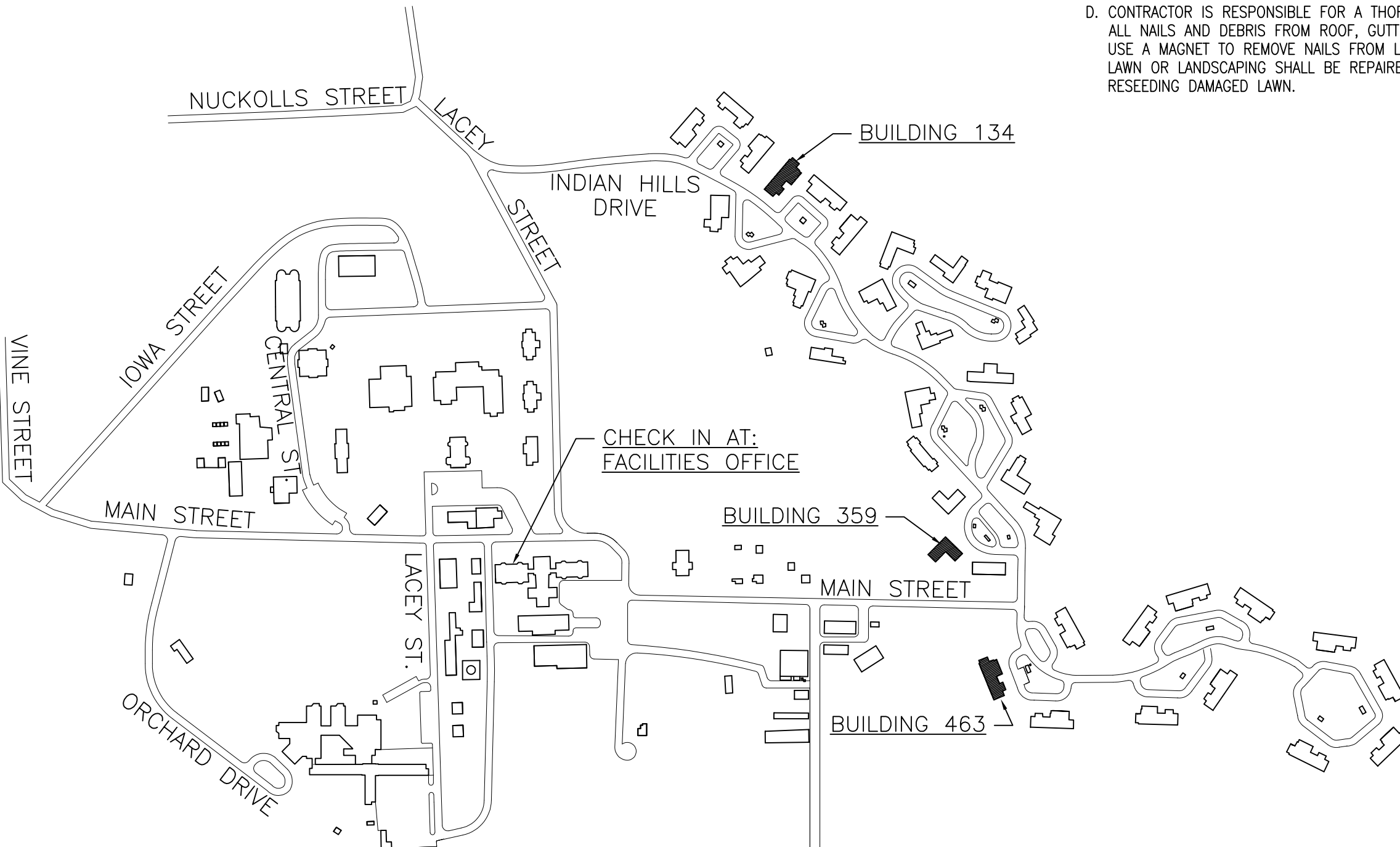
COVER, SHEET INDEX,
 MAP, & CONTACTS

DAS PROJECT NO.
 9341.00

GEN PROJECT NO.
 2305

ISSUE DATE
 05-25-2023

SHEET NUMBER
A0.0



GLENWOOD RESOURCE CENTER CAMPUS MAP

SCALE: NTS

SITE NOTES:

- A. CONTRACTOR TO FIELD VERIFY ALL SITE CONDITIONS. COORDINATE ROOF ACCESS AND DUMPSTER LOCATION WITH FACILITY.
- B. PRIOR TO DEMOLITION, CONTRACTOR SHALL NOTIFY FACILITY WITH MINIMUM 48 HOURS NOTICE.
- C. PROTECT LAWN, LANDSCAPING, SIDEWALKS AND ALL ADJACENT SITE AMENITIES.
- D. ALL CONSTRUCTION/DEMOLITION DEBRIS SHALL BE REMOVED AND DISPOSED OF OFFSITE IN FULL COMPLIANCE WITH CURRENT ENVIRONMENTAL REGULATIONS.
- D. CONTRACTOR IS RESPONSIBLE FOR A THOROUGH FINAL JOB SITE CLEAN UP. REMOVE ALL NAILS AND DEBRIS FROM ROOF, GUTTERS AND GROUNDS SURROUNDING THE SITE. USE A MAGNET TO REMOVE NAILS FROM LAWN AND LANDSCAPE AREAS. ANY DAMAGED LAWN OR LANDSCAPING SHALL BE REPAIRED TO INCLUDE FILLING OF RUTS AND RESEEDING DAMAGED LAWN.

939 OFFICE PARK RD., #101
 WEST DES MOINES, IA 50265
 TEL: 515-440-1681
 FAX: 515-440-1687



**DHS GRC COTTAGES 134, 359 & 463
 ROOF REPLACEMENTS
 GLENWOOD RESOURCE CENTER
 GLENWOOD, IOWA**

FINAL
 ISSUE
 DWGS

CAMPUS MAP
 &
 SITE NOTES

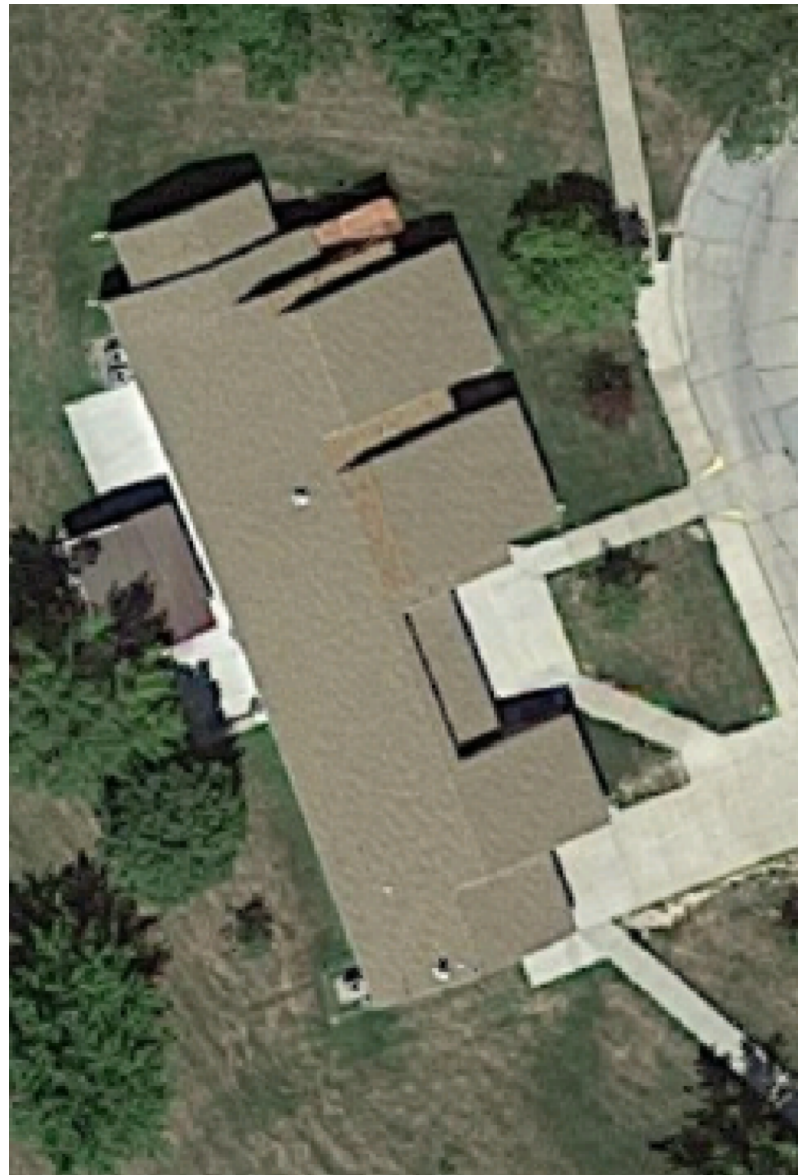
DAS PROJECT NO.
 9341.00

GEN PROJECT NO.
 2305

ISSUE DATE
 05-25-2023

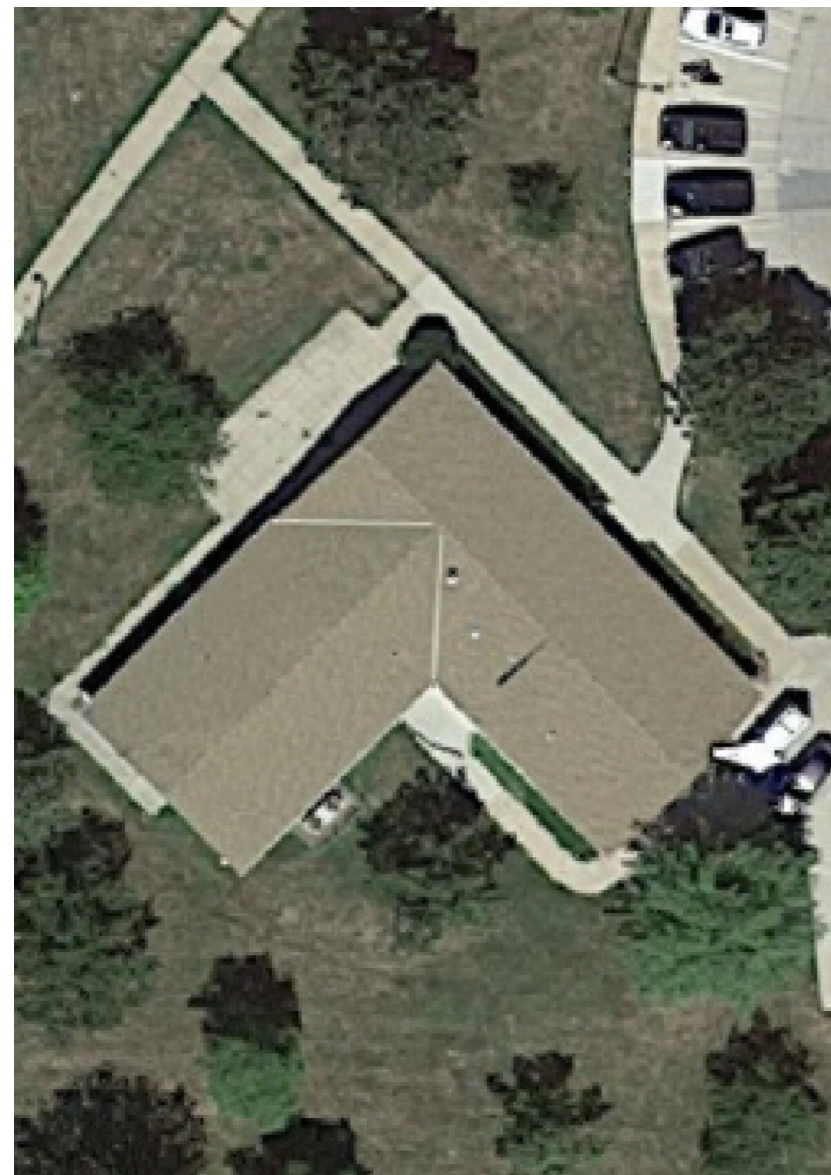
SHEET NUMBER

A0.1



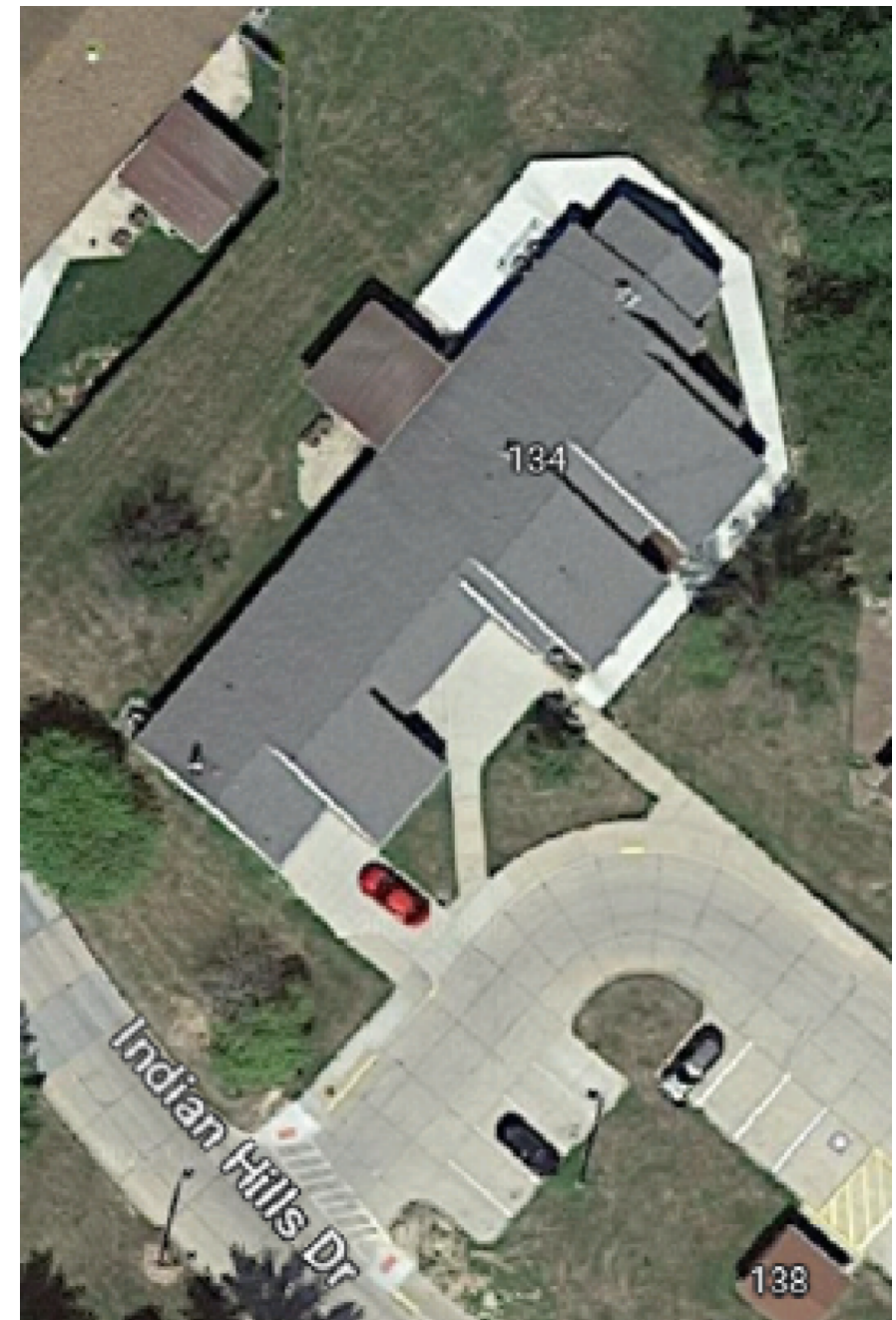
COTTAGE 463

SCALE: NTS



COTTAGE 359

SCALE: NTS



COTTAGE 134

SCALE: NTS



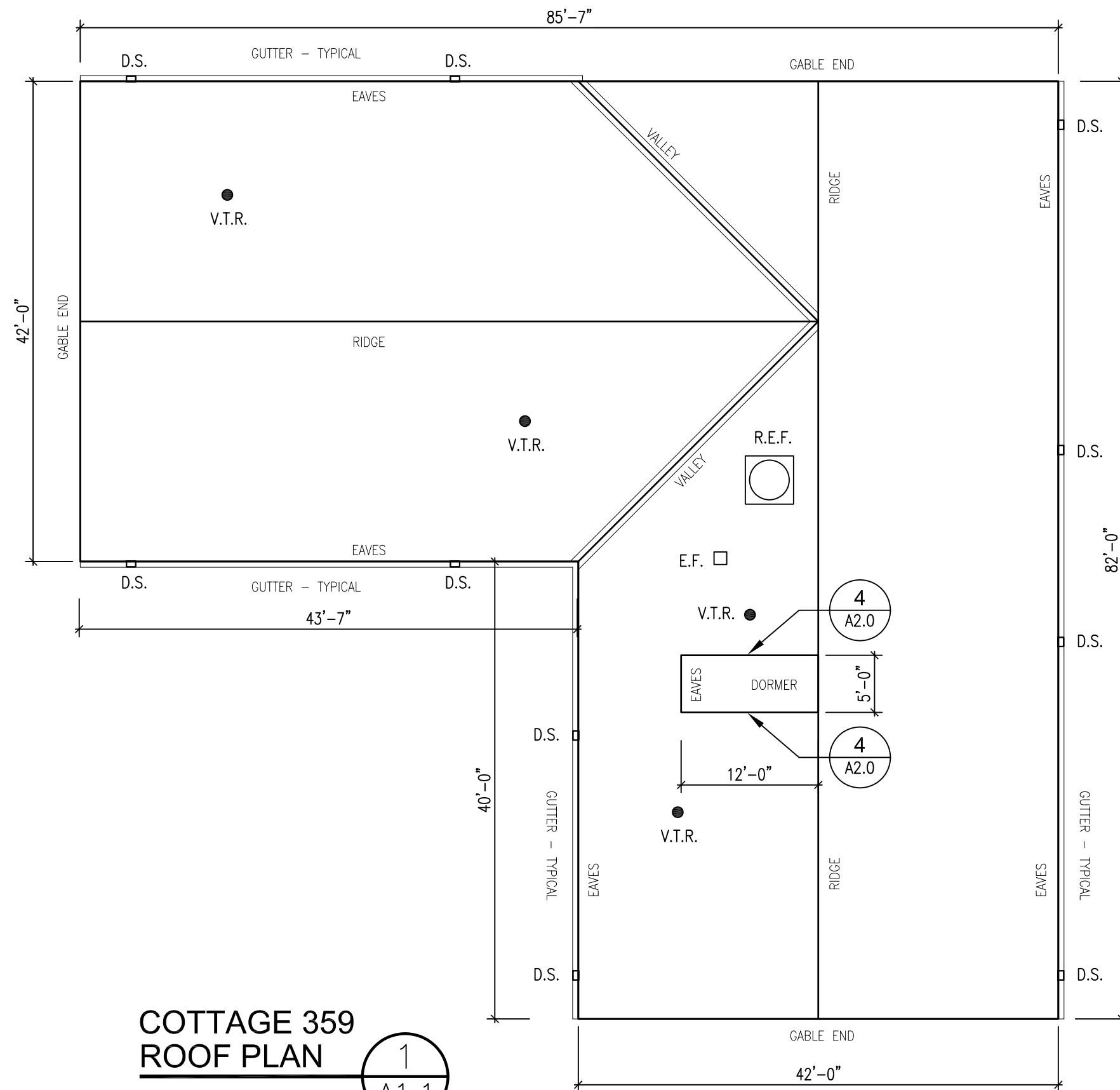
ROOF NOTES:

APPROXIMATE AREA: (FIELD VERIFY)
5,275 SQ. FT., NOT INCLUDING SLOPE.

APPROXIMATE SLOPE: (FIELD VERIFY)
MAIN ROOF SLOPE: 5/12

ROOF SYMBOLS:

- E.V. – EXHAUST VENT
–SEE 2/A2.0
- E.F. – EXHAUST FAN – HAT STYLE
–SEE 2/A2.0
- V.T.R. – PLUMBING VENT THRU ROOF
–SEE 3/A2.0
- R.E.F. – ROOF EXHAUST FAN
- D.S. – DOWN SPOUT



**COTTAGE 359
ROOF PLAN**

SCALE: 3/32" = 1'-0"

1
A1.1

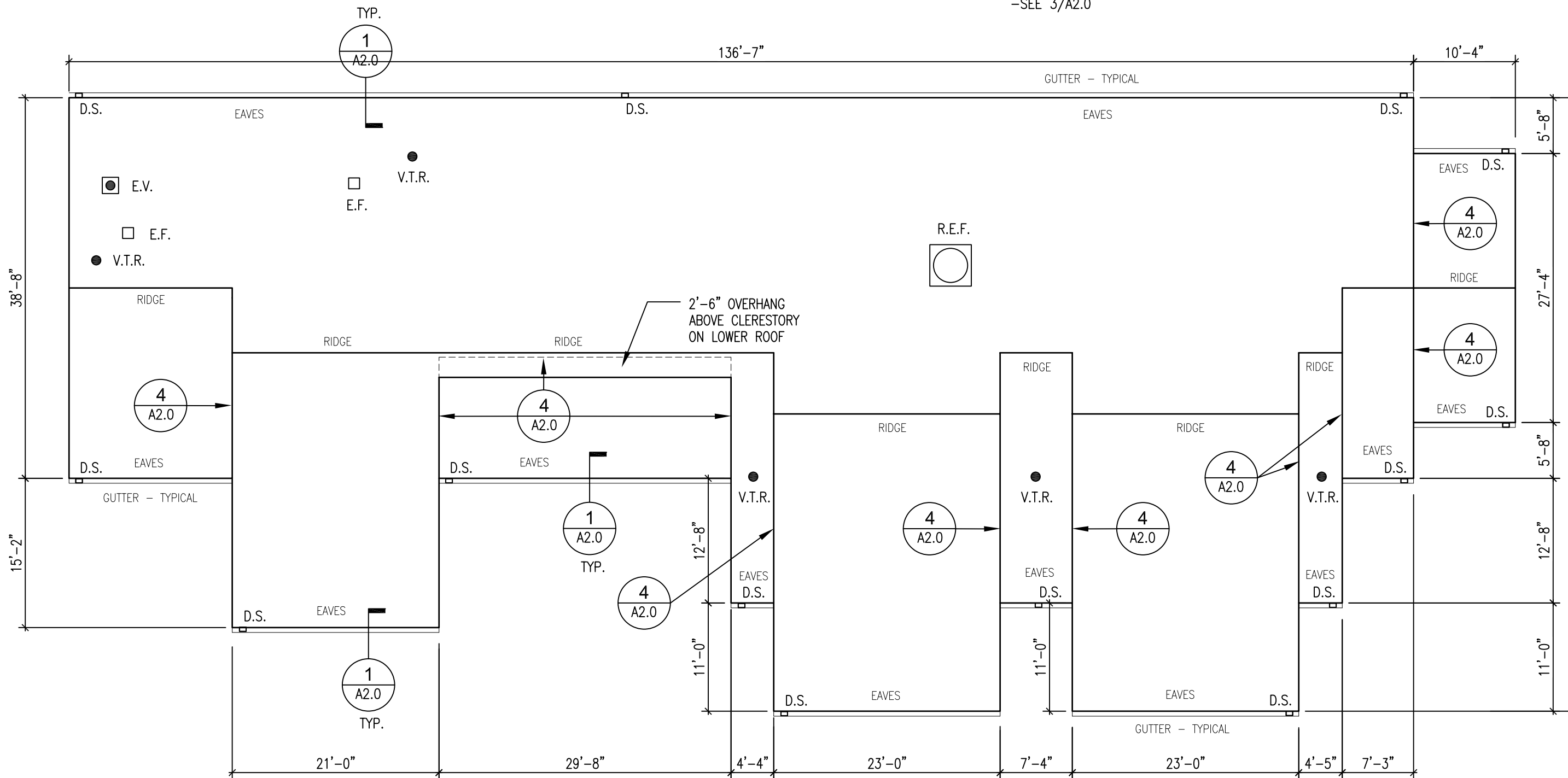
ROOF NOTES:

APPROXIMATE AREA: (FIELD VERIFY)
7,175 SQ. FT., NOT INCLUDING SLOPE.

APPROXIMATE SLOPE: (FIELD VERIFY)
MAIN ROOF SLOPE: 5/12

ROOF SYMBOLS:

- E.V. – EXHAUST VENT
–SEE 2/A2.0
- E.F. – EXHAUST FAN – HAT STYLE
–SEE 2/A2.0
- V.T.R. – PLUMBING VENT THRU ROOF
–SEE 3/A2.0
- R.E.F. – ROOF EXHAUST FAN
- D.S. – DOWN SPOUT

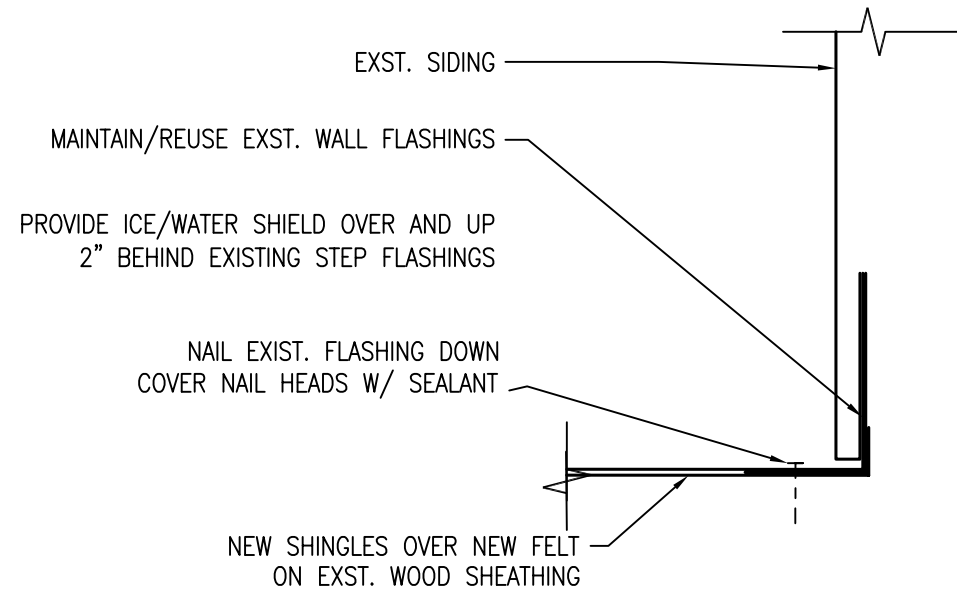


**COTTAGE 463
ROOF PLAN**

SCALE: 3/32" = 1'-0"

1
A1.2

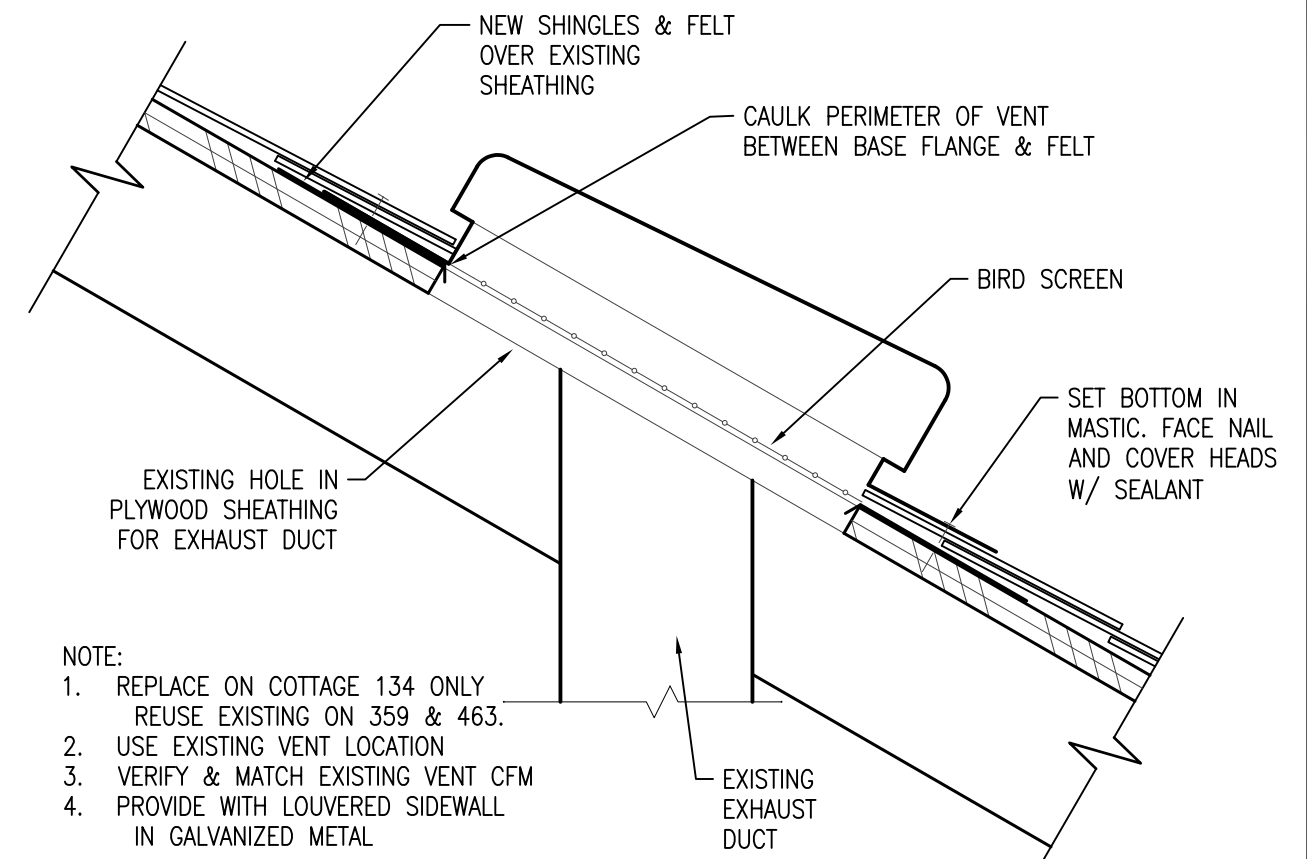
NOTE: CONTRACTOR TO EXERCISE CAUTION WHEN BENDING UP EXISTING WALL FLASHING TO NOT DAMAGE EXISTING SIDING.



WALL FLASHING DETAIL

SCALE: 1 1/2" = 1'-0"

4
A2.0



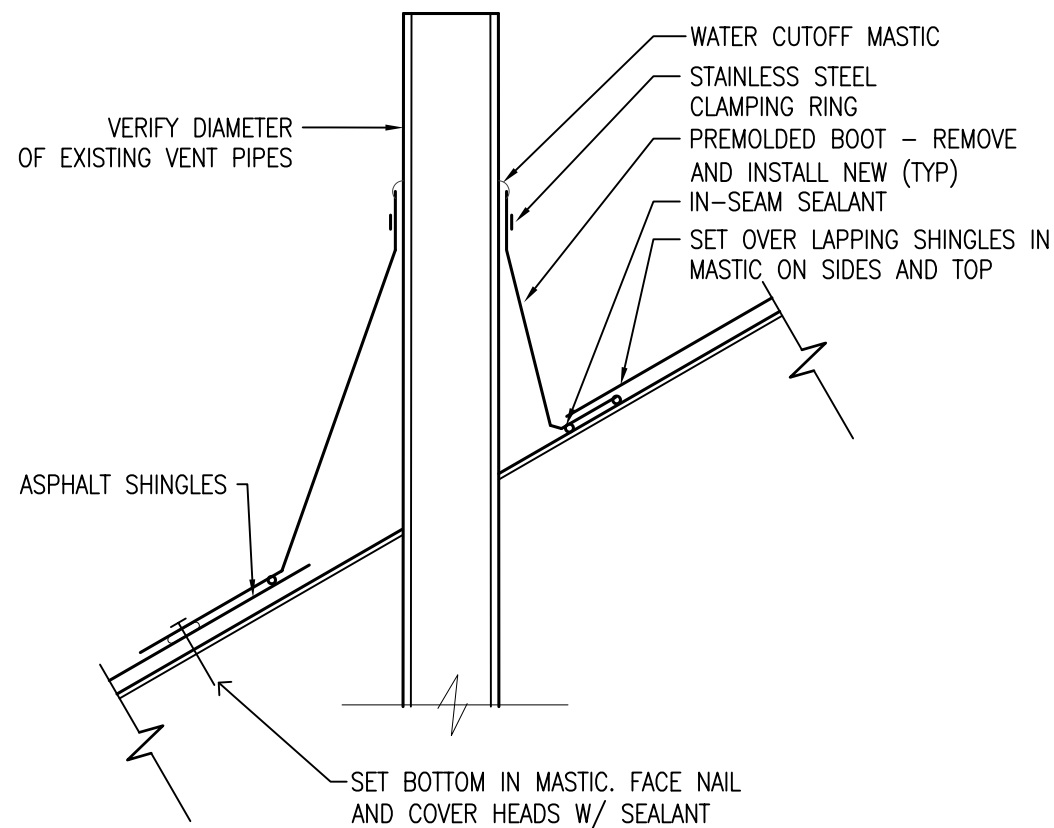
NOTE:

1. REPLACE ON COTTAGE 134 ONLY
REUSE EXISTING ON 359 & 463.
2. USE EXISTING VENT LOCATION
3. VERIFY & MATCH EXISTING VENT CFM
4. PROVIDE WITH LOUVERED SIDEWALL IN GALVANIZED METAL

HAT VENT DETAIL

SCALE: 3" = 1'-0"

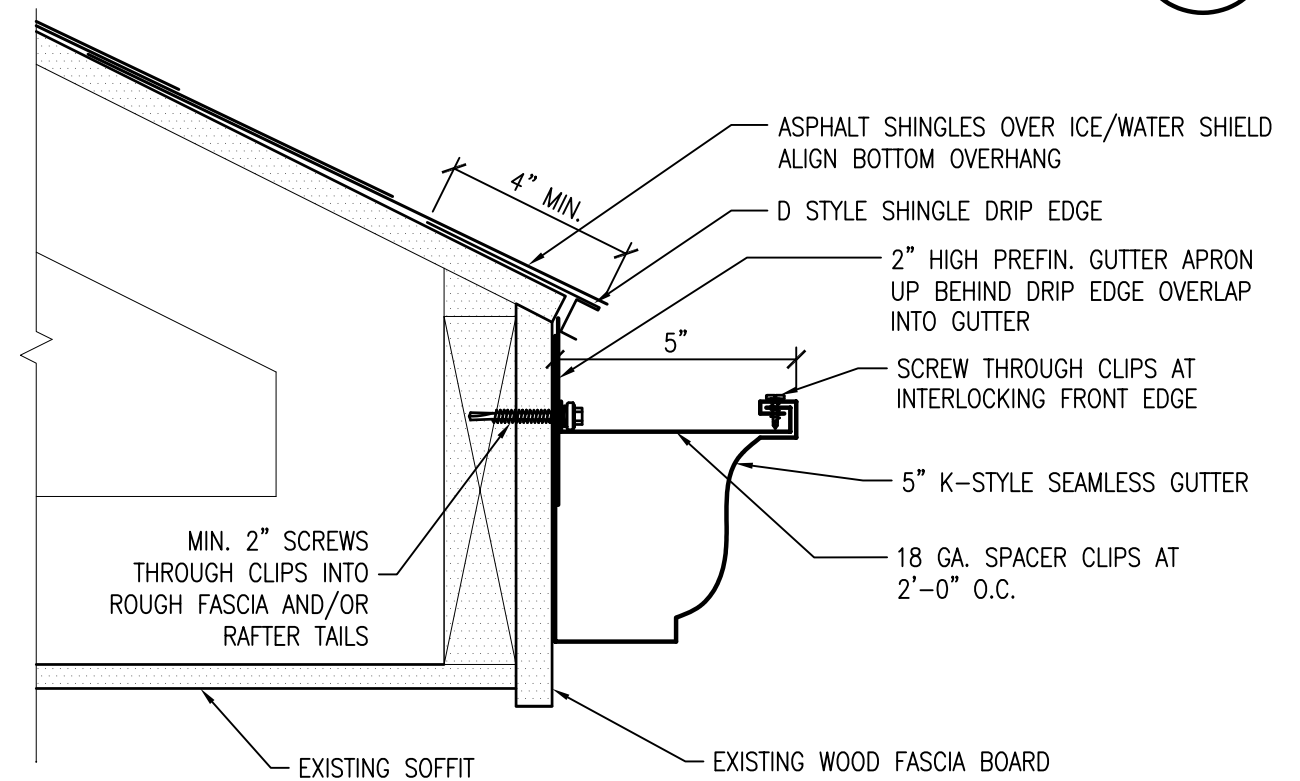
2
A2.0



VENT THROUGH ROOF DETAIL

SCALE: 1 1/2" = 1'-0"

3
A2.0



GUTTER DETAIL

SCALE: 3" = 1'-0"

1
A2.0

PREFINISHED METAL TRIM:

- WHEN INSTALLING D-STYLE DRIP EDGE AND GUTTER APRON, FULL LENGTHS OF MATERIAL SHALL BE USED. NO USE OF MULTIPLE SHORT PIECES ON LONG RUNS.
- ALL GUTTER APRON AND D-STYLE DRIP EDGE SHALL RUN THE FULL LENGTH OF RAKES AND EAVES (NO VOIDS). -WHEN GUTTER APRON IS BEING INSTALLED, REMOVE GUTTER HANGERS AND INSTALL GUTTER APRON. DO NOT CUT AROUND GUTTER HANGERS.
- WHEN PUTTING GUTTER UP, PROPER PITCH SHALL BE RE-ESTABLISHED FOR DRAINAGE AND BE TUCKED UP BEHIND GUTTER APRON.
- WHEN GUTTER APRON AND D-STYLE DRIP EDGE IS INSTALLED, IT SHALL NOT BE BENT OR CREASED. -D-STYLE DRIP EDGE SHALL HAVE A 2" MINIMAL OVERLAP BETWEEN PIECES.
- NEW D-STYLE DRIP EDGE OR GUTTER APRON SHALL LAY FLAT AND EXTEND DOWN TO PROPERLY COVER THE EDGE OF THE SHEETING AND THE UPPER EDGE OF THE FASCIA.
- GUTTER APRONS SHALL HAVE 2" VERTICAL WITH BOTTOM HEMMED EDGE.
- ALL GUTTERS ARE TO BE 5" CONTINUOUS LENGTH SEAMLESS GUTTER.
- ALL DOWNSPOUTS ARE TO BE RECTANGULAR 3"x5" CLOSED FACED.
- DOWNSPOUT ARE APPROX. 8 FEET HIGH NO T INCLUDING HORIIZ. OFFSETS.

SHINGLES:

- STARTER STRIP SHALL OVERHANG EAVES AND RAKES 1/4" TO 3/4" FOR DRIP EDGE.
- WHEN INSTALLING RAKE STARTER, IT NEEDS TO OVERLAP EAVE STARTER A MINIMUM OF 3". -AGENCY SHALL SPECIFY SHINGLE COLOR AS PER JOB.
- STARTER STRIP AND FIRST ROW OF SHINGLES NEED TO BE OFFSET.
- STARTER STRIP NEEDS TO BE INSTALLED ON ALL EAVES AND RAKES (IT SHALL LAY FLAT).
- THE STARTER STRIP WILL NOT HANG BELOW SHINGLES.
- SHINGLES WILL NOT OVERHANG EAVES AND RAKES MORE THEN 3/4" FOR DRIP EDGE.
- ALL SHINGLES ALONG EAVES AND RAKES SHOULD HAVE A CLEAN LOOK (STRAIGHT RUNS AND CUTS).
- SHINGLES NEED TO BE INSTALLED FACTORY EDGE TO FACTORY EDGE.
- ANY SHINGLES THAT ARE TORN OR SCARRED (SURFACE SCARRING OR DAMAGED EDGES) SHALL BE REPLACED UPON INSPECTION.
- ALL FULL SIZE SHINGLES NEED TO BE RAILED DOWN WITH NO LESS THAN SIX NAILS (NO STAPLES).

UNDERLAYMENT:

- ALL UNDERLAYMENT SHALL REPLACED WITH A MINIMUM 30-LB. FELT OR SYNTHETIC UNDERLAYMENT EQUAL TO SHARKSKIN COMP.
- WHEN UNDERLAYMENT IS INSTALLED OVER GUTTER APRON IT SHALL NOT OVERHANG MORE THEN 1/4".
- UNDERLAYMENT NEEDS TO OVERLAP VALLEY ICE/WATER SHIELD BY AT LEAST 6".
- INSTALL ICE AND WATER SHIELD FROM EAVE TO A MINIMAL 24" BEYOND THE INSIDE WALL LINE. -ICE AND WATER SHIELD NEEDS TO BE INSTALLED IN EVERY VALLEY.
- A MINIMUM OF 20" WIDE, 24-GAUGE PREFINISHED STEEL WITH KYNAR FINISH SHALL BE USED FOR THE VALLEYS. NO LACING OF SHINGLES.
- VALLEY METAL SHALL BE INSTALLED WITH JUST THE HEADS OF NAILS HOLDING IT IN PLACE. THERE SHALL BE NO NAILS DRIVEN THROUGH THE EXPOSED PORTION OF THE VALLEY FLASHING.
- ALL STEP FLASHING NEEDS TO BE INSTALLED IN A PROPER MANNER.

NAILING:

1. NAILS MUST BE DRIVEN FLUSH WITH SURFACE OF SHINGLE. IF NAILS ARE DRIVEN INTO OR THROUGH THE SHINGLE, IT SHALL BE REMOVED AND REPLACED.
2. NAILS SHALL BE A MINIMUM OF 1 1/4 INCH.
3. IF ANY NAILS ARE EXPOSED IN THE PREVIOUS ROW, WHEN NEXT ROW OF SHINGLES ARE INSTALLED THE SHINGLE WITH THE EXPOSED NAIL OR NAILS SHALL BE REMOVED AND REPLACED WITH A NEW SHINGLE AND PROPERLY NAILED.
4. ALL EXPOSED NAILS IN RIDGE CAP, VENTS OR FLASHING SHALL BE PROPERLY SEALED WITH AN APPROVED ROOFER'S CAULK IS MATCHING COLOR.

EXISTING ROOF CONSTRUCTION:

EXISTING ROOF AREAS, SLOPES AND DETAILS HAVE BEEN REPRESENTED AS ACCURATELY AS POSSIBLE. VARIATIONS MAY OCCUR.

1. ASPHALT SHINGLES OVER FELT
2. EXISTING WOOD PLYWOOD SHEATHING
3. EXISTING WOOD TRUSSES AT 24" O.C.

NEW ROOF CONSTRUCTION:

1. ASPHALT SHINGLES
2. ICE AND WATER SHIELD AND 30 LB FELT
3. EXISTING WOOD PLYWOOD SHEATHING
4. EXISTING WOOD TRUSSES AT 24" O.C.

MATERIAL COLORS:

SHINGLES: TO BE SELECTED BY OWNER
 PREFINISHED METAL TRIM: WHITE
 GUTTERS & DOWNSPOUTS: WHITE
 VALLEY FLASHING: TO BE SELECTED BY OWNER

GENERAL NOTES:

- A. CONTRACTOR TO FIELD VERIFY ALL ROOF SLOPES, DIMENSIONS AND SITE CONDITIONS. REPORT ANY DISCREPANCIES TO ARCHITECT PRIOR TO PROCEEDING WITH ANY WORK.
- B. CONTRACTOR TO COORDINATE ALL WORK WITH OTHER TRADES AND COORDINATE SCHEDULE WITH OWNER.
- C. PRIOR TO DEMOLITION, CONTRACTOR SHALL NOTIFY IN WRITING (48 HOURS NOTICE) TO OWNER.
- D. ALL CONSTRUCTION/DEMOLITION DEBRIS SHALL BE DISPOSED OF OFFSITE IN FULL COMPLIANCE WITH CURRENT ENVIRONMENTAL REGULATIONS.
- E. ALL PERMITS AND ADDITIONAL FEES REQUIRED TO COMPLETE THE WORK SHALL BE INCLUDED IN THE CONTRACTOR BID.
- F. EXISTING DOWNSPOUTS AND GUTTERS ARE TO BE REPLACED.
- G. TIE INTO EXIST BELOW GRADE DRAINS DOWNSPOUT EXTENSIONS AT ALL DOWNSPOUTS DISCHARGES.
- H. REMOVE AND DISPOSE OFF SITE ALL EXISTING METAL FLASHING, SHINGLES, AND DAMAGED SHEATHING/TRIM.
- I. DEMOLISH ROOF TO WOOD SHEATHING OBSERVE/INSPECT/PHOTOGRAPH SHEATHING CONDITIONS. NOTIFY OWNER IF THERE IS DAMAGED SHEATHING THAT NEEDS TO BE REPLACED.
- J. CONTRACTOR TO VERIFY ALL DIMENSIONS, QUANTITIES, AREA & SLOPE.
- K. SF QUANTITIES ARE ESTIMATES ONLY, CONTRACTOR TO FIELD VERIFY ACTUAL SF.
- L. CONTRACTOR TO VERIFY CONDITION OF EXISTING SHEATHING MATERIAL AND NOTIFY ARCHITECT IF REPAIR OR REPLACEMENT IS NEEDED. NOTIFY OWNER IF THERE IS DAMAGED SHEATHING THAT NEEDS TO BE REPLACED.
- M. ALL VALLEYS TO BE 24 INCH WIDE PREFINISHED METAL OVER 36 INCH WIDE ICE/WATER SHIELD. FINISHED VALLEY FLASHING SHALL BE 12 INCHES WIDE, 6 INCHES ON EACH SIDE OF A SINGLE CENTER CREASE.
- N. ICE AND WATER SHIELD MEMBRANE TO BE APPLIED AT ALL EAVES, VALLEYS, OVER CRICKETS, SADDLES AND AT WALL FLASHINGS.
- O. HAT VENTS TO HAVE INTEGRAL BIRD SCREEN MESH APPLIED DIRECTLY TO SHEATHING OPENING. REMOVE AND INSTALL NEW ROOF VENTS (COLOR WILL BE DETERMINED AT TIME OF SITE VISIT).
- P. ALL PIPE BOOT FLASHINGS SHALL BE REPLACED WITH NEW.
- Q. CONTRACTOR IS RESPONSIBLE FOR A THOROUGH FINAL JOB SITE CLEAN UP. REMOVE ALL NAILS AND DEBRIS FROM ROOF, GUTTERS AND GROUND SURROUNDING THE SITE. USE A MAGNET TO REMOVE NAILS FROM LAWN AND LANDSCAPE AREA. ANY DAMAGE TO LAWN OR LANDSCAPE SHALL BE REPAIRED TO INCLUDE FILLING OF RUTS AND RESEEDING.
- Q. SHINGLES ARE TO BE 240 LB LAMINATED SHAKE LOOK ASPHALT SHINGLES WITH A MANUFACTURES STANDARD 40 YEARS WARRANTY. COLOR BLEND WILL BE SELECTED BY THE OWNER FROM STANDARD COLORS. BASIS OF DESIGN: CERTAINTED LANDMARK OR EQUAL.
- R. PROVIDE A SEPARATE LINE ITEM WITH BIDS FOR UNIT COST TO REPLACE ANY DAMAGED SHEATHING. UNIT COST IS FOR 4' X 8' SHEET OF 1/2" EXTERIOR GRADE PLYWOOD WITH "H" CLIPS BETWEEN TRUSSES.

Exhibit C Facility Work Requirements
GRC Cottages 134, 359, and 463 Roof Replacements
Glenwood Resource Center (GRC)
Request for Quote RFQ934100-01

Due July 6, 2023 at 2:00 PM (CT)

PROJECT INFORMATION

- A. Facility Name/Location: Glenwood Resource Center (GRC), 711 Vine Street, Glenwood, Iowa 51534
- B. DAS Project #: 9263.00
- C. Owner: State of Iowa, Department of Administrative Services, Hoover State Office Building, Level 3, 1305 East Walnut Street, Des Moines, IA 50319
- D. Owner's Representative: Jennie Elliott, Iowa Department of Administrative Services, 109 SE 13th Street, Des Moines, IA 50319
- E. Construction Manager: The Samuels Group, (PM: Brian Polzin), 2929 Westown Parkway, Suite 200, West Des Moines, 50266

WORK HOUR RESTRICTIONS

- A. Work hours are from 07:00 AM to 5:00 PM, Monday through Friday unless arrangements are made in advance. No work shall be allowed on days recognized by the State of Iowa as holidays.

CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Provide access to and from site as required by law and Owner:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without permission of Owner and permit if required.
- C. Facility will be occupied at all times during the duration of work. Contractor personnel shall always conduct themselves in an agreeable manner. Failure to do so may result in removal from the work site.
- D. Coordinate construction activities with the Glenwood Resource Center. Provide a minimum of two week notice prior to start of construction activities. Provide a minimum of 48 hour notice for shutdown of any utilities.

OWNER OCCUPANCY

- A. Owner intends to occupy the Project throughout construction.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

RULES FOR CONSTRUCTION WORKERS

- A. The staff of the State of Iowa has a responsibility to protect the public by providing a secure environment. All work site rules must be followed to the letter, always.
- B. All construction workers must have a background check completed prior to entering the campus to perform work.
- C. Hot Work Permit Processes and Fire Watch, when necessary, will be adhered to for this project.

- D. All State properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
- E. You are permitted access only to the work site and no other area of the institution.
- F. No drugs, alcohol, or firearms are allowed on the work site.
- G. Do not leave money, drugs, alcohol, or firearms in your personal vehicle.
- H. Company and personal vehicles are to be parked and locked in designated or authorized area of the work.
- I. Secure all tools at the end of the day.
- J. Maintain control of all tools, supplies, and debris at all times during the work.
- K. Never leave keys in any vehicle. If a security officer finds keys in a vehicle, they are under orders to turn them in to a security supervisor.
- L. Do not give anything to residents or take anything from residents; if they offer, inform your supervisor.
- M. Secure all tools at the end of each day. Never leave tools unattended. All tools shall be checked in at the beginning of the day and checked out at the end of the day. If security officers find loose tools, they are under orders to turn them in to their supervisor.
- N. All delivery vehicles must go directly to the job site. Extra time should be anticipated for all deliveries. Provide 24-hour notice to the facility of deliveries.
- O. During an emergency, follow the instructions of the security staff.
- P. Contractor shall wear clothing of a different color, pattern, fashion, etc. as to distinguish themselves from inmates.
- Q. Contractors shall conduct all construction work under OSHA compliance.

Glenwood Resource Center Contractor Guidelines

Glenwood Resource Center (GRC) provides comprehensive services to persons with disabilities. In addition, there are over 10 non-profit and governmental agencies that provide services on the GRC campus. We are committed to treating all individuals that live and work at GRC with respect and dignity.

As a contractor working for GRC, you are also required to treat all individuals living and working on the campus with respect and dignity. In addition, we ask that you and your employees observe the following guidelines:

Dress Code (the following are inappropriate):

- Bare footedness;
- Skin-tight athletic apparel, muscle, tube or halter tops without a covering garment;
- See-through clothing without covering garments worn over or under;
- Clothing not in good repair;
- Accessories or clothing which create a health or safety hazard;
- Clothing depicting profanity or racist or sexist pictures.

Smoking:

- There is no smoking in any of the state buildings. Smoking on campus is limited to in your vehicles with the windows rolled up.
- All cigarette butts must be discarded in your vehicle. We have clients on campus that will eat cigarette butts and become seriously ill. Please make sure all of your employees comply with this requirement.

Vehicles:

- All unattended vehicles shall be locked with the keys removed and windows rolled up.
- No alcohol or weapons in vehicles or on job site.

Language:

- No inappropriate language with employees, clients, or the public.

Control of Work Area:

- At all times you need to control your work area with a standby person or some form of barrier (fencing).
- All tools and supplies need to be in your control or in a locked area at all times.
- The work area needs to be kept clean during the project. Once the project is complete, the work area must be free of debris and other materials used. You must be sure to pick up and remove all small items and pieces of discarded materials, as clients from our facility may try to ingest these items.
- All ladders need to be monitored when in use and laid down when not in use.

Safety Programs:

- A copy of your Safety Program must be submitted prior to the beginning of work. A Safety Data Sheet (SDS) of all materials used will be submitted to the facility Safety Officer to be added to the facility's "Right To Know SDS" collection. A copy of the SDS's is available at the Tool Room of the Environmental Services

Office in Bldg. 120.

- Fire prevention
- Electric safety
- Confined spaces
- Lockout/Tagout
- Fall protection
- Powered industrial trucks
- Personal protective equipment
- Hazardous Materials Communications Program

If you have any questions while you are working on the GRC Campus please contact:

Facility Contact

Phone number

The above guidelines have been discussed with me and I have received a copy.

Contractor/Company

Date

Safety Officer or Environmental Services Staff

Date

Exhibit D Sample Certification of Insurance

GRC Cottages 134, 359, and 463 Roof Replacements
Glenwood Resource Center (GRC)
Request for Quote RFQ934100-01

Due July 6, 2023 at 2:00 PM (CT)

Exhibit E Preliminary Schedule
GRC Cottages 134, 359, and 463 Roof Replacements
Glenwood Resource Center (GRC)
Request for Quote RFQ934100-01

Due July 6, 2023 at 2:00 PM (CT)

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.

SCHEDULE DURATIONS

- A. Anticipated Notice of Intent to Award – July 7, 2023
- B. Anticipated Date of Commencement – July 17, 2023
- C. Substantial Completion by – November 30, 2023