

GENERAL CONDITIONS
(Under \$25,000)

The following document was simplified for the smallest most basic jobs that we do, however depending on the specific project individual sections may need to be added from "Division 0" or "Division 1". It is suggested that the complete sections be reviewed to determine what if anything should be added.

An asbestos survey and inspection must be conducted prior to releasing these documents to the bidders. The inspection report should be available to all bidders and a copy should be given to the successful bidder.

UNIVERSITY OF NORTHERN IOWA
FACILITIES MANAGEMENT

BUILDING
PROJECT NAME

GENERAL CONDITIONS

Insurance

The Constructor shall purchase and maintain throughout the construction period, adequate Workmen's Compensation and adequate liability insurance for protection against any and all claims, liability loss, damage or expense resulting from, or caused by, the prosecution of the work herein provided for.

Insurance on an occurrence basis in the following minimum requirements shall be maintained:

Workmen's Compensation

Statutory

General Liability

Bodily Injury

| | |
|-----------------|-------------|
| Each Person | \$1,000,000 |
| Each Occurrence | \$1,000,000 |
| Aggregate | \$1,000,000 |

Property Damage

| | |
|------------------------------|-------------|
| Each Occurrence | \$1,000,000 |
| Aggregate | |
| Premises/Operations | \$1,000,000 |
| Protective | \$1,000,000 |
| Completed Operation/Products | \$1,000,000 |

Automobile Liability

| | |
|-----------------|-------------|
| Bodily Injury | \$1,000,000 |
| Each Person | \$1,000,000 |
| Each Occurrence | \$1,000,000 |
| Property Damage | \$1,000,000 |

Guarantee

All work shall be guaranteed for one year.

12/2017

Payment

Final payment will be made within 30 days after completion of the project, return of all keys, and submittal of as-built documents. The Constructor shall submit to the Owner an itemized Application for Payment not more than once a month.

Keys

A "Key Issue" form will be completed by Facilities Management to authorize the issuance of designated keys to the Constructor.

The Constructor will obtain keys at Physical Plant Building and sign a receipt stating that he has received the keys and is responsible for the keys.

The Constructor shall return the keys upon completion of the punch list, but not later than seven (7) days after the date of the punch list to the Physical Plant Building.

Facilities Management will issue a key receipt for the return of the keys.

The Constructor shall be responsible for the keys and re-keying or changing of locks should the keys be lost by the Constructor.

Re-keying or changing of locks, when commenced, will not be stopped should the Constructor find the keys after notifying the University that the keys are lost.

Commence and Complete

The work shall be commenced upon receipt of the purchase order and completed by _____.

A prebid walk-thru will be held on _____ at _____ AM. Interested parties should meet at _____. Any questions should be directed to UNI's Design representative, _____ at 273-2611. All changes/clarifications must be issued in an addendum.

Bids are due to UNI Facilities Management Office by 2:00 PM on _____.

Taxes

Iowa Construction Sales Tax Exemption Certificates and authorization letters will be provided by the Owner to the Constructor and Subcontractors for use on this project in accordance with the regulations of the Iowa Department of Revenue and Finance. This exemption certificate will authorize suppliers to sell construction materials that will be incorporated into and made part of the Work exempt from Iowa sales tax and any applicable local option sales tax and school infrastructure local option sales tax. Complete information on qualifying materials can

be found on the Iowa Department of Revenue and Finance web site at www.state.ia.us/tax.

It is the responsibility of the Constructor and Subcontractors to maintain records identifying the materials purchased and verifying they were used on this project. Any materials purchased tax-free and not used on the project are subject to sales and local option taxes and these taxes must be paid directly to the Iowa Department of Revenue and Finance.

Parking on Campus

It is the intent of the following University Parking Policy to keep the construction area as inconspicuous as possible and the campus attractive and pleasant for the public and students. The Constructor's understanding of the policy and cooperation in carrying it out is vital to the successful promotion and preservation of the University.

University construction parking permits shall be displayed on company vehicles and trucks and private employees' vehicles when parked on campus. Permits will be issued by UNI Public Safety upon request for a fee depending on length of permit time.

The Constructor shall verify with the Owner's Representative, the limits of the construction area for parking purposes during the project. Company vehicles and trucks may be parked in parking lots, on streets so marked for parking, other restricted areas as directed by the Owner, and the construction area when displaying construction parking permits. Company trucks may be parked in the construction area for only those periods necessary to deliver or remove materials, equipment, refuse and employees. Special construction vehicles (i.e., crane, compressor, etc.) may be parked in the construction area for those periods necessary to carry out a construction function. Trucks shall be removed from campus daily. Special construction vehicles shall be removed from campus as soon as the related construction function is complete.

Private employee vehicles may be parked in parking lots, on streets so marked for parking or other restricted areas as directed by the Owner when displaying construction-parking permits. No employee parking will be allowed at the construction area.

Parking tickets will be issued to violators and/or trucks and vehicles will be towed from the campus. Unpaid parking and/or towing fines, including those of Constructor employees and Subcontractors, will be withheld from the prime Constructor's payment.

All permits shall be removed from all trucks and vehicles and returned to Public Safety when the project is complete.

Asbestos

A survey has been conducted to identify asbestos containing material in the project area. A copy of this survey is available to the Constructor and should be followed during the project. If suspect material is encountered notify the Owner immediately.

NPDES

UNI has a general NPDES permit that covers all of campus. The Constructor shall follow all requirements of this permit. The permit is available for review in the Facilities Planning office.

Constructor's Registration

Constructor shall be registered with the Iowa Labor Commissioner. Constructor's Iowa Registration Number shall be submitted with the quote.