

Instructions to Bidder/Contractor

The contractor shall be responsible to comply with the following list for the duration of the project:

1. Background Checks are required for all field personnel. Statutory Fingerprinting in Plantation to be used. Contractor shall contact and coordinate picking up the screening packets with Delton McDonald dm1650@nova.edu at NSU Facilities. Completed packets to be returned to Delton McDonald before commencing work in the project.
2. These instructions go hand in hand with the rest of the drawings, specifications, photos, notes and contract documents. All RFI's during the bidding phase shall be sent directly to NSU's Office of Procurement Management.
3. All shop drawing submittals shall be sent to the A/E and NSU Project Manager for review and approval prior to the purchase of materials or products after the project is awarded.
4. Contractor and all sub-contractors working on site for the duration of the project shall comply with all of NSU's policies and procedures at all times.
5. The contractor is responsible for installing, maintaining and removing the construction signs on site for the duration of the project. Banner/Chip signs will be provided by owner. Locations selected by NSU Project Manager.
6. The contractor shall install a temporary 6' high chain link fence with green or blue wind screen around all the designated construction area. All staging area gates shall be secured/locked at the end of each day by the GC.
7. The contractor is responsible for the security and safety of all their on-site equipment and property at all times. The contractor must keep a safe work-site at all times and have safety signage installed for the duration of the project.
8. The contractor is responsible to have a project supervisor on site every work day for the duration of the project. Bi-weekly field reports shall be provided via email to the NSU Project Manager.
9. The contractor shall be responsible for maintaining the cleanliness of the existing adjacent corridors, canopies, sidewalks, driveways, seating areas, loading docks, buildings, and roadways at all times. If silt, dirt, or debris are encountered to be leaving the site the contractor shall be responsible to clean this immediately.
10. The contractor shall be responsible for storing all their flammable chemicals, solvents and materials in a safe and secure area following all OSHA standards. The Contractor shall never store flammable chemicals inside an occupied building, nor in the roof, nor in balconies. When in doubt please call the NSU project manager or Public Safety.
11. Any additional dust control measures to prevent disruption to staff, students and visitors shall be the responsibility of the contractor at no cost to the owner at all entrances, exits, walkways, sidewalks, hallways and canopies. All interior job sites should be cordoned off with Visqueen, if applicable. If Visqueen is installed with an acoustical tile ceiling on either side, the Visqueen shall be install continuously from the floor to the structure above, to prevent transfer of dust above the ceiling. Adjacent building entries and exits to job site should not be blocked. All job sites should have signage posted stating that it is a construction zone and only authorized personnel are allowed. "Do Not Enter Construction Area" is one example of signage placed by the G.C.
12. The contractor shall be responsible for following all OSHA construction safety standards while on site for the duration or the project. Use this link to access the OSHA website for more detailed information:
https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926:

13. The contractor is responsible for providing a final phasing plan to the NSU Project Manager for approval prior to the start of construction. The GC shall use the phasing plan in the drawings if one is provided.
14. The contractor is responsible for site restoration of sod, landscaping, irrigation lines, asphalt, concrete sidewalk, water mains, sewer mains, FPL lines, light poles, fiber lines, phone lines, gas lines, signage, monuments and foundations when trenching, excavating, demolishing, directional drilling or potholing.
15. The contractor is responsible for taking video and photos before commencement of work of all the building facades and site conditions. Submit a copy to NSU project manager prior to starting work. If any adjacent structures, buildings, fences, sidewalks, light poles, FPL power lines, sidewalks, canopies, city owned property, etc. are damaged, broken or cracked by the GC during the work, it shall be repaired as new by the contractor.
16. Traffic MOT, pedestrian MOT, associated barricades and proper signage are required to keep a safe working environment. These are to be paid and provided by the contractor and reviewed by the NSU Project Manager before the start of the project.
17. Contractor and the Sub-contractors are responsible to install, coordinate, remove and pay for all temporary electrical power, water and sewer connections for their use on site during the construction up to the date of Certificate of Occupancy (C.O).
18. The contractor will be required to use the following vendors:
 - a.) Hill York for the purchase and installation of the **Building Automation Controls**, even if another HVAC sub-contractor is selected for the mechanical work. All units shall interface to connect with BACnet infrastructure. Contact: Tom Gannon at 954-649-0770.
 - b.) For all **Low Voltage** work, installers are required to be BICSI and Leviton/Bertek certified. The following Vendors have met the requirements in accordance to NSU OIIT standards:
 - MS Cable & Wire Installations. Contact: Mike Davis at 954-275-5982.
 - ASE Telecom, Contact: Iban Chaviano at 305-471-9888 or 786-301-1903
 - ICG, Inc. Contact: Kathi Blease at 561-367-7276 or 954-610-4852
 - Jade Communications, Contact: Serge LeBlanc at 561-997-855-2112 or 561-239-8206
 - c.) United Fire for the engineering, drawings, permits, programming, testing and check-out of the **Fire Alarm System**. Fire alarm devices to be provided by United Fire. General Contactor's base bid to include the cost for the coordination and installation of all conduit, wire and fire alarm devices. Even if another subcontractor is selected for Fire Sprinkler work, the general contractor is responsible for coordinating all fire sprinkler work at NSU with United Fire prior to draining any systems. There are multiple locations that have specific protocols for draining fire sprinkler systems. Failure to follow these protocols may result in flooding inside the buildings and the contractor will be responsible for all restoration work, all new construction work and all damaged equipment replacement. Contact: Donnie Delgado at 954-734-4435.
19. The contractors will be required to use Waste Management Services. Waste Management has a franchise agreement with the Town of Davie and any debris coming out of a property within the Town, must be hauled away by Waste Management. This includes concrete and dirt as well. Contractors cannot haul debris with their own trucks or trailers. Coordinate all dumpster locations with NSU project manager. Contractor is responsible for securing their dumpsters and debris. It is recommended that the contractor post temporary signage on their dumpsters that includes the contractor's name and/or logo.

20. Deliveries must be coordinated with University peak hours and NSU project manager. Contractor is responsible for having Flagmen on site when large trucks and trailers are making deliveries to escort and guide traffic safely.
21. The contractor shall coordinate all after hours and weekend work with NSU project manager and current Town of Davie ordinances. The GC will have to work around all NSU Special events, Commencements and Graduation dates.
22. The contractor shall contact NSU Public Safety for gate, roof and building access at 954-262-8999. Contractor is responsible for self-parking, parking fees, for securing their vehicles and their property at all times. Consult with NSU Project Manager for designated parking spaces, if available. For more information to help answer all your parking questions please visit the NSU Public Safety website. <https://www.nova.edu/publicsafety/parking/permits.html>
23. The contractor shall have a current Hurricane Preparedness plan for projects during June 1st thru November 30th. The contractor shall submit the plan to NSU for review prior to starting work.
24. NSU is non-tobacco campus. Tobacco, Alcohol and Drugs of any type shall not be used on campus. Any reported incidents will call for the immediate removal of these person(s) from the job site.
25. The contractor is required to prepare and process all the building and engineering permit application(s) to obtain and ensure compliance. All permitting fees shall be paid for by the contractor utilizing the allocated permit fee allowance. Any permit fees exceeding the associated allowance(s) will be processed as a change order. NSU will provide the contractor with the NOC letter.
26. The contractor is responsible for all public and private ground locates before starting work and shall contact Blood Hound Underground Utility Locaters at 1-888-203-4574 to schedule services, in addition to 811. All ground locate fees shall be paid for by the contractor as part of the project and reimbursed by NSU. The Contractor cannot dig or excavate if locates are not called and marked.
27. The contractor is responsible for protecting all landscaping, trees and palms on site unless otherwise noted. If damaged, the contractor shall replace like for like as new paid by the general contractor.
28. The contractor shall be responsible for all testing fees associated with compliance. Contractor shall provide NSU with record copies of all test results.
29. Portable toilets shall be used for the duration of the project. It shall be the responsibility of the contractor to provide frequent maintenance and service to the toilets. Location must be coordinated with NSU Project Manager prior to installation on site to make sure it is within a safe area or within the fenced staging area.
30. The contractor is responsible to call in for all inspection(s) during the project. Final payment by NSU will be made only when the contractor has passed the final inspection and a CO is issued by the city or Authorities Having Jurisdiction.
31. The contractor is responsible for putting together and submitting a complete close-out project binder to the NSU Project Manager at the end of the project. Must include a cover page, table of contents, heavy paper dividers with tabs, submittals, product manuals, cut sheets, all product warranties and an 11x17 copy of the A/E permit plans. Must be a heavy-duty, three-ring, vinyl-covered, loose-leaf binder, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11 inch paper.

32. The contractor shall include punch list walk through in the project schedule and is responsible to notify NSU project Manager and the Design team of record of when such meeting will take place. The contractor is responsible for creating their own detailed Punch List with descriptions and photos of each applicable item along with a plan location reference. An electronic copy must be submitted to the NSU Project Manager along with a timeframe of when the corrections will take place. This punch list will also be shared with the A/E team to be incorporated into a comprehensive file.
33. The contractor and their sub-contractors are required to provide the tools, equipment and methods needed to perform all task within the project scope of work. NSU is not responsible for rental equipment needed to complete task that should have been accounted for in the construction schedule.
34. It is the responsibility of the contractor, subcontractors and vendors to maintain their staff fully informed with the history of the project at all times. This includes any new employee who is working on the project. NSU will not be responsible for any time delay or monetary incursion caused by staff turnover by the general contractor.
35. The Exhibit 6 - Sample Schedule of Values document is only to be used as a guide. The contractor shall submit their own schedule of values on their own form/template.
36. The NSU Project Manager will provide the contractor with a list of authorized personnel who may access the jobsite. Individuals not on the list shall not be permitted on the jobsite at any time, without approval by the NSU Project Manager.
37. The contractor shall not discuss the project with any staff, students, or public unless authorized by the NSU Project Manager.
38. The contractor is responsible for calling NSU Public Safety at 954-262-8999 to place the building on test at the beginning of each day, prior to beginning any work.
39. At the end of the project, the NSU Project Manager will submit a Contractor Evaluation Form to both the contractor and NSU Facilities Management.
40. Face coverings must be worn by all individuals while in all public areas of campus per NSU policy.

Owner Direct Purchase (ODP) Program: It will be the responsibility of the Contractor to prepare all required documentation and to facilitate the processes associated with the ODP Program. All sales tax savings shall be formally submitted as a Change Order(s) to be approved by NSU Facilities and the Architect/Engineer of Record. Upon approval, it will be processed by NSU.

Hard Bid Definition: The process by which a construction contractor provides a lump sum price based on the plans, documents, photos and specifications to NSU (the owner), in response to NSU's request for a proposal from such construction contractor.