



March 1, 2013

Bid Invitation

Oregon State University Austin Hall Bid Package #3

Andersen Construction Company is soliciting quotations from qualified subcontractors on the above referenced project.

Document Availability:

All bid documents are available on Andersen's ftp site. For other ways to obtain bid documents, refer to "Request for Bids & Bid Instructions" within the Bid Documents folder on our ftp site:

Andersen's ftp site –

<ftp://osuaustin:hall@ftp.andersen-const.com>

Username: osuaustin

Password: hall

To easily batch and download files from ftp sites, we suggest downloading Filezilla, a free ftp server program – www.filezilla-project.org (Client Version).

Using Filezilla - Hostname: <ftp.andersen-const.com>

Mandatory Pre-Bid Meeting:

A Mandatory pre-bid meeting will be held on Tuesday, March 12, 2013 at 1:00 pm. For location see "Request for Bids & Bid Instructions" within the Bid Documents.

Please direct any scope questions to:

Ramiro Quesada at rquesada@andersen-const.com (503) 283-6712 ext. 196 or
Brian Price at Bprice@andersen-const.com (503) 283-6712 .

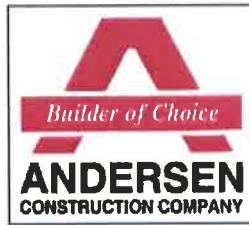
Bids are due on April 1, 2013 by 2:00 pm

Please confirm your interest in this project by accepting the invitation in iSqFt or by completing the information below and faxing it to 503-283-3607 or email to Holly King - hking@andersen-const.com.

____ Yes, we plan to bid. Company: _____ ____ No, we will not bid

Contact: _____

Email: _____



FRONT END DOCUMENTS

April 1, 2013 – Bid Package #3

Oregon State University—Austin Hall

BID FOR AWARD

TABLE OF CONTENTS

1. REQUEST FOR BIDS & GENERAL BIDDING PROCESS / REQUIREMENTS
2. BID FORM
3. PROJECT CONDITIONS (Acts as Subcontract Exhibit #2.1 upon Award)
 - Attachment A: OUS General Conditions
 - Attachment B: OUS Supplemental General Conditions
 - Attachment C: BOLI Wage Rate Instructions
 - Attachment D: Site Logistics Plan
 - Attachment E: Soils Report
4. WORK PACKAGES (Acts as Subcontract Exhibit #1 upon Award)
5. DOCUMENT LISTING (Acts as Subcontract Exhibit #3 upon Award)
6. PROJECT SCHEDULE (Acts as Subcontract Exhibit #4 upon Award)
7. SUBCONTRACTOR PREQUALIFICATION FORM
8. SUBCONTRACTOR AGREEMENT FORM AND APPLICABLE SUBCONTRACT EXHIBITS:
 - Exhibit 1—Scope Clarifications (see item 4 above)
 - Exhibit 2—Standard Terms and Conditions
 - Exhibit 2.1—Supplemental Terms and Conditions (see item 3 above)
 - Exhibit 3—List of Contract Documents (see item 5 above)
 - Exhibit 4—Project Schedule (see item 6 above)
 - Exhibit 5—Not Used
 - Exhibit 6—Cost Definition for GMP SC's—Not Applicable
 - Exhibit 7—Design Build Requirements
 - Exhibit A—Safety Addendum
 - Exhibit B—Billing Forms
 - Exhibit C—Insurance Requirements
 - Exhibit D—WA Indemnification Addendum—Not Applicable
 - Exhibit E—Payment and Performance Bond



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

REQUEST FOR BIDS

Reference: Oregon State University
Austin Hall
Jefferson Way & Sackett Place
Corvallis, OR 97331

Subject: **Bid Package 3-** Exterior Façade, Interior Finishes, Mechanical, Electrical,
Plumbing and Landscape

Due Date: **Friday April 1, 2013 at 2:00 PM**

We are soliciting Bids for the above referenced Work Packages.

PROJECT DESCRIPTION:

Austin Hall will be a 97,000SF building with 4 levels of offices, lecture halls, classroom, project rooms, Café, events room, conference rooms and many other amenities. The structure will consist of Post tension Concrete, metal stud framing and a building skin consisting of Brick veneer, metal panels and Kawneer window system.

SCOPE OF REQUEST FOR BIDS:

The general description of work for this Request is as follows:

- Exterior Façade
- Interior Finishes
- Mechanical
- Electrical
- Plumbing
- Landscape

BID DOCUMENTS:

Carefully read and follow all bid instructions detailed below. Failure to do so may result in disqualification.

Each proposal shall include all requirements of the Instructions to Bidders, Project Conditions, OUS General Conditions, Division 1 Specifications, and complete specification sections and drawings as related to the work.



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

BID DELIVERY:

Bids need to be emailed to rquesada@andersen-const.com and hbrown@andersen-const.com and faxed to our main Office at 503-283-3607, or hand delivered to our Field office at Oregon State University.

Our Austin Hall Field office (Double wide trailer) is located at the following address:

Andersen Construction Co, Inc.
Sackett Place and Jefferson Way
Corvallis, OR 97331

In order to be considered, **your bid must be submitted on the bid form provided.** Additional scope clarifications may be made on your letterhead as an attachment to the required form. We reserve the right to waive any informality in the bid process for award.

DOCUMENT AVAILABILITY:

Drawings, Specifications, and all bid and contract requirements are available through the following methods:

1. For review at Andersen Construction's Main Office Plan Center (6712 N. Cutter Circle, Portland, OR 97217)
2. For review at Willamette Valley Bid Center:
33862 SE Eastgate Circle
Corvallis, Oregon 97333
Phone: 541-207-3290
Email: bidcenter@comcast.net

3. For review and/or download at Andersen's ftp site:

<ftp://osuaustin:hall@ftp.andersen-const.com>

Username: osuaustin

Password: Hall

**To easily batch and download files from ftp sites, we suggest downloading Filezilla, a free ftp server program— www.filezilla-project.org (Client Version)

Using Filezilla:

Hostname: <ftp.andersen-const.com>; Username: osuaustin; Password: hall

4. For download or purchase at ARC (Formerly Ford Graphics):
(pdx.planwell@e-arc.com)



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

5. For review at OAME (Oregon Association of Minority Entrepreneurs) Plan Center:
4134 N Vancouver Avenue
Portland, Oregon 97217
Phone: 503-249-7744

Andersen will attempt to inform bidders as new documents are issued via our bid invitation system; however, it is ultimately the responsibility of the bidding contractor to stay informed and be sure the contractor has reviewed all contract documents.

GLASS AND GLAZING CONTRACTOR QUALIFICATION REQUIREMENTS (WORK PACKAGE 3S)

Award of Glass and Glazing work will be based on bid amount, scope coverage, qualifications, proposed team, and work experience. See requirements below for information, format and scoring methodology for the bid proposals.

The following Pre-qualification items are required with the submission of your bid, in the following format. Please submit qualifications with Bid.

1. Statement of Interest

2. Contractor Background

- 2.1. Address the Prequalification Criteria listed below.
- 2.2. Describe how your company is well suited for this project
- 2.3. Owner and General Contractor references
- 2.4. Describe current workload
- 2.5. Company annual volume

3. Quality

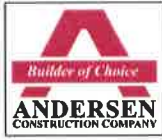
- 3.1. Overall technical ability
- 3.2. Local resources
- 3.3. Describe your QA/QC process and how you will guarantee quality
- 3.4. Describe your safety record

4. Staff

- 4.1. Provide resumes of Project Manager, Superintendent, General Foreman, and Foreman proposed for the project

5. Planning

- 5.1. Describe your construction planning approach.



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

Glass and Glazing Prequalification

The following is additional information and clarifications for the prequalification process.

1. In describing the projects, these projects MUST meet the following:
 - a) Single Project Bonding Capacity of \$4 Million Dollars All bids shall be accompanied by a letter from your bonding & surety company for bonding Capacity of \$4 Million.
 - b) Performance of a minimum of 2 ea. glass and glazing projects on a Post Tensioned Cast In Place project in the last 7 years.
 - c) Performance of a minimum of 1 each Glass and Glazing projects of a minimum value of \$3 Million Dollars in the last 7 years.
 - d) Performance of a minimum of 2 ea. Glass and glazing projects for higher education facilities
 - e) Commitment that the contractor will self perform all glass and Glazing on the College of Business Austin Hall Project.

If subcontractors are not able to demonstrate the criteria listed above meeting this threshold they will be disqualified.

Subcontractors MUST have submitted a standard Andersen Construction Prequalification. This includes pertinent financial data. Subcontractors must have demonstrated sufficient financial depth to support a project of this magnitude, with additional constraints of extended payment cycles as explained at the prebid meeting.

DRYWALL AND FRAMING CONTRACTOR QUALIFICATION REQUIREMENTS (WORK PACKAGE 3U)

Award of drywall and Framing work will be based on bid amount, scope coverage, qualifications, proposed team, and work experience. See requirements below for information, format and scoring methodology for the bid proposals.

The following Pre-qualification items are required with the submission of your bid, in the following format. Please submit qualifications with Bid.

1. **Statement of Interest**
2. **Contractor Background**



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

- a. Address the Prequalification Criteria listed below.
- b. Describe how your company is well suited for this project
- c. Owner and General Contractor references
- d. Describe current workload
- e. Company annual volume

3. Quality

- a. Overall technical ability
- b. Local resources
- c. Describe your QA/QC process and how you will guarantee quality
- d. Describe your safety record

4. Staff

- a. Provide resumes of Project Manager, Superintendent, General Foreman, and Foreman proposed for the project

5. Planning

- a. Describe your construction planning approach.

Drywall and Framing Prequalification

The following is additional information and clarifications for the prequalification process.

1. In describing the projects, these projects MUST meet the following:
 - a) Project Bonding Capacity of \$5 Million Dollars. All bids shall be accompanied by a letter from your bonding & surety company for bonding Capacity of \$5 Million.
 - b) Performance of a minimum of 2 ea. Level 5 drywall and Framing projects on a Post Tensioned Cast In Place project in the last 7 years.
 - c) Performance of a minimum of two each Drywall and Framing projects of a minimum value of \$5 Million Dollars in the last 7 years.
 - d) Performance of a minimum of 2 ea. Drywall and Framing projects for higher education facilities.
 - e) Commitment that the contractor will self perform all Drywall and Framing on the College of Business Austin Hall Project.

If subcontractors are not able to demonstrate the criteria listed above meeting this threshold they will be disqualified.



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

Subcontractors MUST have submitted a standard Andersen Construction Prequalification. This includes pertinent financial data. Subcontractors must have demonstrated sufficient financial depth to support a project of this magnitude, with additional constraints of extended payment cycles as explained at the prebid meeting.

MECHANICAL/PLUMBING CONTRACTOR QUALIFICATION REQUIREMENTS (WORK PACKAGE 3EE)

Award of mechanical work will be based on bid amount, scope coverage, qualifications, proposed team, and work experience. See requirements below for information, format and scoring methodology for the bid proposals.

The following Pre-qualification items are required with the submission of your bid, in the following format:

1. Statement of Interest

2. Contractor Background

- 2.1. Describe how your company is well suited for this project
- 2.2. Describe 3 similar projects, include the following information:
 - 2.2.1. Project size
 - 2.2.2. Project start and end dates
 - 2.2.3. Project bid amounts and final contract value
 - 2.2.4. Key project challenges and how they were resolved
- 2.3. Describe the start-up process, and results
- 2.4. Owner and General Contractor references
- 2.5. How many projects has your company done for the Oregon University System
- 2.6. Describe current workload
- 2.7. Company annual volume

3. Quality

- 3.1. Overall technical ability
- 3.2. Local resources
- 3.3. Impact avoidance assurance
- 3.4. Describe your QA/QC process and how you will guarantee quality
- 3.5. Describe your safety record

4. Staff

- 4.1. Provide resumes of Project Manager, Superintendent, General Foreman, and Foreman proposed for the project



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

5. Planning

5.1. Describe your construction planning approach.

5.2. Three dimensional computer modeling will be a project requirement. This model will capture structural, mechanical, and electrical equipment and components. Provide an example of a similar project model with “fly-thru capability on CD.

6. Include a completed “Andersen Pre-Qualification Form.” This form will be part of the bid package.

CONTROLS CONTRACTOR QUALIFICATION REQUIREMENTS (WORK PACKAGE 3FF)

- Award of Controls work will be based on bid amount, scope coverage, qualifications, proposed team, and work experience. See requirements below for information, format and scoring methodology for the bid proposals.
- The following Pre-qualification items are required with the submission of your bid, in the following format:

1. Statement of Interest

2. Describe experience with:

2.1. Procurement

2.1.1. Control Valves

2.1.2. All Instruments listed on the project Instrument List. (PI's, TI's, and PRV's by others)

2.1.3. PIU's, Process Control System Architecture components

2.2. Installation

2.2.1. Installation of instruments / including tubing from mechanical POC's.

2.2.2. IA header will be by others. IA from header to instrument will be by the controls contractor.

2.2.3. Wiring will be by others.

2.2.4. Control Valves will be installed by others. Tubing for control valves will be by the controls contractor

2.3. Instrument Management

2.3.1. Tagging

2.3.2. Documentation of control components

2.3.3. Calibration

3. Contractor Background

3.1. Describe how your company is well suited for this project.

3.2. Describe 3 similar projects, include the following information:



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

- 3.2.1. Project size
- 3.2.2. Project start and end dates
- 3.2.3. Project bid amounts and final contract value
- 3.2.4. Key project challenges and how they were resolved
- 3.3. Describe capability to generate Loop Sheets.
- 3.4. Describe experience to perform, and oversee instrument installation.
- 3.5. Owner and General Contractor references
- 3.6. How many projects has your company done for the Oregon University System.
- 3.7. Describe current workload
- 3.8. Company annual volume.

4. Quality

- 4.1. Overall technical ability
- 4.2. Local resources
- 4.3. Describe where system integration and programming will be performed.
- 4.4. How will the Design Team / Construction Team be able to review programming progress.
- 4.5. Describe experience with point to point check-out.
- 4.6. Describe the start-up process, and results.
- 4.7. Describe how programming changes will be made in the field during start-up.
- 4.8. Describe experience with overall start-up documentation.
- 4.9. Describe in detail what if any of the Controls / PCS scope will be sub-contracted.
- 4.10. Describe your QA/QC process, and how you will guarantee quality.
- 4.11. Describe your safety record

5. Staff

- 5.1. Provide resumes of Project Manager, Foreman, and Technicians proposed for the project.

6. Planning

- 6.1. Describe your construction planning approach.

ELECTRICAL CONTRACTOR QUALIFICATION REQUIREMENTS (BID PACKAGE 3GG)

Award of Electrical work will be based on bid amount, scope coverage, qualifications, proposed team, and work experience. See requirements below for information, format and scoring methodology for the bid proposals.

The following Pre-qualification items are required with the submission of your bid, in the following format:



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

1. Statement of Interest

2. Contractor Background

- 2.1. Describe how your company is well suited for this project.
- 2.2. Describe 3 similar projects, include the following information:
 - 2.2.1. Project size
 - 2.2.2. Project start and end dates
 - 2.2.3. Project bid amounts and final contract value
 - 2.2.4. Key project challenges and how they were resolved
- 2.3. Describe the start-up process, and results
- 2.4. Owner and General Contractor references
- 2.5. How many projects has your company done for the Oregon University System.
- 2.6. Describe current workload
- 2.7. Company annual volume.

3. Quality

- 3.1. Overall technical ability
- 3.2. Local resources
- 3.3. Impact avoidance assurance
- 3.4. Describe your QA/QC process, and how you will guarantee quality.
- 3.5. Describe your safety record

4. Staff

- 4.1. Provide resumes of Project Manager, Superintendent, General Foreman, Foreman, proposed for the project.

5. Planning

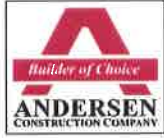
- 5.1. Describe your construction planning approach.

MEP Prequalification

The following is additional information and clarifications for the prequalification process.

Mechanical/Plumbing, Controls and Electrical

1. In describing the 3 similar projects, these projects **MUST** meet the following:
 - A. Minimum contract values:



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

Mechanical/Plumbing: \$5 Million
Electrical: \$3 Million
Controls: \$1 Million

Project Bonding Capacity of \$5 Million Dollars. All bids shall be accompanied by a letter from your bonding & surety company for bonding Capacity of \$5 Million.

B. Duration: 19 months, MAX

If subcontractors are not able to demonstrate the successful execution of three (3) similar project meeting this threshold they will be disqualified.

Subcontractors must provide two (2) active references, **specific to each project referenced by the subcontractor**, to validate their qualifications.

Subcontractors MUST have submitted a standard Andersen Construction Prequalification. This includes pertinent financial data. Subcontractors must have demonstrated sufficient financial depth to support a project of this magnitude, with additional constraints of extended payment cycles as explained at the prebid meeting.

2. The 3 projects noted above must have been started and completed within the last 5 years.
3. As described previously, the Mechanical/Plumbing contractor will take the lead in the BIM/Coordination process. It has been determined that the mechanical contractor MUST have in house capability to execute this process. **Subcontracting the coordination effort to a third party is NOT allowed.**

BIM/Coordination is to be performed in Navisworks. No exceptions.

MANDATORY PRE-BID MEETING:

There will be a mandatory pre-bid meeting for all Glass & Glazing (BP #3S) , Drywall & Framing (BP #3U), Plumbing& Mechanical (BP #3EE), Electrical (BP #3GG) and Controls (BP #3FF) subcontractors . Note that it is highly recommended that all other trades attend this meeting but not required.

Meeting date: Monday March 12, 2013

Meeting time: 1:00 PM

Meeting Location: Oregon State University



**Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS**

April, 1, 2013

Austin Hall Project Jobsite Trailer (Double wide trailer)
Jefferson Way & Sacket Place
Corvallis, OR 97331

There is NO parking at the site. Free parking is available south of the softball complex, and adjacent to the Hilton Garden Inn, located off SW 26th Street & SW Western Blvd. For a campus map go to <http://oregonstate.edu/campusmap/>. Allow ample time to park and walk to the meeting site.

QUESTIONS & SUBSTITUTION REQUESTS:

All questions and substitution requests must be submitted by 3/20/13. Please direct your scope questions and substitution requests in writing via email to the following:

Ramiro Quesada – Project Manager – rquesada@andersen-const.com – 503-283-6712 ext. 196
OR Brian Price – Senior Project Manager – bprice@andersen-const.com 503.283.6712

Please do not contact the owner, architect, consultants, or sub-consultants directly.

GENERAL BIDDING PROCESS / REQUIREMENTS

1. **Receipt of Bid Proposals**
Bid Proposals will be received by Andersen Construction at the time, location, and manner indicated above. No Bid Proposals will be received after the date and time set forth in the Bid Solicitation.

OSU reserves the right to be present at bid time to observe as all bids are received.
2. **Methods of Bidding**
 - A. “Furnish and Install” Proposals will be received for the Work Packages identified above. All Specification Sections within a defined Work Package must be included in order for the Bid to be considered responsive.
 - B. “Furnish Only” Proposals will be received by individual Specification Section. Proposals which combine multiple Specifications must provide breakout pricing for each Section included in the Proposal.
3. **Bid Bond Requirements**
A Bid Bond in the amount of 10% of the amount of the bid is required. A copy of the bond may be emailed or faxed with the bid as long as the original is received within 48 hours after the bid time deadline.



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

4. **Performance and Payment Bonds**

A 100% Performance and Labor and Material Payment Bond **may** be required at the Owner and General Contractor's discretion. The proposed bonding company shall be acceptable to Andersen Construction and the bonds must be submitted on the forms attached to the subcontract form. Please include the added amount that bonding will increase your bid in the space provided on the Bid Form.

5. **Bid Proposal Form**

A. Each Bid Proposal shall be submitted on the Bid Form provided (included as part of the Front End Documents) with all blank spaces filled in. Bid Forms are to be removed from other documents.

B. Additional scope clarifications may be made on letterhead, and submitted at bid time.

C. The Bid Form will not be considered a Contract Document, nor will any attachment made to Bid Form.

6. **Withdrawal or Revision of Bid Proposals**

Any Bid Proposal may be withdrawn or revised in writing prior to the scheduled time for opening of Bid Proposals. After opening, no Bid Proposal may be withdrawn for sixty (60) calendar days.

7. **Award of Contract**

In general, an award will be made to the lowest responsible bidder, if within the funds allotted.

The competency and responsibility of bidders and of their proposed subcontractors will be considered in making the award. Owner and Andersen Construction are not obligated to accept the lowest or any other bids. Owner reserves the right to reject the bid of any bidder who has previously failed to perform properly and to complete on time contracts of a similar nature, who is not in a position to perform the contract, who has habitually and without cause neglected the payment of bills or otherwise disregarded their obligation to the subcontractors, material suppliers, or employees. In determining the lowest responsible bidder, Owner and Andersen will also consider whether the bidder (a) has current and approved prequalification form on file with Andersen Construction, (b) maintains a permanent place of business, (c) has adequate equipment and manpower to do the work properly and expeditiously, (d) has suitable financial status to meet all obligations incident to the work, (e) has appropriate



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

technical knowledge, and (f) is able to comply with the completion date, (g) fully understands the OSU Austin Hall project.

No bidder may withdraw or modify their bid after the hour set for the opening thereof until the lapse of Sixty (60) days from the bid opening. Andersen Construction and the Owner reserve the right to reject any or all bids not in compliance with all prescribed bidding procedures and requirements and other applicable laws, and Andersen Construction and the Owner may reject for good cause any or all bids upon Andersen Construction and/or the Owner finding that it is in its best interest to do so. Andersen Construction and the Owner may waive any informality in the bidding process.

Discounts for early payment will be considered in the evaluation of offers.

8. Examination of Contract Documents and Site Visit

Before submitting a Bid Proposal, Bidders should 1) carefully examine the Contract Documents, 2) attend the pre-bid meeting at the time and date indicated in the above, 3) review Andersen Construction's "Front End Documents" 4) fully inform themselves as to all existing conditions and limitations, including those of labor, progress of work to date, if any, and shall include in the Bid Proposal a sum sufficient to cover the cost of all items contemplated by the Contract Documents. No consideration will be granted for all alleged misunderstanding of the material, article or piece of equipment to be furnished or work to be done, it being understood that the tender of a Bid Proposal carries with it the agreement to all items and conditions referred to herein or indicated in the Contract Documents.

Subcontractor must acknowledge that they will sign the standard Andersen Subcontract unmodified or unaltered. Failure to acknowledge will disqualify subcontractor at Andersen's discretion. Any and all terms of the Andersen Construction subcontract needs to be weighed and considered in your bid amount.

9. Interpretations, Discrepancies and Omissions

If Bidder is in doubt as to the true meaning of any part of the Contract Documents, the bidder shall submit a written request to Andersen Construction for interpretation. Bidder submitting request is responsible for its prompt and actual delivery. Neither Andersen Construction nor the Architect/Engineer is responsible for any explanations or interpretations of such documents, which anyone presumes to make other than by Addendum, or written response.

10. Addenda

All Addenda issued during the time of bidding shall become a part of the Contract Documents and receipt thereof shall be listed in the Bid Proposals.



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

11. **Alternates and Unit Prices**
 - A. Each Bidder must bid on all Alternates and Unit Prices listed in the Bid Form that are applicable to their Work Package. They will be fully considered in awarding the Subcontract.
 - B. Andersen Construction shall be allowed a period of sixty (60) calendar days after receipt of the returned signed Subcontract to exercise the right to accept or reject any or all Alternates submitted on the Bid Proposal.
12. **Pre-Construction Process**

After the award of the Subcontract, a Pre-Construction Conference shall be scheduled and conducted by Andersen Construction to review the requirements of the Project. The Subcontractor shall be required to attend this Conference.
13. **Substitution Requests**

All substitution requests shall be sent to Andersen Construction (See above deadline). All interpretations or supplemental instructions will be issued in form of written Addendum or Letter of Clarification sent prior to the date fixed for opening of the Bid Proposals. It is the responsibility of the Subcontractor to obtain a copy of such written amendments. Failure to acknowledge receipt of such Addendum does not relieve Bidder from any obligation under this as submitted. Approval of substitutions will not be made orally.
14. **Prequalification Process**

Subcontracts will be awarded only to firms that have obtained “Pre-Qualified” status with Andersen’s Accounting, Operations, and Safety Departments. If a current and approved Pre-Qualification Form for subcontracting firm is not on file with Andersen already, one must be submitted within 48 hours after bid submission. If subcontractor fails to submit a Pre-Qualification Form within the required time period, Andersen reserves the right to proceed to the next qualified low bidder for award. The Pre-Qualification Form and requirements are included as part of the “Front End Documents.”
15. **Licensing & Bonding**

All bidders submitting a bid must be Commercially licensed and bonded with the Oregon Construction Contractors Board or the bid will not be received or considered. A bid from an unregistered bidder will be rejected as unresponsive.



Oregon State University—Austin Hall
REQUEST FOR BIDS & BID INSTRUCTIONS

April, 1, 2013

A bidder shall file with the Oregon Construction Contractor's Board a public works bond with a corporate surety authorized to do business in the State of Oregon in the amount required by the Oregon Construction Contractor's Board prior to the date of award.