



# KINCO Bid Manual

Thaden Gymnasium  
January 29, 2025





## KINCO Bid Manual Project Information Sheet

### THADEN GYMNASIUM

Owner: Thaden School  
800 SE C St,  
Bentonville, AR 72712

PreConstruction Manager: Kinco Constructors, LLC  
Tim Pirtle  
3803 Kelley Ave  
Springdale, AR 72762  
P: (479) 751-8606 F: (479) 751-5659

Project Manager: Kinco Constructors, LLC  
*David Groening*  
3803 Kelley Avenue  
Springdale, AR 72762  
P: (479) 751-8606 F: (479) 751-5659

Project Coordinator: Kinco Constructors, LLC  
Preston Vaughan  
3803 Kelley Avenue  
Springdale, AR 72762  
P: (479) 751-8606 F: (479) 751-5659

Project Superintendent: Kinco Constructors, LLC  
*Aaron Young*  
3803 Kelley Avenue  
Springdale, AR 72762  
P: (479) 751-8606 F: (479) 751-5659

Architect: Hight Jackson Associates  
5201 W Village Pkwy Ste 300  
Rogers, AR 72758  
P: (479) 464-4965

Civil Engineer: Ecological Design Groups  
216 West Birch St.  
Rogers, AR 72756  
P: (501) 378-0200

Structural Engineer: Engineering Consultants, Inc.  
101 Parkwood St. Ste B  
Lowell, AR 72745  
P: (479) 770-5366

M/E/P Engineer: HSA Engineering Consulting Services, Inc.  
7405 Ellis St.  
Fort Smith, AR 72916  
P: (479) 452-8922



## KINCO BID MANUAL

### SECTION 1: INSTRUCTIONS TO BIDDERS

#### 1.0 DEFINITION OF TERMS:

Construction Manager = Kinco Constructors, LLC.

Contractor = Bidding Subcontractor

Owner = Thaden School

Architect = Hight Jackson Associates

#### 1.1 BID DATE / TIME / LOCATION

**Price Proposals will be received no later than:**  
**February 11, 2025 at 3pm.**

Proposals may be submitted in a clearly identified, sealed, opaque envelope addressed to:

**Kinco Constructors, LLC**  
**3803 Kelley Ave.**  
**Springdale, Arkansas 72762**

Proposals can also be faxed, emailed, or delivered Kinco, LLC, 3803 Kelley Ave., Springdale, Arkansas 72762, fax (479) 751-5659, tpirtle@kinco.net

Bids will be privately opened. Sealed bids submitted prior to the bid opening shall be sent to Kinco, LLC. 3803 Kelley Ave., Springdale, Arkansas 72762.

#### 1.2 BID SUBMISSION

- A. Bids shall be submitted on the form included in Section 3 of the Bid Manual that match your scope of work.
- B. All blanks on the bid form shall be legibly executed in a non-erasable medium.
- C. Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.
- D. Interlineations, alterations, and erasures must be initialed by the signer of the Bid.
- E. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."



- F. Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall make no additional stipulations on the bid form nor qualify the Bid in any other manner.
- G. Each copy of the Bid shall state the legal name of the Bidder and the nature of legal form of the Bidder. The Bidder shall provide evidence of legal authority to perform within the jurisdiction of the Work. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract.

### 1.3 BOND REQUIREMENTS

Bid Bond: No bid bond will be required.

Performance and Payment Bond: may not be required for this project, Contractor bids must include the cost of furnishing a Performance and Payment Bond.

### 1.4 BID DOCUMENTATION REQUIRED

All bidders must submit one (1) copy of the original Bid Package Form—The Bid Package Forms can be delivered by hand, emailed, faxed, by courier or US mail, as long as they meet the date and time requirements. All bid packages will be stamped with a date and time as they are received.

### 1.5 BID RECEIPT AND NOTIFICATION OF RESULTS

Bids will be opened and privately read at the time stipulated above. The bids will be taken under advisement and reviewed by the Construction Manager. The days following bid submission will be used for evaluating bids and meeting with bidders to review the scope of work included in the bid. Successful bidders will be notified upon acceptance by the Owner.

### 1.6 PRE-BID CONFERENCE

A pre-bid meeting to review the project site and existing conditions has been scheduled for: **January 30, 2024 at 10:00**. Bidding subcontractors are encouraged to attend.



## 1.7 QUESTION AND ANSWER PROCEDURES

Bidders desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request, in writing, no later than four (4) calendar days before the bid opening. This is necessary to allow a reply to reach all prospective bidders before submission of their bids. Questions may be sent via email to Tim Pirtle, Director of Preconstruction Services at [tpirtle@kinco.net](mailto:tpirtle@kinco.net). Bidders unable to comply with the four (4) Calendar day requirement should bid the contract according to its best interpretation of the plans, specifications, and amendments.

All questions will be answered in the form of an Addendum or CM Clarification.

## 1.8 INSURANCE

A. Contractor will provide insurance at the time of execution of the subcontract before any work is done and before any payment is made. Liability insurance will show Kinco Constructors and the Owner as the additional insured.

## 1.9 SITE ACCESS AND TEMPORARY PROVISIONS

- A. Bidders should visit the site during the bidding timeframe and take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions which can affect the work of the cost thereof. Failure to do so will not relieve bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Owner will assume no responsibility for any understandings or representations made concerning conditions made prior to the execution of the contract, unless included in the invitation for bids, the specifications, or related documents.
- B. Parking is limited for this project and will be allowed in designated areas only. Ride sharing / Carpooling is encouraged. When allowed, parking on jobsite will be in locations as directed by Construction Manager. **No parking shall be allowed in the school parking areas.**
- C. General construction electrical power at the building (120 volts, 20 amp, single phase) and interior lighting for the building will be furnished per OSHA minimum requirements by the electrical subcontractor for the Project. This contractor shall provide any additional power or lighting as may be required for their work. Power for welding will not be provided. Contractors should make provisions for gas powered welders when needed.



- D. There will be temporary water available at the jobsite. Subcontractors will be responsible for furnishing water to their construction activities. Subcontractors will be responsible for hose extensions and any requirements exceeding furnished utilities.
- E. The Construction Manager will provide temporary toilets facilities for the duration of the project. Each subcontractor will be responsible for providing drinking water for their employees.
- F. The Contractor will provide adequate protection as applicable to their work and as required for public property, private property, utilities and materials. Contractor will be responsible for correcting any damage caused by their negligence in a manner approved by the Construction Manager, Architect, and/or Owner at no additional cost.
- G. Contractor will provide all traffic control, flagmen, special barricades, handrails, etc., required in connection with the safe execution of its work and as required for the protection of pedestrian and vehicular traffic. Contractor shall exercise extreme caution and special care while conducting operations in the vicinity of existing sidewalks and/or streets adjacent to the Project. If the Contractor requires removal, modifications or relocation of the Construction Managers barricades or fencing, such changes must be made at Contractor's expense, and only with the prior consent of the Construction Manager. All barricades and fences must be secure and safe at the end of each workday and to the satisfaction of the Construction Manager.
- H. Contractor will provide temporary fire protection for their work as required by OSHA, local fire districts or other appropriate governmental agencies.
- I. Contractor will obtain Construction Manager's approval prior to moving temporary offices or trailers onto site.
- J. Limited on-site or adjacent site storage will be made available for Contractor's use and will be assigned by the Construction Manager based on the needs of the Project. Generally, material storage shall be limited to materials that can be installed or consumed within ten (10) working days of its delivery unless other arrangements are approved by the Construction Manager. The project site will be fenced but the storage of materials in a temporary storage container will be the responsibility of the Contractor.
- K. Contractor may stockpile material only in areas approved by the Construction Manager. If materials stockpiled in unapproved areas are creating interference or obstruction with the work of others or overloading the rated capacity of the



structural slab, said materials must be relocated by the Contractor at its own expense.

- L. Contractor will be provided with a link to the contract documents to be downloaded. If Contractor requires a paper set of plans, specifications or changes, Contractor will be responsible for the reproduction costs.

#### 1.10 PROJECT DOCUMENTS

Copies of drawings and specifications are on file and are open to inspection at the following locations:

Digital Download at Smartbid.net

Southern Reprographics, Inc.

#### 1.11 WARRANTIES

- A. All warranties, including equipment warranties, shall begin on the date of Substantial Completion of the Project regardless of when the equipment was started up for temporary or permanent use.
- B. In the case of equipment such as air handlers that are used for temporary heating or cooling, the Contractor installing this equipment shall install new air filters or other required components and put the equipment in like new condition at the time of Substantial Completion of the Project. This shall be included as part of the Contractor's Contract Price as well as a warranty extension to cover the temporary use.

#### 1.12 GENERAL NOTES

- A. Contractor will give particular attention to the Quality Assurance criteria as established in Specifications, all testing requirements, any minimum performance requirements and any Guarantees and Service requirements.
- B. Contractor will be responsible for the cost of replacing any lost survey markers. Contractor will provide ALL OTHER FIELD ENGINEERING, LAYOUT AND SURVEYING required for the complete installation and/or erection of their work. Construction Manager may, at its discretion, check the Contractor's layout for conformance to contract documents. Construction Manager will provide any required permanent survey monuments.



- C. Inspection and/or testing services will be included as part of the Contractor's work for the Contract Price as specified in the Scopes of Work. Contractor will be required to cooperate fully with the Inspection/Testing Agency. Contractor will allow the Inspection/Testing Agency adequate time and notice to inspect all completed work. Construction Manager shall cause the Inspection/Testing Agency to perform its services in a timely manner after Contractor notifies Construction Manager that its work has been completed in a specific area and while ladders and scaffolding are still in position. This Contractor will be responsible for scheduling all inspections and reviews by all concerned building authorities in a timely manner.
- D. Contractor will be responsible for all costs incurred for re-inspection, retesting or rework caused by the Contractor's incorrect layout or failure to pass the initial inspection of its Work.
- E. Contractor will be responsible for keeping the surrounding area outside of the bounds of the jobsite clean from its work. If during the course of Contractor's work, Contractor or their employees removes dirt, trash or debris from the jobsite and disposes of it in an unsatisfactory manner, then Contractor will clean such dirt, trash or debris as directed by Construction Manager, Architect, or by any governing agency.
- F. Contractor will clean their work area daily and place all debris caused by its work in a designated container provided by the Construction Manager (not including excavation debris). Any material larger than the container and/or material of a hazardous nature must be disposed of by the Contractor at its own expense. All crates, boxes, etc. will be broken down by the Contractor before being placed in the designated container.
- G. Contractor will provide shop drawings and submittals to the Construction Manager within three weeks of notification by Construction Manager, issuance of a Letter of Intent, or a Subcontract Agreement unless arrangements to the contrary have been made prior to such time. In any event, complete and fully dimensioned shop drawings of required quantities are to be submitted in a timely manner so as not to delay the Project Schedule. A minimum of two (2) week turnaround time, from the time the drawings arrive in the Construction Manager's field office until they are ready to be returned to Contractor, shall be allowed for review of submittals. Delays caused by the Contractor or from other sources that become known to the Contractor should be brought to the attention of the Construction Manager sufficiently in advance to allow the Construction Manager reasonable time to prevent such delays. Contractor is responsible for obtaining their own field dimensions where required.





- H. Contractor will maintain up to date "as built" drawings (both electronically and hard copy) at the site at all times during the performance of its work. Contractor will assist the Construction Manager in maintaining an up to date as-built drawing. Upon completion of the work and prior to release of retention, Contractor shall transpose all "as built" information, including the dimensioned location of significant concealed items of its work, on a set to be provided by the Construction Manager.
- I. Contractor will cooperate with Construction Manager and other subcontractors whose work might interfere with the Contractor's Work, and will participate in the preparation of coordination drawings and schedules in areas of congestion, specifically noting and advising Construction Manager of any such areas of actual or potential interference. In the event that the completed work of any trade has to be removed, replaced or modified due to the Contractor's neglect in coordinating or completing its work as required, the cost for such remedial activities will be exclusively that of the negligent Contractor.
- J. All loading, off-loading, hoisting, and stocking of materials, equipment or supplies is the sole responsibility of the Contractor. Contractor will provide a separate mobile hoist, forklift, or other equipment for loading or moving of its materials unless prior arrangements are made with the Construction Manager.
- K. Contractor will re-compact any previously compacted fill, which has been excavated or otherwise disturbed in the performance of Contractor's work in strict conformance with the Contract Documents. Construction Manager will require documentation by the soils testing lab that Contractor's re- compaction meets the requirements of the Contract Documents.
- L. All marking on concrete or other surfaces shall be kept to a minimum; however, when marking is required, it shall be done with materials which are compatible with future finishes and will not bleed through future finishes.
- M. Contractor is responsible for connecting all Construction Manager and/or Owner furnished equipment to any services that Contractor provides.
- N. Contractor responsible for meeting all current and future OSHA requirements that apply to this project.
- O. All Fall Protection Plans will be specific to this project.
- P. The Owner and/or Construction Manager reserves the right to reject any and/or all bids and to waive any informally or irregularity in any bid.



- Q. The basis of award shall be a best value assessment of the bid amount as well as the bidder's proven ability to meet the quality, schedule, and safety requirements of the Project. To that end, the apparent low bidder may be required to complete and submit a Subcontractor Prequalification Statement.
- R. It shall be the responsibility of each bidder to fully avail themselves of all bid documents and relevant information in the preparation of their bid including plans, addenda, all specifications (general conditions, contract requirements, bid form, schedule, etc.). It is also the bidder's responsibility to familiarize themselves thoroughly with the site conditions and the requirements specific to the owner's operations. No concession shall be made after bidding due to an incomplete review of the documents or site conditions.
- S. No bid shall be withdrawn for a period of thirty (30) days subsequent to the opening of the bids, without the consent of the owner and/or Construction Manager.
- T. Contractor responsible for reviewing and including all necessary work detailed on drawings, specifications and addendas.



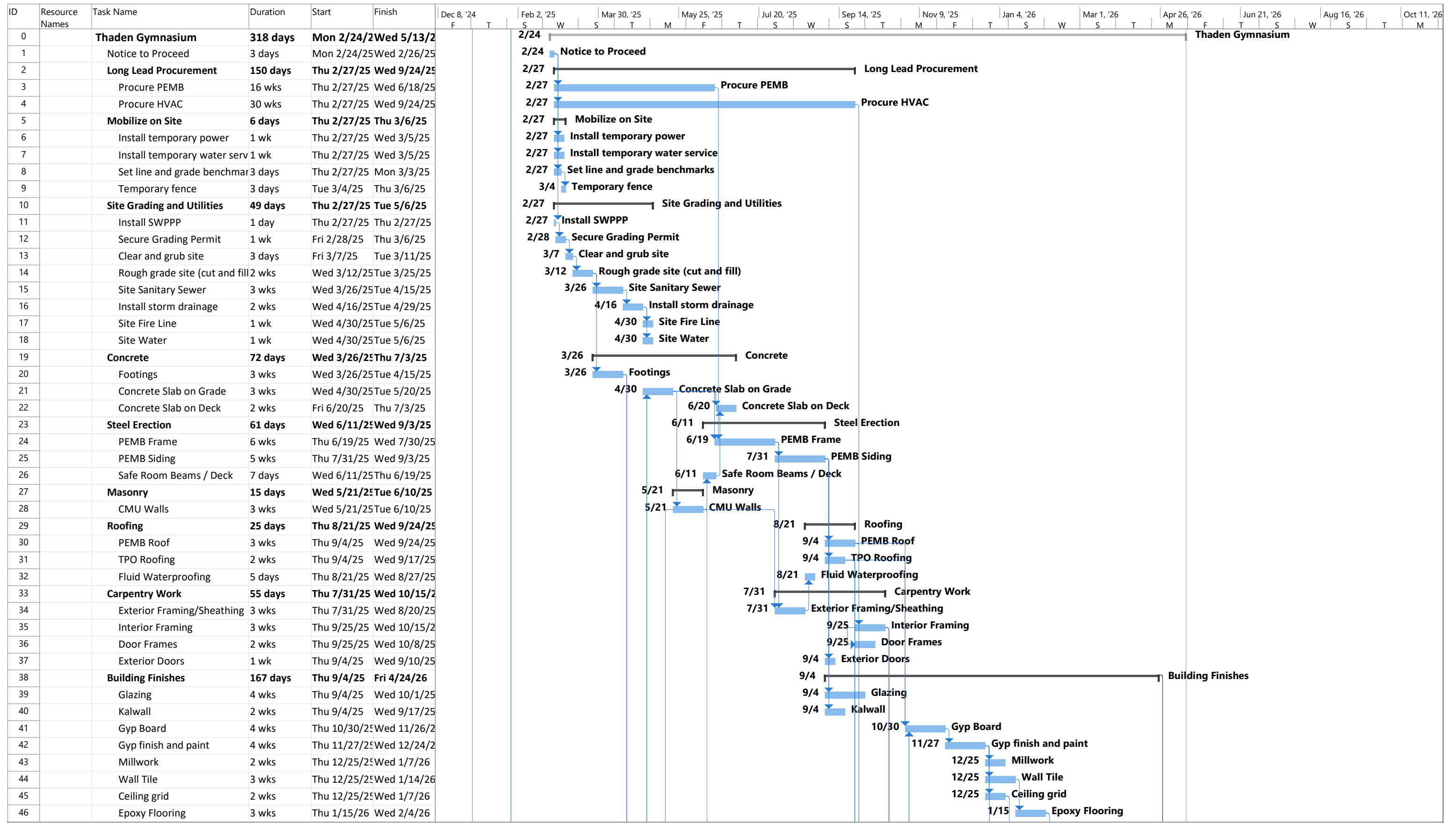
## **KINCO BID MANUAL**

### **SECTION 2: PROJECT SCHEDULE**

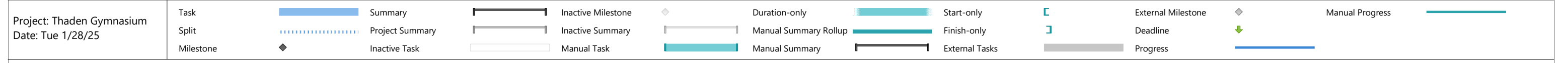
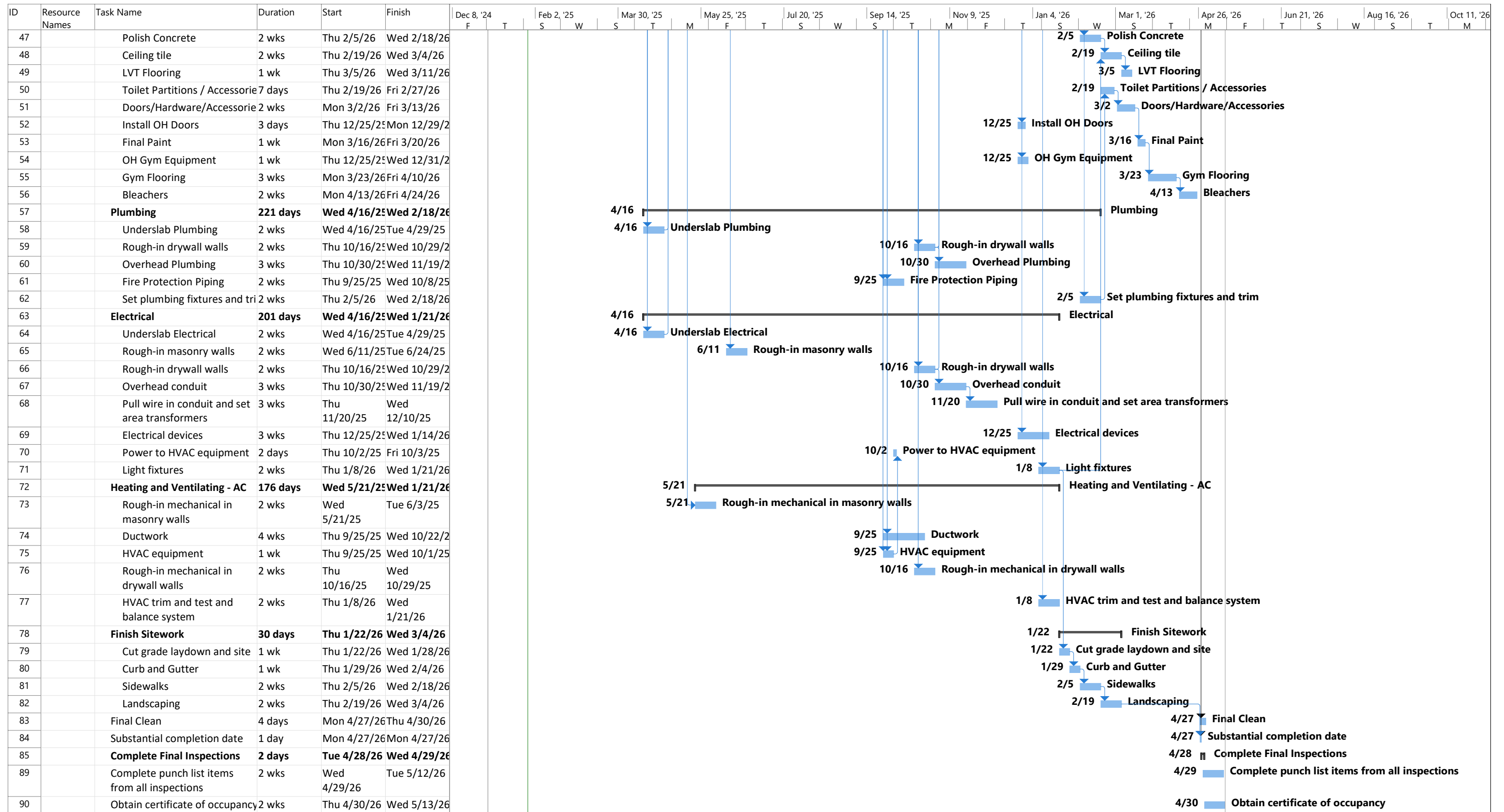
#### 2.1 SCHEDULES

- A. Contractor shall perform their work in general accordance with the Project Schedule and as modified by future revisions. Where specific work activities are not shown Contractor shall perform their work as directed by the Construction Manager and so as not to delay other work activities.
- B. Contractor shall participate as requested in developing any future revisions to the project schedule.
- C. Contractor coordination schedules as requested by the Construction Manager.
- D. Contractor will submit a material delivery schedule for the Construction Manager's approval.

PROJECT SCHEDULE PROVIDED ON FOLLOWING PAGES.



Project: Thaden Gymnasium Date: Tue 1/28/25	Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
	Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
	Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			



Concrete contractor to install and maintain washout

Site-work contractor to provide rock staging area and 15' path around building pad.

Temporary construction fence with double gate at construction entrance.

Electrician to install temporary power to building.

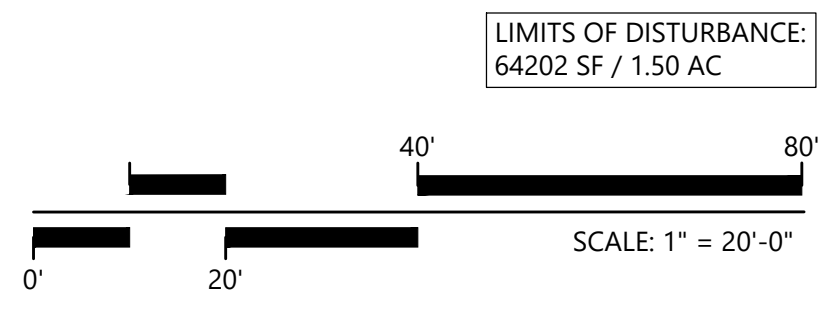
Silt fence per SWPPP

# Site Logistics Plan

EXISTING LEGEND		PROPOSED EROSION CONTROL LEGEND	
●	FOUND REBAR		CONSTRUCTION ENTRANCE
○	FND. PIPE		CONCRETE WASHOUT
⊕	SET 1/2" IRON PIN W/CAP		WIRE REINFORCED SILT FENCE
⊖	UTILITY POLE		CURB INLET PROTECTION
⊗	TELEPHONE VAULT		TEMPORARY ROCK CHECK DAM
⊙	TELEPHONE RISER		LIMITS OF DISTURBANCE
⊚	ELECTRIC RISER		FLOW ARROW
⊛	ELECTRIC METER		Temporary Construction Fence
⊜	WATER VALVE		
⊝	WATER METER		
⊞	SAN. SEWER MANHOLE		
⊠	STORM DRAIN MANHOLE		
⊡	SEWER LINE		
⊢	PROPERTY LINE		
⊣	RIGHT OF WAY		
⊤	CENTERLINE		
⊥	SETBACK		
⊦	FENCE LINE		
⊧	OVERHEAD LINE		
⊨	DECIDUOUS TREE		

- GENERAL EROSION CONTROL NOTES:
- SITE CONTRACTOR IS RESPONSIBLE FOR INSTALLING, MONITORING, AND MAINTAINING ALL EROSION & SEDIMENT CONTROL BMPs.
  - SITE CONTRACTOR IS RESPONSIBLE TO KEEP AND UPDATE ALL STORM EVENT LOG BOOKS.
  - THE CONTRACTOR SHALL IMPLEMENT AN EROSION CONTROL PLAN TO PREVENT MUD, SEDIMENT, AND CONSTRUCTION MATERIALS FROM BEING WASHED OR TRACKED OFF SITE ONTO ADJACENT PROPERTY. CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS OF THE APPROVED ADEQ CONSTRUCTION STORMWATER PERMIT AND MAINTAIN THE STORMWATER POLLUTION PREVENTION PLAN AT ALL TIMES.
  - THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) IS COMPRISED OF THIS DRAWING (SITE MAP), THE EROSION CONTROL DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE TEMPORARY EROSION CONTROL SECTION OF THE SPECIFICATIONS, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
  - EROSION CONTROL DEVICES SHALL BE INSTALLED AS THE PROJECT PROGRESSES AND AREAS ARE DISTURBED.
  - THE CONTRACTOR SHALL IMPLEMENT BEST MANAGEMENT PRACTICES AS REQUIRED BY THE SWPPP. ADDITIONAL BEST MANAGEMENT PRACTICES SHALL BE IMPLEMENTED AS DICTATED BY CONDITIONS AT NO ADDITIONAL COST TO THE OWNER THROUGHOUT ALL PHASES OF CONSTRUCTION.
  - BEST MANAGEMENT PRACTICES AND CONTROLS SHALL CONFORM TO FEDERAL, STATE, AND OR LOCAL MANUAL OF PRACTICE, AND THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY OR OWNER.
  - THIS EROSION CONTROL PLAN MAY BE REVISED BY ADDING OR DELETING EROSION CONTROL DEVICES AS DIRECTED BY THE ENGINEER.
  - THE LOCATIONS OF THESE EROSION CONTROL DEVICES MAY BE CHANGED IF SITE CONDITIONS WARRANT TO PREVENT EROSION.
  - ALL WASH WATER (CONCRETE TRUCKS, VEHICLE AND EQUIPMENT CLEANING, ETC.) SHALL BE DETAINED AND PROPERLY TREATED OR DISPOSED.
  - ALL INLETS ON AND ADJACENT TO THE SITE SHALL BE PROTECTED FROM SEDIMENT.
  - SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLotation BOOMS SHALL BE MAINTAINED ON SITE OR READILY AVAILABLE TO CONTAIN AND CLEAN UP FUEL OR CHEMICAL SPILLS AND LEAKS.
  - PERFORM EQUIPMENT AND VEHICLE MAINTENANCE ONLY IN DESIGNATED AREAS. USE DRIP PANS UNDER EQUIPMENT.
  - INSPECT ALL EROSION CONTROL DEVICES EVERY 14 DAYS AND FLOWING RAINFALL EVENTS OF 0.25 INCHES THROUGHOUT THE DURATION OF THIS PROJECT AND UNTIL PERMANENT VEGETATION IS ESTABLISHED.
  - ALL DISTURBED AREAS LEFT IDLE FOR A PERIOD OF 14 DAYS OR LONGER ARE TO RECEIVE TEMPORARY VEGETATION AND MULCHED.
  - DUST ON THE SITE SHALL BE CONTROLLED. THE USE OF MOTOR OILS AND/OR OTHER PETROLEUM-BASED, OR TOXIC LIQUIDS FOR DUST SUPPRESSION OPERATION IS PROHIBITED.
  - SOLID WASTE (INCLUDING TRASH AND DEBRIS) MUST BE DISPOSED OF PROPERLY, AND HAZARDOUS MATERIALS (INCLUDING OIL, GASOLINE, AND PAINT) MUST BE PROPERLY STORED (WHICH INCLUDES SECONDARY CONTAINMENT), PROPERLY MANAGE PORTABLE SANITARY FACILITIES.
  - USE DRY CLEANUP METHODS TO COLLECT LITTER AND ABSORB ANY LIQUID WASTES PRIOR TO ANY PRESSURE WASHING. THESE INCLUDE USING ABSORBENTS (RAGS, SAND, ETC.), SWEEPING, AND SCRAPPING OFF DRIED DEBRIS.
  - RUBBISH, TRASH, GARBAGE, OR LITTER SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM BEING BLOWN OR WASHED OFF-SITE.
  - IF THE ACTION OF VEHICLES TRAVELING OVER THE GRAVEL CONSTRUCTION ENTRANCE/EXIT IS NOT SUFFICIENT TO REMOVE THE MAJORITY OF DIRT OR MUD, THEN THE TIRES MUST BE WASHED BEFORE THE VEHICLES EXIT ONTO THE PUBLIC ROADS. IF WASHING IS USED, PROVISIONS MUST BE MADE TO INTERCEPT THE WASH WATER AND TRAP THE SEDIMENT BEFORE IT IS CARRIED OFF-SITE.
  - ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLES ONTO ROADWAYS OR INTO STORM DRAINS MUST BE REMOVED IMMEDIATELY.
  - ON-SITE AND OFF-SITE STOCKPILE AND BORROW AREAS SHALL BE PROTECTED FROM EROSION AND SEDIMENTATION THROUGH IMPLEMENTATION OF BEST MANAGEMENT PRACTICES. STOCKPILE AND BORROW AREA LOCATIONS SHALL BE NOTED ON THE SITE MAP AND PERMITTED IN ACCORDANCE WITH ADEQ CONSTRUCTION STORMWATER PERMIT.
  - ALL MATERIALS MUST BE STORED OUT OF THE WAY OF VEHICULAR TRAFFIC.
  - ALL CONSTRUCTION SHALL BE STABILIZED AT THE END OF EACH WORKING DAY. THIS INCLUDES BACKFILLING OF TRENCHES FOR UTILITY CONSTRUCTION AND PLACEMENT OF GRAVEL OR BITUMINOUS PAVING FOR ROAD CONSTRUCTION.
  - EROSION CONTROL FACILITIES REQUIRED BY THESE PLANS AND/OR THE FACILITY PERMIT ARE THE MINIMUM REQUIRED. THE CONTRACTOR SHALL INSTALL ADDITIONAL EROSION CONTROL FACILITIES AS NECESSARY.
  - REMOVE EROSION CONTROL DEVICES AFTER PERMANENT VEGETATION IS ESTABLISHED.

1 EROSION CONTROL PLAN



**Hight Jackson ASSOCIATES**  
 5201 W Village Parkway, Suite 3001, Rogers, Arkansas 72758 | (479) 464-4865 | www.hjarch.com

A NEW FACILITY FOR  
**Thaden Gym**  
 911 S Main St, Bentonville, AR 72712

DRAWN BY: AB/MP  
 CHECK BY: BD  
 ISSUE DATE: 01/22/2025  
 PROJECT NO: 2335.1  
 REVISION DATES: 01/24/2025

EROSION CONTROL PLAN  
 SHEET  
**C4.00**  
 COPYRIGHT 2024  
 THESE DRAWINGS AND SPECIFICATIONS ARE THE EXCLUSIVE PROPERTY OF HIGHT JACKSON ASSOCIATES, P.A. USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN CONSENT.



## **KINCO BID MANUAL**

### **Section 3: Scope of Work**

#### **List of Available Bid Packages**

- Bid Package # 01 00 - Combined Bid Packages
- Bid Package # 01 56 - Construction Fencing
- Bid Package # 01 74 - Final Cleaning
- Bid Package # 03 30 - Building Concrete
- Bid Package # 03 35 - Polished Concrete
- Bid Package # 04 00 - Masonry Package
- Bid Package # 05 12 - Structural Steel Erection
- Bid Package # 05 13 - Structural Steel Supply
- Bid Package # 06 22 - Millwork and Countertops
- Bid Package # 07 10 - Dampproofing and Waterproofing
- Bid Package # 07 51 - Membrane Roofing
- Bid Package # 08 10 - Doors, Frames & Hardware Supply
- Bid Package # 08 11 - Door and Hardware Install
- Bid Package # 08 87 - Storefront and Glazing
- Bid Package # 09 20 - Metal Studs, Drywall, Acoustics
- Bid Package # 09 60 - Flooring
- Bid Package # 09 64 - Wood Athletic Flooring
- Bid Package # 09 67 - Epoxy Flooring
- Bid Package # 09 91 - Painting
- Bid Package # 10 29 - Install Specialties
- Bid Package # 10 48 - Specialty Supply
- Bid Package # 10 73 - Awnings & Canopies
- Bid Package # 11 67 - Athletic Equipment
- Bid Package # 13 34 - Metal Building Systems - Supply
- Bid Package # 13 35 - Metal Building Systems - Erection
- Bid Package # 13 36 - Metal Building Systems – Insulation Supply
- Bid Package # 21 00 - Fire Suppression
- Bid Package # 22 30 - Plumbing
- Bid Package # 23 30 - Mechanical
- Bid Package # 26 10 - Electrical
- Bid Package # 28 31 - Fire Detection and Alarm
- Bid Package # 31 00 - Earthwork, Storm Drainage, and Site Utilities
- Bid Package # 32 12 - Asphalt Paving
- Bid Package # 32 13 - Site Concrete
- Bid Package # 32 90 - Landscaping and Irrigation



# KINCO BID MANUAL

## SECTION 3: SCOPE OF WORK

### Bid Package 01 00 – Combined Bid Packages

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, Project Schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code	Email Address	

Bidder may provide a bid for the Bid Packages individually, combined, or both. If Bidder provides a bid for the combined Bid Package only, then a copy of the Bid Packages the Bidder is submitting pricing must accompany the Bid Package 1A with the blanks filled out and the amount is to read "see Bid Package 1A".

This Bid Packages includes the following COMBINED Bid Packages to be taken together as a lump Sum Contract. The intent of this Bid Package is for Contractors to bid multiple Bid Packages that must be taken together as a lump sum and cannot be taken individually. The Contractor is to list below the Bid Package name and number for all Bid Packages included in the lump sum Base Bid Below.

Bid Package Number:	Bid Package Name:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____





<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

<b>ALTERNATE #1 –</b>	<b>\$</b>
<b>ALTERNATE #2 –</b>	<b>\$</b>
<b>ALTERNATE #3 –</b>	<b>\$</b>
<b>ALTERNATE #4 –</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 01 56 – Construction Fencing

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor to provide all labor, materials, and supervision necessary to provide temporary moveable construction fence around the limits of construction area consisting of 6'-0" chain link including double gate sets at two construction entrances.
2. Contractor to include black privacy screen for entirety of temporary fencing.
3. Clean debris from the fence line path prior to installation.
4. Include maintenance during the project and removal of temporary fencing at the end of the project. Maintenance does not mean daily maintenance, it is more of if we need a sandbags, panel or hardware replacement as required.
5. Provide staking and post driving into dirt, asphalt, or concrete as required by CM.
6. Provide fence bases with ballast at hard surfaces that must be maintained or protected.
7. Coordinate all work with the Construction Manager.
8. Coordinate location of existing site utilities with Construction Manager.
9. Contractor to provide maintenance and upkeep for temporary fencing.



10. Refer to bid schedule for project duration.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 01 74 – Final Cleaning

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor to provide all labor, materials, and supervision necessary to complete the scope of this Bid Package.
2. Contractor shall perform one rough cleaning prior to Architects punch and one final cleaning of entire building addition following the completion of the building.
3. Clean all surfaces of dust, including dusting of all wall surfaces.
4. Remove plastic protective film from objects.
5. Dust clean all countertops and millwork drawers and cabinets. (inside and outside surfaces)
6. Clean the interior and exterior of all windows. This includes wet scrapping windows, glass, mirrors to remove foreign material. Contractor responsible for replacing scratched / damaged glass.
7. Clean the interior and exterior of all doors and door frames.
8. Vacuum carpet and similar soft surfaces, shampoo if required.
9. Wet mop vinyl floors.
10. Wet mop porcelain and ceramic tile floors



11. Sweep and mop all interior concrete floors and other similar hard surfaces.
12. Clean athletic wood floors in accordance with floor manufacturers recommendations.
13. Clean floor base as required.
14. Clean all permanent light fixtures and wipe all electrical switches and outlets
15. Clean all HVAC grilles.
16. Remove all dirt, rubbish, and debris from project to dumpster provided by others.
17. Clean permanent filters as required.
18. Clean site of debris.
19. Furnish adequate manpower to clean areas of the building so as not to adversely impact move in by the owner.
20. Coordination with Construction Manager.
21. Include multiple trips as required.
22. Use approved cleaning products for all fixtures.
23. Examine all substrates prior to the start of final cleaning and notify project superintendent of any scratches, dents, or imperfections.
24. Include monthly cleanings of construction office

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## SECTION 3: SCOPE OF WORK

### BID PACKAGE 03 30 – BUILDING CONCRETE

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**03 11 00 Concrete Form Work**

**03 62 00 Non Shrink Grouting**

**03 21 00 Concrete Reinforcement**

**03 30 00 Cast in Place Concrete**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor's scope of work includes the furnish and install all concrete and related materials for the building in accordance with the Contract Documents, including but not limited to all foundations, slabs on grade, elevated concrete slabs, miscellaneous equipment pads, etc. as required by the Contract Documents including excavation and haul off of any spoils.
2. The slab on grade work will include all labor and materials to form slab edges, install rock subbase, install under floor vapor barrier, furnish and place reinforcing steel, place and finishing of concrete including specialized curing procedures, layout and saw cut construction joints, install expansion joints and any formed construction joints. Form any block outs or recesses for other trades work that is embedded in the concrete.
3. The foundation work shall include all labor and material to complete excavation, spoil removal from site, backfill, fine grading, forming, installation of rebar dowels, anchor bolts, placing and finishing of concrete, placement of reinforcing steel, installation of expansion joints, grouting of column bases



and all base plates, and lintels if required, pouring of slab block outs for columns, installation of water stops, pumping water from open footings and trenches and pumping of concrete to furnish a complete foundation system including but not limited to all footings, etc. as shown in the construction documents.

4. Contractor to include all associated excavation, backfill and compaction. Remove spoils off-site or to location designated by the Construction Manager
5. Contractor confirms their knowledge and understanding of the soils report.
6. Contractor shall coordinate with other trades, included but not limited to, metal building manufacturer, sports equipment provider, gym floor provider etc.... in advance and make provisions for installation of their work to avoid cutting and patching.
7. Coordinate with Construction Manager a location for concrete washout, then haul-off all concrete washout and debris upon completion of this bid package and or as directed by Construction Manager. Repair any damage as required and return the area to proposed grade.
8. Establish, protect and maintain all excavations and slopes to provide a safe work area and as otherwise required by State, Local and Federal regulations.
9. Multiple trips as required.
10. Submit saw cut and control joint plan for review and approval by Architect and Construction Manager.
11. The Contractor shall coordinate with the Construction Manager for material testing and inspection. Testing will be paid for by others. Work put in place without specified/required testing documentation shall constitute a lack of acceptance of work and may require to be redone at discretion of the CM. All concrete work must be scheduled with Construction Manager allowing for ample time to coordinate with Testing Laboratory. Coordinate all special inspections that are required per Construction Documents.
12. Bottom of foundation shall be inspected by soils engineer prior to placement of any rebar.
13. Complete the termite treatment scope of work in accordance with the contract documents, state and local code, and the manufacturer's requirements, including soil treatment against subterranean termites, for the entire ground floor and around the entire perimeter of the building. Conform to all applicable requirements of authorities having jurisdiction for application licensing and authority to use toxicant chemicals for termite treatment.
14. Contractor shall examine substrates upon which work is to be installed. Notification must be given to the Construction Manager in writing of conditions detrimental to timely and proper installation of work. Do not start work until unsatisfactory conditions have been corrected. If work is started without notification of unsatisfactory conditions, it shall be construed as an acceptance of substrate by this Contractor, who shall repair unsatisfactory work caused by unsatisfactory substrate at no expense to the Owner.
15. Coordinate locations of existing utilities with Authorities having jurisdiction prior to beginning any work. Repairing any damage to existing utilities is the responsibility of Contractor.
16. Furnish, erect and strip form materials, equipment, and accessories as required for a complete installation including but not limited slab on grade forms, edge forms, block-outs, chamfer strips, expansion joint assemblies, and keyways, etc.
17. Provide all layout as required including verification of subgrades, erection and maintaining of batter boards. Control points to be provided by Construction Manager.
18. This Contractor will be responsible for the layout and installation of all anchor bolts and hold down anchors that are to be cast in concrete. Anchor bolts will be supplied by others to this Contractor. Layout per approved structural steel shop drawings is by this Contractor.
19. All anchor bolts, embeds and handrail sleeves shall be set in templates (provided by this Contractor) and properly secured before concrete is poured. This Contractor will be responsible for any remedial





work required if anchor bolts are not in the correct location. "Floating" of anchor bolts after concrete is poured will not be allowed.

20. Formwork quality shall be maintained throughout the construction of this project to produce formed surfaces in compliance with the Contract Documents.
21. Contractor to Install Simpson hold down anchors embed in slab edge (provided by others) concrete and where noted.
22. Provide and install concrete at block-outs, including expansion joints.
23. Provide and install epoxy as needed to repair misplaced anchor bolts, and as needed for rebar installation, approval must be required from structural engineer prior to any epoxy work.
24. Provide cleaning and blowing out of all formworks just prior to the placement of concrete.
25. Repair of offsets, bulges, excessive deflections, blowouts, and any other formwork failures.
26. Coordinate material deliveries and concrete pours with Construction Manager 48 hours in advance.
27. Furnish all expansion joints, zip top for sealants (sealants by others), expansion joint material, bentonite rope, dumbbell water stop, misc. water stops, and keyways associated with the scope of work of this bid package.
28. Furnish and install all reinforcing steel and all associated accessories associated with Cast-In-Place Concrete Work for the building, including rebar chairs, and masonry rebar dowels imbedded in concrete. All masonry rebar above slab will be in the masonry bid package. During construction all vertical reinforcing steel shall have mandatory rebar caps. Provide submittals and shop drawings per the contract documents not less than 2 weeks following issuance of Notice to Proceed by Kinco Constructors.
29. Furnish and install provisions for cold and hot weather work as required including but not limited to hot or chilled water, temporary heat, enclosures, blankets, etc.
30. Furnish personnel to watch and adjust formwork during concrete placement.
31. Contractor shall clean all residue off surfaces if necessary
32. Furnish, install and maintain safety railing at all platforms, decks and shaft openings as required until the floor has been poured and the forms stripped.
33. Grouting of structural steel bases including but not limited to column bases, beam pockets, etc. as required by the Contract Documents.
34. Slabs are to meet flatness requirements as specified. It is the responsibility of this Contractor to meet any requirements by manufacturers of products provided under this bid package that exceed said requirements. If flatness is not met per the specifications, this subcontractor will be responsible for all costs associated with removal and placement of new concrete.
35. Review Bid Package 32 13 Site Concrete to avoid duplication of services.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

<b>ALTERNATE #1–</b>	<b>\$</b>
<b>ALTERNATE #2–</b>	<b>\$</b>
<b>ALTERNATE #3–</b>	<b>\$</b>
<b>ALTERNATE #4–</b>	<b>\$</b>



VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---

---

---

---

---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## SECTION 3: SCOPE OF WORK

### Bid Package 03 35 – Polished Concrete Finishing

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company	AR State Contractor's License #
Name	Title
Phone Number w/ Area Code	Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**03 35 20 Polished Concrete Finish System**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Furnish and install all polished concrete finish system in accordance with the Contract Documents.
2. Contractor responsible for providing power in order to grind and polish concrete.
3. Contractor fill all saw joints and construction joints.
4. Contractor to fill in all spalled or chipped areas.
5. Contractor to install protective coating after initial grind of concrete this will be complete prior to any walls being installed. This is to protect the concrete from stains, oil, coffee, dirt during construction.
6. The contractor is responsible for cleanup of all concrete slurry, protection of adjacent floors, walls, doors, sidewalks, etc.
7. Contractor shall provide final buffing of floor during the final cleaning stage of the project.
8. Any logos or lettering stained into the concrete will be the responsibility of this contractor.



<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 04 00 – Masonry

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**04 05 13 Mortar**

**04 22 00 Concrete Masonry Unit**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor shall furnish and install all CMU, as required by the contract documents.
2. The contractor shall furnish all layout as required for this bid package, including embeds, beam pockets, anchors, door & window frames, MEP penetrations, etc.
3. The contractor is responsible for all joint reinforcing and flexible anchors as required for a complete installation.
4. The contractor is responsible for all miscellaneous masonry accessories as required for complete installation.
5. Contractors shall submit mortar and grout mix designs as required by the contract documents.
6. Contractor shall install miscellaneous steel provided by others occurring in masonry construction, including, but not limited to, steel lintels, embed plates, J hooks, anchor bolts,



sleeves, metal flashing, etc., as required by the contract documents including any demo or repair for items either delivered late or missed by this contractor.

7. Reinforcing steel shall be provided and installed above SOG and or elevated slabs in this package.
8. Contractor shall submit for approval, rebar shop drawings as required by the contract documents.
9. The contractor shall grout reinforced masonry walls, piers, dowels, foundation perimeter, brick pockets, and bond beams as required by the contract documents.
10. Contractor shall provide any necessary wall bracing and temporary framing and shoring for use in constructing masonry openings.
11. The contractor shall furnish weather protection as required including hot water, temporary heat, enclosures, blankets, etc., to maintain the project schedule during cold or hot weather months as directed Construction Manager.
12. Contractor shall furnish scaffolding as required to perform this scope of work and will coordinate and allow for use of scaffolding with other trades that pertain to the masonry walls.
13. Furnish and install all control joints and construction joints per the Contract Documents. Submit layout plan for approval by Architect and Construction Manager.
14. When cleaning masonry provides provisions to protect all surrounding surfaces.
15. Contractor is to install J hooks, anchor bolts, and other embeds supplied by Others.
16. Furnish and install mock-up panels reasonably demonstrating all masonry components and representative workmanship. No work shall proceed until mockups are approved.
17. The contractor shall furnish and install all wall flashing, mortar nets, accessories, vents, flexible flashing, grout dams, weep holes, etc. required for a complete installation.
18. Contractor shall provide any necessary wall bracing and temporary framing for use in constructing masonry openings.
19. Exterior masonry sealer water repellant and vapor and air barrier to be supplied and installed by others.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 05 12 – Structural Steel Erection

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**05 12 13 Structural Steel      05 31 23 Metal Decking Roof      05 50 00 Metal Fabrications**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for providing all labor, equipment, and tools to erect and install the structural steel and all miscellaneous steel not installed by other trades.
2. Contractor is to provide all labor, equipment, and tools to erect and install all steel handrails, including accessories.
3. Contractor is to furnish all equipment and hoisting necessary for a complete installation.
4. Contractor is responsible for handling and protection of material to avoid contamination with dirt and mud.
5. Provide for the touch up of primer coat of paint damaged during erection and painting of field welds.
6. Provide and install all required temporary bracing. Remove temporary bracing when no longer required.
7. Provide protection as required of materials/finished construction from erection/welding operations.
8. Contractor shall furnish welding certificates in accordance with the contract documents.





9. This Contractor shall be responsible for acceptance and unloading of material for this bid package.
10. This Contractor to check all deliveries for completeness and damage. Deliver shortages of fabricator errors within 24 hours of notification.
11. Exposed steel welds to be approved by Construction Manager and Architect.
12. Steel shims as required.
13. Contractor shall install all structural and misc. steel including the following but not limited to: pour stop angles, support plates, steel decking, x-bracing, bent plates, C-channels, bar joists, tube steel, columns, beams, steel stairs, bridging, closure angles, interior and exterior guard and wall rails, hand rails.
14. The mason and concrete contractor to install misc. embeds, sleeves, bollards, and lintels within their scope of work.
15. Contractor shall install all architectural and miscellaneous steel per the Contract Documents and as required for a complete installation.
16. Contractor shall install all fasteners and attachments (bolts, screws, threaded rods, erection bolts, washers, torque nuts, expansion anchors, stud anchors, lag bolts, steel shims, nelson studs etc.) as required for a complete erection of this bid package.
17. Fall protection on elevated leading edge shall be provided and installed by this contractor.
18. Install all items furnished by the Bid Package 05 13 – Structural Steel Supply.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



**KINCO BID MANUAL  
SECTION 3: SCOPE OF WORK**

**BID PACKAGE 05 13 – STRUCTURAL STEEL SUPPLY**

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**05 12 13 Structural Steel      05 31 23 Metal Decking Roof      05 50 00 Metal Fabrications**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor shall furnish all structural and misc. steel including the following but not limited to: in-wall steel, embed plates, pour stop angles, support plates, steel decking, bent plates, C-channels, bar joists, tube steel, columns, beams, steel stairs, bridging, masonry steel lintels, closure angles, pipe bollards, interior and exterior guard and wall rails, hand rails, hand rail embed sleeves.
2. Supply all required anchor bolts and embed angles for structural steel to be installed by concrete contractor.
3. Contractor shall furnish all architectural and miscellaneous steel per all the Contract Documents and as required for a complete installation.
4. Contractor shall furnish all fasteners and attachments (bolts, screws, threaded rods, erection bolts, washers, torque nuts, expansion anchors, stud anchors, lag bolts, steel shims, nelson studs etc.) as required for a complete erection of this bid package.
5. Contractor shall furnish all galvanizing or electroplating that is required by the Contract Documents.



- 6. Contractor shall include any special preparation of architecturally exposed steel.
- 7. Deliver shortages or fabricator errors within 24 hours of notification.
- 8. The shipment shall be properly bundled, packaged, and palletized. Contractor shall furnish adequate dunnage for on-site storage. Material shall be free and clean from dirt.
- 9. Include all state and local sales tax.
- 10. Contractor shall furnish and install primers for steel that is to receive an architectural finish.
- 11. Contractor shall furnish all required miscellaneous metal supports, stands, hangers, etc. required for all mechanical equipment that is specifically shown and sized on the Structural Drawings, both permanent and temporary including mechanical screen wall steel.
- 12. Contractor shall furnish all architectural steel including but not limited to bollards, dumpster enclosure steel, bike racks, roof ladders, Lapeyre stair, etc.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 06 22 – Millwork and Countertops

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**06 10 00 Rough Carpentry      06 20 23 Finish Carpentry      06 41 16 Cabinet Work and Shelving**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing all wood, melamine, or plastic laminate-faced architectural woodwork, millwork, counters, counter tops, solid surface shelving, casework, etc. as required by the Contract Documents for a complete installation.
2. Contractor is to furnish and install all materials and fasteners necessary to complete the installation of custom cabinetry. Including wood and metal counter/shelf supports and wood blocking that is not within the drywall partitions.
3. Contractor shall furnish and install all accessories and misc. hardware as required for a complete installation and per Contract Documents (i.e. grommets, cabinet hardware, locks, keys, work surface/tops support including steel supports as detailed, etc.).
4. Contractor is to furnish and install all wood shelving as required by the Contract Documents.



5. Contractor is to furnish and install stone, solid surface and plastic laminate counter tops, backsplashes, aprons, and windowsills as required by the Contract Documents for a complete installation.
6. Contractor shall provide plywood substrate and support brackets required for the installation of countertops.
7. Contractor is to touch-up after installation and prior to final acceptance.
8. Contractor shall provide a complete submittal including shop drawing following the issuance of a Notice to Proceed by Kinco Constructors.
9. Contractor is responsible for shop drawings that clearly indicate all wall blocking that is required for the installation of the millwork.
10. Contractor is to furnish and install all millwork hardware, locks, keyboard trays and accessories as required at millwork.
11. Contractor shall provide cutouts for plumbing fixtures, inserts, appliances, outlet boxes, and other fixtures and fittings.
12. Contractor is to seal contact surfaces of cut edges. Coordinate cutout requirements with the Construction Manager.
13. Contractor shall furnish and install all fillers, scribed pieces, or other materials as required for a proper installation.
14. Contractor is to furnish and install caulking and/or wood filler for nail holes and joint cracks as required for aesthetics purposes and as required for a complete installation.
15. Field measurements are required.
16. Contractor is to supply and install any and all in-wall mounting brackets as required for millwork and shelving.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>
<b>Addition for supply and install of all WD-1 planks and clips</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 07 10 – Dampproofing and Waterproofing

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

<b>07 10 00 Waterproofing and Dampproofing</b>	<b>07 19 00 Water Repellent Coating</b>
<b>07 27 26 Fluid Applied Weather Barrier System</b>	<b>07 92 00 Joint Sealant</b>

#### Scope of Work:

The bid package shall also include the following items, but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing material and equipment to install the specified waterproofing, vapor and air barrier, exterior masonry sealer / water repellent, and joint sealant products in accordance with the Contract Documents and manufacturer's installation instructions.
2. Contractor shall furnish material and equipment to install all caulking in joints as scheduled by the contract documents, including but not limited to:
  - a. Exterior expansion and control joints in exterior surfaces
  - b. Exterior joints in horizontal building surfaces;
  - c. Exterior caulking around all window and door frames.
  - d. Paving joints for streets, roads, driveways, sidewalks, curb & gutter, etc.
  - e. Interior expansion and control joints at CMU walls





- f. Interior expansion joints and saw cuts at concrete floors as noted on drawings.
- g. Masonry and metal panels to dissimilar materials.
- 3. Contractor is to perform all cleaning and preparation work to make surfaces and joints ready to receive materials installed by the work of this Bid Package.
- 4. Contractor shall provide backer rod as necessary.
- 5. Contractor is to examine all sub-surfaces or substrates prior to beginning work and report any conditions detrimental to the work of this bid package. Commencement of work will be construed as acceptance of all surfaces.
- 6. Contractor is responsible for coordinating with other trades.
- 7. Contractor is to coordinate compatibility of caulking materials with material substrate, finish coating and joint sizes.
- 8. Contractor shall apply specified masonry sealer in accordance with the manufacturer’s recommendations.
- 9. Contractor is to inspect masonry after the mason has cleaned it and prior to applying the sealer. Clean any dirt from masonry to ensure proper adhesion.
- 10. Contractor is to provide all backer rod and caulking sealant around the inside perimeter of the new windows once installed.
- 11. Contractor is to provide all required fluid/liquid applied flashing as it relates to framing and sheathing. (Excludes Roofing Scope)

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



## KINCO BID MANUAL Section 3: Scope of Work

### Bid Package 07 51 – Membrane Roofing

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**07 54 23 Thermoplastic Membrane Roofing      07 62 10 Gutters and Downspouts**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing all roofing systems, including but not limited to membrane roofing, sheet metal flashing & trim, fascia, scuppers, metal coping, and roof accessories for a complete installation in accordance with the contract documents and manufacturer's installation instructions.
2. Metal parapet caps to be provided and installed by this contractor, these need to match the metal panels. Gutters/downspouts/collector heads/etc. provide and installed by this contractor to match metal panel colors.
3. Contractor is to furnish and install insulation material for membrane roof sections as specified and as required for positive drainage.
4. Roofing manufacturer's full system warranty and applicator's guarantee for roofing materials and installation, including sheet metal work as specified. Guarantee period to begin at complete project substantial completion.



5. Contractor is to furnish and install all roof-related flashing and sheet metal for all roof & parapet penetrations, copings, mechanical equipment, roof hatches, safety cages, support structures, etc. as required for a complete installation.
6. Contractor to furnish and install all roof related treated wood and plywood blocking including at parapets, expansion joints, roof edges, gutters and other area as required for a complete membrane roof installation.
7. Contractor is responsible for coordinating with other trades.
8. Contractor is to furnish and install roof walk pad as required.
9. Contractor shall furnish and install all UL rated roof assemblies as indicated in the Contract Documents.
10. Contractor shall furnish and install all roof expansion joint systems.
11. Contractor is responsible for furnishing and installing pipe boots as required for all electrical, mechanical, and plumbing penetrations, although they may not be specifically shown.
12. Contractor shall furnish and install caulking materials associated with the roof, roof expansion joints, sheet metal, and prefabricated roof specialties installation as required by the Contract Documents.
13. All colors and finishes shall be as required by the Contract Documents.
14. Contractor is to provide and perform all roofing & flashing-related testing and quality control work in accordance with the Contract Documents.
15. Contractor shall examine all sub-surfaces or substrates prior to beginning work and report any conditions detrimental to the roofing or metal panel systems. Commencement of work will be construed as acceptance of all surfaces.
16. Contractor is responsible for traffic control and roof protection during installation.
17. Contractor is responsible for Flagmen and/or barricades below roofing operations.
18. Contractor is to supply all equipment to safely load and install roofing material.
19. Contractor is to provide traffic control and pedestrian control while loading and unloading material, including but not limited to, barricades and flagmen.
20. Contractor shall furnish all hardware, bolts, and fasteners for a complete installation.
21. Contractor to install all gutters and downspouts.
22. Contractor to furnish and install all splash blocks below downspouts.
23. Contractor to provide written fall protection plan specifically for this project.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>



VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---

---

---

---

---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



## KINCO BID MANUAL Section 3: Scope of Work

### Bid Package 08 10 – Doors, Frames & Hardware Supply

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

<b>08 11 13 Hollow Metal Doors and Frames</b>	<b>08 39 06 Tornado Resistant Doors and Frames</b>
<b>08 14 16 Wood Doors</b>	<b>08 71 00 Finish Hardware</b>

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing all wood doors, hollow metal windows, doors and frames, and all associated transoms and side lights in accordance with the contract documents, including U.L. labeled fire ratings for doors as required by the Contract Documents.
2. Contractor is to furnish all required door hardware for all doors in accordance with the Contract Documents.
3. Contractor is responsible for all doors and hardware shown on the contract documents, not just as shown on the schedule.
4. All doors to be factory pre-fit and pre-machined per approved door schedule and finish hardware schedule.
5. Contractor is to furnish all inserts, view frames, etc., per the Contract Documents. Where inserts or view frames occur in rated doors, Contractor is to provide rated inserts or view frames.



- 6. Contractor to adequately protect and mark all doors with their corresponding frame.
- 7. Supplier shall handle, ship, and store materials in accordance with the Contract Documents. Upon receipt, all material having defects will be rejected, shall not be used, and shall be replaced immediately by this Contractor at no additional cost.
- 8. Contractor shall coordinate sequence and shipping with the Construction Manager.
- 9. Door and quantities of doors shall be delivered to the jobsite in a sequence that coincides with the scheduled phasing of the entire project.
- 10. Upon delivery, contractor shall inventory all doors and frames with installer(s) and construction manager. All shortages must be documented in writing and delivered within reasonable time of notification of shortage.
- 11. Contractor is to include all applicable state and local sales tax.

<b>BASE BID to furnish all install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
---	-----------

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_



## KINCO BID MANUAL Section 3: Scope of Work

### Bid Package 08 11 – Doors and Hardware Install

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor shall furnish all necessary labor and supervision for installing all doors and hardware in accordance with the Contract Documents.
2. Contractor shall be responsible for receiving, unloading, inventorying, storing, and inspecting for shipping damage, all materials related to the above specification sections. All shortages MUST be documented in writing within 4 hours of delivery.
3. Contractor is responsible for any materials lost or damaged during the installation process. Any lost or damaged materials shall be repaired or replaced by this Contractor at no cost.
4. After acceptance of inventoried material, this Contractor shall unload and store the doors and hardware in accordance with the Contract Documents and as directed by the Construction Manager.
5. Contractor will provide adequate protection when storing doors after delivery.





6. Contractor is responsible to provide onsite storage, outside of the building, in the form of a metal container or something similar, that can be locked and protects the doors from the elements.
7. Contractor is to coordinate sequence of delivery and installation, which coincides with the scheduled phasing of the project, with the Construction Manager.
8. Contractor shall be responsible for the transport of doors from staging area and hang all wood and hollow metal doors in their appropriate frame and in accordance with the Contract Documents. Any materials damaged due to this relocation and installation process shall be repaired and replaced by this Contractor.
9. Contractor shall provide all labor, on-site supervision, services, material, fasteners, equipment, tools and supplies necessary for or incidental to the complete installation of doors and hardware in accordance with the contract documents.
10. Contractor shall adjust and align all doors and hardware for proper swing and closure and as may be required to satisfy the Construction Manager and Owner prior to final acceptance and project closeout.
11. Install finish hardware for hollow metal and wood doors, hold open devices, etc. as shown on the Contract Documents. Finish hardware for aluminum doors will be installed by others.
12. The hollow metal frames to be installed by others.
13. Contractor should expect no fewer than call backs during the warranty process and one call back at the one year walk through to make any repairs or adjustments outside standard maintenance issues.
14. Contractor shall be responsible for moving all materials included in this bid package from a staging area to each respective opening for installation. Any materials damaged due to this relocation and installation process shall be repaired and replaced by this Contractor at no cost.
15. Contractor shall install caulking at door threshold as required by Construction Documents.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>



VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---

---

---

---

---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 08 33 – Coiling Doors and Grilles

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**08 33 13 Coiling Counter Shutters**

**08 33 23 Overhead Coiling Doors**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing the overhead coiling doors in accordance with the Contract Documents. It is the intent and meaning of this bid package that this Contractor will provide doors that are complete and in accordance with the contract documents, and that all items and apparatuses necessary, reasonably incidental, or customarily included, even though each and every item is not specifically called out or shown they shall be included.
2. Contractor is to field verify dimensions, prior to fabrication.
3. Contractor shall review Structural and Architectural drawings and include any modifications or additions to the structure as required for a complete installation of this bid package. Any modifications to the structure must be addressed in a timely manner BEFORE the structure is fabricated.



4. Contractor’s bid shall include all miscellaneous steel, hardware, and mounting accessories.
5. Contractor’s bid is to Include install of key cylinder provided by others.
6. Contractor shall supply complete shop drawings and submittals.
7. Contractor is responsible for shop drawings that clearly indicate all required blocking required for the installation of your scope of work.
8. Contractor is to remove all labels, part numbers, sealant, stickers, tape, installation pencil marks, etc. from all components after installation. Provide initial cleaning including removal of fabrication markings.
9. Contractor shall furnish and install all break metal, closures, covers, and flashings as required for a complete installation.
10. Contractor is to include final adjustments of all overhead doors at the end of the project.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 08 87 – Storefront and Glazing

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

In addition to the Specification Sections listed, Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**08 43 13 Aluminum Storefront, Doors, Exterior Fixed Units      08 81 00 Glass & Glazing**  
**08 45 23 Translucent Panel Glazing System**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor to furnish and install all frames, doors, glass, glazing, sealants and all other accessories specified and necessary for a complete installation.
2. Contractor shall supply complete submittals following issuance of Notice to Proceed by Kinco Constructors.
3. Contractor shall furnish shop drawings that clearly indicate all required blocking required for the installation of this scope of work.
4. Contractor to coordinate with other trades as necessary.
5. Contractor shall furnish and install all interior and exterior caulking for this Bid Package in accordance with the Contract Documents.



- 6. Contractor shall remove all labels, part numbers, sealant, stickers, tape, installation pencil marks, etc. from all components after installation and provide initial cleaning including removal of fabrication markings.
- 7. Contractor shall collapse all glazing crates prior to placing in the dumpster.
- 8. Contractor to obtain field dimensions as required.
- 9. Contractor to provide all equipment, scaffold, and safety provisions for a complete installation.
- 10. Contractor shall furnish all fasteners, clips, flashing, closures, trim, etc. for a complete installation per the Contract Documents and manufacturers recommendations.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 09 20 – Metal Studs, Drywall, Acoustics

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 05 40 00 Cold Formed Metal Framing**    **07 21 00 Insulation**    **07 84 00 Fire Stopping**
- 09 22 16 Non-Structural Metal Framing**    **09 29 00 Drywall**    **09 51 00 Acoustical Ceiling Tile**
- 09 78 00 Fiber Reinforced Plastic-Coated Panels**    **09 97 26 Special Coatings**
- 08 31 13 Ceiling/Wall Access Panels**    **06 10 00 Rough Carpentry**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

- Contractor is responsible for furnishing and installing the gypsum wall boards, in-stud insulation, gypsum ceilings, acoustic tile ceilings, sheathing, and supplementary items which are complete and in accordance with the contract documents, and that all items and apparatuses necessary, reasonably incidental, or customarily included, even though each and every item is not specifically called out or shown is included. This contractor is to review the provided schedule and include all labor, man hours and equipment necessary to complete this bid package within the allotted time frame.
- Contractor to furnish and install all batt insulation and sheathing at exterior canopies and soffits as required.



3. Contractor to furnish and install all suspended ceiling hangers, hanger wire, framing, gypsum board, and acoustical ceilings in accordance with the contract documents.
4. Contractor is to provide and install all glass fiber reinforced plastic panels (FRP) as shown in the construction documents.
5. Contractor is responsible for furnishing and installing the insulation blankets, insulation strapping, sound batts and all necessary accessories in conjunction with the drywall work.
6. Contractor shall coordinate special inspections with Construction Manager per the contract documents.
7. Contractor shall be responsible for receiving, unloading, inventorying, storing, and inspecting for shipping damage, all materials related to this Bid Package.
8. Contractor is responsible for furnishing and installing all control joints in gypsum wall systems and ceilings in accordance with the Contract Documents and as recommended by Industry Standards.
9. Contractor is to furnish and install access panels in gypsum wall systems and ceilings, as shown on Contract Documents. Frame and install access panels as furnished by other trades.
10. Contractor is to furnish and install all blocking and bracing in walls as required by the Contract Documents.
11. Contractor shall furnish and install all fire blocking as required by the Contract Documents.
12. Contractor is responsible for framing of openings in drywall and ceiling surfaces for doorframes, ductwork, plumbing items, electrical items, glass & glazing, reveals, trims, moldings, etc. as required by the Contract Documents.
13. Contractor is responsible for furnishing and installing hanger wires for ceiling fixtures as required by the Contract Documents.
14. Contractor is responsible for furnishing sprinkler head cutouts small enough to be covered by the escutcheon.
15. Contractor is responsible for coordinating with other trades as necessary.
16. Contractor is responsible for furnishing and installing fire caulking, fire safing, firestopping and acoustical sealants excluding the fire caulking around other trade's penetrations.
17. Contractor to provide and install all in wall wood blocking for millwork, windows, doors, storefront, parapet caps, etc. in accordance with the contract documents.
18. Contractor to furnish engineered shop drawings as required by contract documents.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>
<b>Deduct for all WD-1 planks and clips to be supplied and installed by others.</b>	<b>\$</b>





VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---

---

---

---

---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 09 60 – Flooring

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

In addition to the Specification Sections listed, Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**09 31 13 Ceramic Tile / Porcelain      09 65 00 Resilient Flooring      09 68 00 Carpeting**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor shall furnish and install all ceramic wall tile, carpet tile, wall base, edge protection, and transitions in accordance with the contract documents.
2. Contractor shall provide all minor slab, floor, wall preparation, and cleaning of surfaces to receive applied products.
3. Contractor shall conduct moisture testing and examine all sub-surfaces or substrates prior to beginning work and report any conditions detrimental to the work of this bid package. Commencement of work will be construed as acceptance of all surfaces.
4. Contractor is to notify Construction Manager in writing within 3 days of notice to proceed if any of the curing or sealing materials conflict with manufacturer's recommendations for products provided under this bid package. Failure to do so will result in correction of any issues arising from such conflicts becoming the responsibility of this bid package.



5. Slabs at new construction are to meet flatness requirements as specified in Sections 03 30 00. It is the responsibility of this contractor to meet any requirements by manufacturers of products provided under this bid package that exceed said requirements.
6. Contractor shall furnish and install any underlayment, subfloor leveling system and special coatings required by Contract Documents or manufacturer’s recommendations for application of flooring.
7. Contractor shall utilize trowels in good condition with the recommended notch to ensure the proper amount of adhesive is applied.
8. Provide initial cleaning of installed products upon completion to include removal of dirt and debris in accordance with the manufacturer’s recommendations.
9. Contractor shall layout flooring products in accordance with the construction documents and in such a manner that slivers are eliminated.
10. Contractor shall provide traffic control during installation and cleaning.
11. Contractor shall furnish and install floor protection as required by the contract documents.
12. Contractor shall provide maintenance stock of materials in accordance with the construction documents.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 09 64 67– Wood Gymnasium Flooring

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**09 65 67 Wood Gymnasium Flooring**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Furnish and install Wood Athletic Flooring in accordance with the Contract Documents.
2. Contractor to furnish and install threshold transitions at wood floor to concrete floor and vented wall cove base at wood floor to wall areas.
3. Includes coordination of all floor mounted AV / Electrical boxes and floor mounted equipment.
4. Furnish and install all floor patterns, game lines, logos, and lettering
5. Provide complete shop drawings and submittals.
6. Field verify dimensions, prior to fabrication.
7. All flooring shall be delivered to the jobsite in a sequence that coincides with the schedule.
8. Upon delivery, bidding contractor shall inventory all items upon receipt. All shortages or damaged material must be documented in writing and delivered to supplier and Construction Manager within reasonable time of notification of shortage or damaged material.
9. Include all shipping, state and local sales tax.



<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 09 67 26 – Epoxy Resinous Flooring

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

In addition to the Specification Sections listed, Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

#### 09 67 26 Epoxy Resinous Flooring

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is to furnish and install all seamless resinous flooring as specified in the contract documents for a complete air bubble free installation, including all coved seamless wall base and accessories as required per the Contract Documents.
2. Contractor is to provide all minor slab, floor, wall preparation, and cleaning of surfaces to receive applied products, including sanding, patching, skim coating, and application of any special coatings as required by Contract Documents or manufacturer’s recommendations for products provided under this bid package.
3. Contractor is to conduct moisture testing and examine all sub-surfaces or substrates prior to beginning work and report any conditions detrimental to the work of this bid package. Commencement of work will be construed as acceptance of all surfaces.
4. Contractor is to furnish and install control and expansion joints as required by this scope of work.



5. Contractor is to provide initial cleaning of installed products in accordance with the manufacturer’s recommendations, upon completion.
6. Contractor is to provide traffic control during installation and cleaning.
7. Contractor is to provide protection of installed materials until Owner acceptance.
8. Contractor is to notify Construction Manager in writing within 30 days of notice to proceed if any of the curing or sealing materials specified in Section 03 30 00 conflict with manufacturer’s recommendations for products provided under this bid package. Failure to do so will result in correction of any issues arising from such conflicts becoming the responsibility of this bid package.
9. Slabs at new construction are to meet flatness requirements as specified in Sections 03 30 00. It is the responsibility of this contractor to meet any requirements by manufacturers of products provided under this bid package that exceed said requirements.
10. Contractor is to furnish and install transitions, control joint strips, base cap, and divider strips as may be required for a complete installation, including zinc termination strips.
11. Should the moisture content of the areas to receive epoxy exceed the limits recommended by the manufacturer for a proper installation, this contractor shall provide and install an approved moisture inhibiting sealer that will guaranty the proper installation of the epoxy at no additional cost.
12. Contractor is to clean all excess epoxy from all walls floor drains, and adjacent surfaces.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---





Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



## KINCO BID MANUAL Section 3: Scope of Work

### Bid Package 09 91 00 – Painting & Finishing

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

In addition to the Specification Sections listed, Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**09 91 00 Painting & Finishing**

**09 97 26 Special Coatings**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Furnish and install all paint, stain, and sealants to the specified exposed interior and exterior surfaces that are not pre-finished in accordance with the contract documents and manufacturer's requirements.
2. Furnish and install all stain or paint on wood doors, exposed wood, exposed plywood, trim, moldings, blocks, paneling, and millwork if not pre-finished.
3. Prepare and paint all miscellaneous metals including handrails, ladders, metal flashing, architectural steel, brick lintels, etc. which are not pre-finished in accordance with the contract documents.
4. Provide all surface preparation, surface cleaning, sanding, joint filler, prime coats, finish coats, protection and all other activities required to provide a smooth and suitable stain or paint finish.
5. Include preparation of existing surfaces to receive paint.



6. Include all taping, bedding, fire taping, and finishing of gypsum drywall as required.
7. Paint all MEP piping, conduit, ductwork, hangers, supports, machinery, and equipment (excluding operating parts and factory pre-finished items) as required by the contract documents. This includes piping called to be painted on the roof.
8. Contractor shall furnish and install all caulking and sealants relating to the work of this bid package in accordance with the contract documents.
9. Contractor shall be responsible for cosmetic caulking at dissimilar materials as required for a complete finished product.
10. Contractor shall caulk both sides of interior hollow metal door frames and interior side of exterior metal door frames and window frames to gypsum board, masonry, concrete, etc.
11. Contractor shall caulk/putty millwork and/or trim, if indicated to receive finish.
12. Contractor shall caulk transition between counter tops, sills and other misc. cabinetry to gypsum board as required.
13. Contractor shall caulk/putty all interior and exterior nail/screw hole, if indicated to receive paint finish.
14. Contractor shall provide protection of installed surfaces until Owner acceptance.
15. Hazardous and flammable materials and containers shall be safely removed off site by this Contractor and shall not be placed in the project dumpster.
16. Contractor shall examine all sub-surfaces or substrates prior to beginning work and report any conditions detrimental to the work of this bid package. Commencement of work will be construed as acceptance of all surfaces.
17. Provide temporary task lighting beyond OSHA minimum requirements as required by the scope of work in this bid package.
18. Contractor shall provide positive ventilation as required by authorities having jurisdiction.
19. Contractor shall coordinate the final coat of paint of all surfaces with the Construction Manager and provide all touch up as necessary prior to final acceptance.
20. Contractor shall be responsible for stenciling of fire walls, etc., if required by the contract documents.
21. Contractor shall clean off all paint overspray, including but not limited to, floors, windows, light fixtures, equipment, walls, ceiling tile and grid, etc. to restore objects to like new condition. Coordinate the cleaning supplies to be using with manufacturer's recommended products for all surfaces that may need to be cleaned.
22. Contractor shall furnish and install all block filler as required and painting of block and masonry.
23. Paint / trim kits at door lites.



<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 10B – Install Specialties

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

In addition to the Specification Sections listed, Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 10 00 00 Miscellaneous Specialties**      **10 11 00 Visual display Surfaces**      **10 14 00 ID Devices**
- 10 14 19 Aluminum Letters**              **10 21 14 Solid Plastic Headrail Braced Toilet Compartments**
- 10 28 13 Toilet and Bath Accessories**    **10 44 00 Fire Extinguishers**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor shall furnish sufficient labor and supervision to complete the installation of all items listed in the specification sections above including but not limited to all signage, lettering, fire protection devices, corner guards, marker boards, tack boards, tack strips, and toilet accessories in accordance with the Contract Documents.
2. Contractor shall furnish miscellaneous fasteners and material as necessary for a complete installation.
3. Contractor shall be responsible for receiving, unloading, inventorying, storing, and inspecting for shipping damage all materials related to the above specification sections. All shortages MUST be documented in writing within 48 hours of delivery.



4. Contractor shall store all items in a central location as directed by the Construction Manager after delivery.
5. Contractor shall provide protection of adjacent surfaces while performing installation.
6. Contractor shall provide minor trimming, grinding, or adjusting of rough openings to ensure a professional installation.
7. Contractor shall coordination with Construction Manager and other trades as necessary.
8. Install material provided by others level, plumb, and in accordance with the manufacturer’s instructions.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 10 48 – Specialty Supply

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

In addition to the Specification Sections listed, Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 10 00 00 Miscellaneous Specialties**      **10 11 00 Visual display Surfaces**      **10 14 00 ID Devices**
- 10 14 19 Aluminum Letters**              **10 21 14 Solid Plastic Headrail Braced Toilet Compartments**
- 10 28 13 Toilet and Bath Accessories**    **10 44 00 Fire Extinguishers**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

- Contractor is responsible for furnishing and delivering to jobsite all corner guards, marker boards, tack boards, tack strips, fire protection devices, and toilet accessories in accordance with the Contract Documents.
- Contractor is to supply a template for each accessory and installation instructions prior to the installation.
- Contractor is to provide all fasteners and accessories specific to each application so it can be completely installed.



4. Contractor is to include all state and local sales tax.

<b>BASE BID to furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
---	-----------

<b>ALTERNATE #1 –</b>	<b>\$</b>
<b>ALTERNATE #2 –</b>	<b>\$</b>
<b>ALTERNATE #3 –</b>	<b>\$</b>
<b>ALTERNATE #4 –</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_





# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 10 73 28 – Metal Canopy System

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**10 73 28 – Metal Canopy System**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Furnish and install awnings in accordance with the Contract Documents.
2. Provide all equipment, accessories, layout, and erecting for a complete delivery and install.
3. Provide complete shop drawings and submittals.
4. Field verify dimensions, prior to fabrication.
5. All equipment shall be delivered to the jobsite in a sequence that coincides with the schedule.
6. Upon delivery, bidding contractor shall inventory all items upon receipt. All shortages or damaged material must be documented in writing and delivered to supplier and Construction Manager within reasonable time of notification of shortage or damaged material.
7. Touch up all canopies after install is complete.
8. Include all shipping, state and local sales tax.



<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 11 60 00 – Athletic Equipment

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name		Title
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 11 66 19 Wall Pads**                                      **11 66 23 Folding Basketball Backstops**
- 11 66 26 Gym Volleyball Sleeves**              **11 66 53 Gym Divider Curtain**
- 12 66 13 Telescoping Bleacher Seating System**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

- Furnish and install all wall padding, volleyball sleeves, gym divider curtain, bleaches basketball goals, motors, controls, edge padding and all associated hardware for each in accordance with the Contract Documents.
- Furnish and install all sports equipment in accordance with the Contract Documents.
- Provide complete shop drawings and submittals. Provide any embed material to the jobsite as required to be set in concrete.
- All materials shall be delivered to the jobsite in a sequence that coincides with the schedule.
- Include all shipping, state and local sales tax.



<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 13 34 – Metal Building Systems - Supply

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 13 34 19 Pre-Engineered Metal Building System**
- 07 62 10 Gutters and Downspouts**
- 07 46 21 Preformed Metal Wall and Soffit Panel System**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor shall furnish and deliver to the jobsite FOB (for installation by other trades) PEMB components for a complete installation in accordance with the contract documents.
2. Contractor shall furnish all fasteners, clips and attachments (bolts, screws, threaded rods, erection bolts, washers, torque nuts, expansion anchors, stud anchors, lag bolts, steel shims, nelson studs etc.) as required for a complete erection of this bid package.
3. All material finishes will be per Architect selections.
4. Contractor to provide all metal wall panels and soffit panels as indicated on plans
5. Contractor to provide all gutters and downspouts to match panel color.
6. Parapet caps at TPO will be by roofing contractor. Provide alternate to furnish parapet caps at TPO.



- 7. The shipment shall be properly bundled, packaged, and palletized with piece marks clearly visible for proper erection. Contractor shall furnish adequate dunnage for on-site storage. Material shall be free and clean from dirt.
- 8. Include all state and local sales tax.

<b>BASE BID to furnish materials as required by this bid package and listed specifications.</b>	<b>\$</b>
---	-----------

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 13 35 00 – Metal Building Systems - Erection

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 13 34 19 Pre-Engineered Metal Building System**
- 07 62 10 Gutters and Downspouts**
- 07 46 21 Preformed Metal Wall and Soffit Panel System**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor shall install all PEMB Components for the new building per the Contract Documents and as required for a complete installation.
2. Contractor shall install all fasteners and attachments (bolts, screws, threaded rods, erection bolts, washers, torque nuts, expansion anchors, stud anchors, lag bolts, steel shims, nelson studs etc.) as required for a complete erection of this bid package.
3. Contractor to install all Metal Wall Panels, soffits and associated trims.
4. Furnish all equipment and hoisting necessary for a complete installation.
5. This Contractor shall be responsible for acceptance and unloading of material for this bid package. Building material may arrive before contractor is to mobilize for erection.
6. On-site storage to be free and clean from dirt before and during erection.
7. Contractor shall furnish adequate dunnage for on-site storage.



- 8. Deliver shortages of fabricator errors within 24 hours of notification.
- 9. All warranties as described in the contract documents.
- 10. Steel erection to follow 29 CFR 1926 Subpart "R" at all times. All employees, regardless of classification, shall be protected from fall hazards as defined in Section (a) (1) of the Standard when working 15 feet above lower level.
- 11. Exposed steel welds to be approved by Construction Manager and Architect.
- 12. Steel shims as required.
- 13. Contractor to provide written fall protection plan specifically for this project.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_





# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 13 36 – Metal Building Systems – Insulation Supply

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**07 21 30 Pre-engineered Building Insulation**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Provide all material required to for the complete PEMB Insulation scope of work in strict accordance with the construction documents,
2. Submit product data, test reports certifying specified performance, and manufacturer’s installation instructions as required by the project specification sections listed above.
3. All material delivery dates are to be confirmed and coordinated with the Construction Manager’s Superintendent.
4. Include all applicable state and local sales tax.
5. Includes all shipping to the jobsite



<b>BASE BID furnish materials as required by this bid package and listed specifications.</b>	<b>\$</b>
--	-----------

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 21 00 – Fire Suppression

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 21 01 00 General Fire Suppression Provisions**
- 21 05 01 Common Work Results for Fire Suppression**
- 21 05 53 Identification for Fire Suppression Piping and Equipment**
- 21 13 01 Fires-Suppression Sprinkler System**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing a complete, fully operational, and tested fire suppression system wet & dry in accordance with the contract documents. It is the intent and meaning of this bid package that this Contractor provides a fire suppression system installation that is complete in accordance with the contract documents, and that all items and apparatuses necessary, reasonably incidental, or customarily included, even though each and every item is not specifically called out or shown is included.
2. Contractor responsible for underground water line from the PIV into the building and back out to the FDC.
3. Contractor is responsible for all excavation, backfill, compaction, and haul-off of excess material required to complete the work as shown on the Contract Documents.



4. Contractor is responsible for all engineering of suppression systems including, but not limited to, line level, grade, and layout. Contractor agrees to layout and dimension the chases, block-outs, niches, and openings required on Contractor's layout sepias.
5. Permits as required by the authorities having jurisdiction.
6. Contractor is to furnish and install vibration isolation and noise control in accordance with the contract documents.
7. Contractor is to furnish and install equipment as shown on the Contract Documents, including final connections.
8. Contractor is to furnish all required systems testing, adjusting, work in accordance with the contract documents including, labor, appliances, etc. required to test the equipment. Coordinate all inspections, including special inspections, with the City and Construction Manager.
9. Contractor shall provide instructional training to Owner's representatives of the suppression system operation and maintenance.
10. Contractor is responsible for any core holes and structural penetrations required by this bid package.
11. Contractor is responsible for verifying location of core holes with Construction Manager.
12. Contractor will be responsible to protect adjacent surfaces and clean up coring water and debris.
13. Contractor is to furnish and install all signage and/or pipe identification as specified or as required by the authorities having jurisdiction.
14. Contractor is to furnish and install all sleeves, rings, fasteners, and covers etc. required to complete the Work of this bid package.
15. Contractor is to furnish all cosmetic joint sealers as they relate to the Work installed under this bid package.
16. Contractor is responsible for coordinating with other trades.
17. Contractor is to furnish and install all required access doors required by the work of this bid package including those not specifically shown on the architectural drawings.
18. Contractor is to furnish and install all fire stopping / fire caulking / fire safeing required to complete the Work of this bid package.
19. Contractor is to furnish and install all required miscellaneous metal supports, Unistrut, stands, hangers, etc. required to complete the Work of this bid package, which is not specifically shown and sized on the Structural Drawings.
20. Contractor is to furnish and install metal backing or wood blocking as required for items furnished and installed under this bid package.
21. Contractor is responsible for design and stamped drawings submitted to the state for review and approval.
22. Review fees and engineering to be included in the bid package.
23. Contractor is responsible for preparation and coordination of all layout drawings, record drawings, as-built drawings and surveys as applicable to the scope of this package.
24. All product data submittals shall be submitted within 4 weeks following the issuance of a Notice to proceed by Kinco Constructors.
25. Contractor shall be responsible for all expediting costs for material if applicable to maintain schedule.



- 26. All Sprinkler heads shall be coordinated with RCP and be centered in ACT, Wood slats, etc...
- 27. Contractor is responsible for inspections and tests, and system shall be tagged prior to certificate of occupancy.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

- 1. \_\_\_\_\_ Dated: \_\_\_\_\_
- 2. \_\_\_\_\_ Dated: \_\_\_\_\_
- 3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 22 00 – Plumbing

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**22 01 00 General Plumbing Provisions    22 05 13 Motors for Mechanical Equipment**

**22 05 53 Identification for Plumbing Piping and Equipment**

**22 07 19 Piping Insulation**

**22 10 05 Plumbing Piping**

**22 10 06 Plumbing Specialties**

**22 10 08 Plumbing Solder**

**22 30 00 Plumbing Equip**

**22 40 00 Plumbing Fixtures**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing a complete, fully operational, and tested plumbing system in accordance with the contract documents. It is the intent and meaning of this bid package that this Contractor provides a plumbing installation that is complete in accordance with the contract documents, and that all items and apparatuses necessary, reasonably incidental, or customarily included, even though each and every item is not specifically called out or shown is included.
  - a. Domestic Water
  - b. Waste Piping Specialties



- c. Natural Gas Piping
  - d. Grease Traps
  - e. Temporary Facilities and Controls (as pertains to this scope of work)
  - f. Excavation, Backfill & Compacting for Utilities (as pertains to this scope of work)
2. Contractor responsible for domestic water line to the meter. Meter provided by others and installed by this contractor.
  3. Contractor is to furnish and install the plumbing systems' insulation as required by the Contract Documents or by the authorities having jurisdiction.
  4. Contractor is responsible for all excavation, backfill, compaction, and haul-off of excess material required to complete the work as shown on the Contract Documents including compaction of subgrade and replacement gravel at slab on grade if disturbed during plumbing rough in. All under-slab backfill to be ¾" washed rock.
  5. Contractor is responsible for all field engineering of Plumbing systems including, but not limited to, line level, grade, and layout for chases, block-outs, niches, and openings. Contractor agrees to layout and dimension the chases, block-outs, niches, and openings required on Contractor's layout.
  6. Contractor is to furnish and install vibration isolation and noise control in accordance with the contract documents.
  7. Contractor is to submit roof jacks, boots and flashing for approval by roofing supplier. Furnish approved roof jacks/boots/flashing.
  8. Contractor shall furnish and install equipment as shown on the Contract Documents, including final connections to equipment furnished by Others.
  9. Contractor shall grout equipment bases as required.
  10. Contractor is to furnish all required systems testing, adjusting, and balancing work in accordance with the contract documents including fuel, labor, appliances, etc. required to test the equipment. Coordinate all inspections, including special inspections, with Construction Manager.
  11. Contractor is responsible for all pumping of water required for the scope of this bid package.
  12. Contractor is responsible for any core holes and structural penetrations required by this bid package.
  13. Contractor is to verify location of core holes with Construction Manager. Contractor will be responsible to protect adjacent surfaces and clean up coring water and debris.
  14. Contractor is to furnish and install all signage and/or pipe identification as specified or as required by the authorities having jurisdiction.
  15. Contractor is to furnish and install all sleeves, rings, fasteners, and covers etc. required to complete the Work of this bid package.
  16. Contractor shall furnish and install pipe wrap insulation as specified in the specialties schedule and shown on the Contract Documents.
  17. Contractor is to furnish all cosmetic joint sealers as they relate to the Work installed under this bid package.
  18. Contractor shall furnish and install all flashing for roof drains. This contractor to furnish pitch pans to the roofer, where required.



19. Contractor is responsible for all rough-in and final hook-up of all items requiring plumbing service that are specified in any other section of the specifications, Owner furnished, future work, and /or shown on the drawings.
20. Contractor is responsible for coordinating with other trades.
21. Contractor is to furnish and install all required access doors required by the work of this bid package including those that are not specifically shown on the architectural drawings.
22. Contractor is to furnish and install all fire stopping / fire caulking / fire safing required to complete the Work of this bid package.
23. Contractor Furnish and install all required miscellaneous metal supports, Unistrut, stands, hangers, etc. required to complete the Work of this bid package, which is not specifically shown and sized on the Structural Drawings.
24. Contractor is to furnish and install metal backing or wood blocking as required for items furnished and installed under this bid package.
25. Contractor shall furnish and install all gas piping for a complete system from the meter to all required areas, include all excavation and backfill. Black hills to provide site lines to meter.
26. Contractor is responsible for preparation and coordination of all layout drawings, record drawings, as-built drawings, and surveys as applicable to the scope of this package.
27. Contractor is responsible for trenching and excavation safety systems as required.
28. All product data submittals shall be submitted in a timely manner in sequence with project schedule. (example all underground piping and fittings will need to be submitted immediately.)
29. Contractor shall be responsible for all expediting costs for material and fixtures if applicable to maintain schedule.
30. Contractor is to furnish and install all janitor sinks, including mop holder and hose holders.
31. Contractor is responsible for coordinating locations of existing utilities with Authorities having jurisdiction prior to beginning any work. Repairing any damage to existing utilities is the responsibility of subcontractor.
32. Contractor is responsible for City and State approval of utility work including engineered surveys, testing, etc. as required.
33. Contractor is responsible for all layout as required, including correct elevations.
34. Contractor is to provide and install irrigation tap and meter with RPZ including water meter/double check valve assembly complete and connected.
35. Contractor shall provide and install water line from new water meter and vault, provided by others, to the building.
36. Contractor is responsible for all sanitary sewer piping to 5' outside of building and is to make the connection of sanitary sewer site lines that are provided and installed by others.
37. Contractor is responsible for all testing's required by contract documents as pertaining to this scope of work.
38. Contractor is responsible for weather protection for Subcontractor's Work including dewatering and control of rainwater.
39. Contractor shall be responsible for re-grading area due to his excavation, backfill and compaction operations so as to restore slopes and elevations and to prevent standing water. This Contractor shall be responsible for the removal from the site of all excavation spoils created by his work. Upon





completion of this Contractor’s work at a “finished” area, Contractor shall restore the area to the same state or a better state than that which the area was in prior to this Contractor beginning his work.

40. Contractor is to provide instructional training to Owner’s representatives of the plumbing system operation and maintenance.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 23 00 – Heating, Ventilation, and Air-Conditioning (HVAC)

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 23 01 00 General HVAC Provisions**      **23 05 53 Identification for HVAC Piping and Equipment**
- 23 05 93 Testing, Adjusting, Balancing**      **23 07 13 Duct Insulation**      **23 09 23 DDC Control System**
- 23 23 00 Refrigerant Piping and Specialties**      **23 31 00 Ducts**
- 23 33 00 Duct Accessories**      **23 33 30 Air Duct Sealants**      **23 34 23 Power Ventilators**
- 23 37 00 Air Outlets and Inlets**      **23 40 00 Air Cleaning Devices**
- 23 51 23 Breeching, Chimney and Stacks for condensing Appliances**
- 23 54 00 Furnaces**      **23 55 33 Electric Wall Heaters**      **23 62 13 Air Cooled Cond. Units**
- 23 74 13 Packaged Rooftop AC Units**      **23 81 26 Split Units**      **23 82 16 Air Coils**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing a complete, fully operational, and tested HVAC system in accordance with the contract documents. It is the intent and meaning of this bid package that this Contractor will provide a HVAC installation that is complete in accordance with the contract documents, and that all items and apparatuses necessary, reasonably incidental, or



customarily included, even though each and every item is not specifically called out or shown is included.

- Condensate Drains
  - Common Work HVAC
  - HVAC Insulation
  - Roof Top Units
  - Roof Curbs
  - Refrigerant Piping
  - HVAC Ducts, Casings, and Insulation
  - Air Duct Sealants
  - Exhaust Fan
  - Kitchen Hoods
  - Air Outlets and Inlets
  - VRV
  - HVAC Power Ventilators
  - Diffusers, Registers, and Grills
  - Testing, Adjusting, and Balancing, HVAC
  - Controls and Wiring
  - Louvers
  - DOAS Units
  - Makeup Air Units
2. Contractor is to furnish and install the HVAC insulation as required by the Contract Documents or by the authorities having jurisdiction.
  3. Contractor is responsible for all field engineering of HVAC systems including, but not limited to, line level, grade, and layout for chases, block-outs, niches, and openings. Contractor agrees to layout and dimension the chases, block-outs, niches, and openings required on Contractor's layout drawings.
  4. Contractor is to furnish and install vibration isolation and noise control in accordance with the contract documents.
  5. Contractor shall furnish and install louvers, dampers, and vents for the HVAC system as required by the contract documents.
  6. Contractor is to submit roof jacks, boots and flashing for approval by roofing supplier. Install approved flashing. Contractor shall be responsible for all miscellaneous accessories or incidental items required for a complete installation.
  7. Contractor is to furnish all required mechanical systems testing, adjusting, and balancing work in accordance with the contract documents including fuel, labor, appliances, etc. required to test the equipment. Coordinate all testing with Construction Manager, including special inspections.
  8. Contractor is responsible for any core holes and structural penetrations required by this bid package.
  9. Contractor will be responsible to protect adjacent surfaces and clean up coring water and debris.
  10. Contractor is to furnish and install all signage and/or pipe identification as specified or as required by the authorities having jurisdiction.
  11. Contractor is to furnish and install all sleeves, rings, fasteners, and covers etc. required to complete the Work of this bid package.



12. Contractor is to furnish all cosmetic joint sealers as they relate to the Work installed under this bid package.
13. Contractor is responsible for furnishing and installing roof curbs and supports, including all flashing and counterflashing, for all roof mounted mechanical equipment, piping, drains, and ductwork, including any wood blocking as required. Flashing for all drains. This contractor to furnish pitch pans to the roofer, where required.
14. Contractor is responsible for all rough-in and final hook-up of all items requiring mechanical service that are specified in any other section of the specifications, Owner furnished, future work, and /or shown on the drawings.
15. Contractor is responsible for coordinating with other trades.
16. Contractor is to furnish and install all required access doors required by the work of this bid package including those that are not specifically shown on the architectural drawings.
17. Contractor is to furnish and install all fire stopping required to complete the Work of this bid package.
18. Structural or Civil drawings necessary for this scope of work.
19. Contractor is to furnish and install all required miscellaneous metal supports, Unistrut, stands, hangers, etc. required to complete the Work of this bid package, which is not specifically shown and sized on the Structural Drawings.
20. Contractor is responsible for the preparation and coordination of all layout drawings, record drawings, as-built drawings, and surveys as applicable to the scope of this package.
21. Contractor is to prepare the coordination drawings for the mechanical ductwork with the other trades.
22. All product data submittals shall be submitted in less than 4 weeks following the issuance of a Notice to proceed by Kinco Constructors.
23. Contractor shall be responsible for all expediting costs for material and fixtures if applicable to maintain schedule.
24. At the time that the HVAC system can be placed in service to move air to allow for finish construction to be accomplished, it will be this Contractors responsibility to operate these systems. All reasonable efforts and/or methods should be taken to expedite the use of these systems. Temporary construction filters and filter medium will be provided by this Contractor to protect the equipment. Prior to final test and balance the equipment will be brought to new condition including new filters and the warranties will begin at substantial completion.
25. All ceiling heights are to be maintained per the contract documents. The contractor shall coordinate all above ceiling work with the work of other trades to ensure the ceiling heights are met for the remainder of the work. Prior to installation of work, this contractor shall coordinate a meeting with affected above ceiling trades to coordinate the dimensioned location of his work and the work of other trades to ensure above ceiling systems are routed and coordinated as required to fit in available spaces.
26. Contractor is to furnish and install all condensate drain piping.
27. Contractor is responsible for furnishing and installing all fire dampers including bracing or mounting angles and sleeves as required.
28. Contractor will be responsible for fire sealing all self-made penetrations in rated partitions.
29. Contractor is to provide instructional training to Owner's representatives of the mechanical system operation and maintenance.

<b>BASE BID to provide labor and furnish and install materials as      \$ required by this bid package and listed specifications.</b>
---



<b>BOND COST to furnish a Payment and Performance Bond for this \$ project.</b>	
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 26 00 – Electrical

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 26 00 10 General Electrical Provisions**    **26 05 19 Wires and Cables**    **26 05 26 Grounding**
- 26 05 29 Supporting Devices**    **26 05 34 Conduit**    **26 05 37 Outlet and Pull Boxes**
- 26 05 53 Identification**    **26 05 73 Overcurrent Protective Devices**
- 26 05 76 Short-Circuit/Coordination Study/Arc Flash Hazard Analysis**
- 26 21 02 Underground Distribution**    **26 22 00 Transformers**    **26 24 16 Panelboards**
- 26 27 26 Wall Switches, Receptacles, and Plate Covers**
- 26 28 18 Motor & Circuit Disconnects**    **26 32 15 Generator and ATS**
- 26 51 00 Interior Building Lighting**    **26 56 00 Exterior Lighting**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing a complete, fully operational, and electrical system in accordance with the contract documents, the National Electric Code, and all Authorities having jurisdiction. It is the intent and meaning of the contract documents that this Contractor provide an electrical system installation that is complete and all items and apparatuses necessary,



reasonably incidental, or customarily included, even though each and every item is not specifically called out or shown.

- Basic Electrical Materials and Methods
  - Grounding and Bonding
  - Hangers and Supports for Electrical
  - Building Wiring and Cable
  - Raceway and Conduit
  - Floor Boxes
  - Wiring Connections
  - Wiring Devices
  - Lighting Control Devices
  - Electrical Utility Service
  - Electric Utility Metering
  - Electrical Gear
  - Enclosed Switches and Circuit Breakers
  - Panel boards
  - Lighting
  - Exterior Lighting
  - Central Battery Equipment
2. Contractor is responsible for all site work related to this scope included but not limited feeding of new building, site lighting, and all underground conduit indicated in contract documents for cabling.
  3. Contractor to provide and install all light fixtures with lenses, lamps, supports, brackets and standards for mounting light fixtures, all wiring and conduit required to complete the electrical system shown in the Contract Documents.
  4. Contractor is responsible for communications conduit and pull string to building, communications cabling by others.
  5. Contractor to coordinate the location of outlets, switches, fixtures with the Architectural Plans.
  6. It is the responsibility of this contractor to coordinate with the Millwork Contractor to provide all raceways, power, and control wiring for items on or around Millwork.
  7. Contractor is to provide power to motorized shades, TV's and AV equipment as necessary.
  8. Contractor is responsible for all conduit required for low voltage systems including but not limited to HVAC controls, structured cabling, access controls, fire alarm, and video surveillance.
  9. Contractor is responsible for all field engineering for this Contract including, but not limited to line, level, and layout for electrical systems; chases; block-outs; and openings.
  10. Contractor is to furnish and install metal backing or wood blocking as required for items furnished and installed under this bid package.
  11. Contractor is responsible for turning over to Mechanical Contractor all items, which are specified to be furnished by this Contractor and installed by the mechanical trades.



12. Contractor is responsible for electrical rough in, wiring, conduit and final connections to all equipment, specialties, door hardware, furnishings, interconnection wiring, and motors furnished under other sections of the Contract specifications.
13. Contractor is responsible for all product data submittals shall be submitted not less than 4 weeks following the issuance of a Notice to Proceed by Kinco Constructors.
14. Contractor is to furnish and install all miscellaneous steel, Unistrut, all-thread rod and accessories required for pipe supports, wall penetrations, floor penetrations and equipment supports associated with this Contractor's scope of work.
15. Coordination with other trades.
16. Contractor will provide layout information and furnish panels prior to the framing for openings.
17. Furnish and install all electrical systems identification including color-coding, stencils, labels, tags, etc., required by the contract documents or the Authorities having jurisdiction.
18. Furnish and install all sleeves, thimbles, inserts, and other embedded items required to complete the electrical installation, including sleeves with waterproofing for electrical installation passing through waterproofing or damp proofing areas and flashing/ pitch pockets through roof areas required to complete the Work of this bid package.
19. Contractor shall be responsible for all expediting costs for material and fixtures if applicable to maintain schedule.
20. All sleeves and /or core drilling required to install the work of this Contract.
21. Furnish and install fire stopping, fire sealing, and caulking of the work of this bid package.
22. Temporary electric power and lighting conforming to OSHA standards, sized and located adequately for use by all trades.
23. Trenching and excavation safety systems as required.
24. All ceiling heights are to be maintained per the contract documents. The contractor shall coordinate all above ceiling work with the work of other trades to ensure the ceiling heights are met for the remainder of the work. Prior to installation of work, this contractor shall coordinate a meeting with affected above ceiling trades to coordinate the dimensioned location of his work and the work of other trades to ensure above ceiling systems are routed and coordinated as required to fit in available spaces.
25. Contractor is responsible for all excavation, backfill, compaction, and haul-off of excess material required to complete the work as shown on the Contract Documents including compaction of subgrade and replacement gravel at slab on grade if disturbed during plumbing rough in. All under-slab backfill to be ¾" washed rock.
26. Coordinate and make final connections and /or install Owner-furnished equipment.
27. Contractor to have all gym ceiling work complete prior to gym floor installation, if not complete contractor is responsible for floor protection to complete work.
28. Furnish and install power to all electrical panels.

<b>BASE BID to provide labor and furnish and install materials as      \$</b> <b>required by this bid package and listed specifications.</b>
---





<b>BOND COST to furnish a Payment and Performance Bond for this \$ project.</b>	
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 28 31 – Fire Detection and Alarm

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**28 31 04 Fire Detection and Voice Evacuation System**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

- Contractor is responsible for furnishing and installing a complete, and tested Fire Detection and voice evacuation system in accordance with the contract documents, and all Authorities having jurisdiction. It is the intent and meaning of the contract documents that this Contractor provide a tested system installation that is complete and all items and apparatuses necessary, reasonably incidental, or customarily included, even though each and every item is not specifically called out or shown.
  - Raceway and Conduit (by electrical contractor)
  - Fire Detection and Voice Evacuation System
  - Testing
  - Certifications
  - Warranties
  - Close out documents



- As built documents
  - Submittal Drawings to the state
  - VOIP
2. Contractor shall notify in writing that all conduits and raceways have been inspected and approved prior to raceways being covered by sheetrock to ensure proper useable raceways have been provided.
  3. Contractor is responsible for coordinating with other trades.
  4. Contractor is to furnish and install all miscellaneous steel, Unistrut, all-thread rod and accessories required for pipe supports, wall penetrations, floor penetrations and equipment supports associated with this Contractor’s scope of work.
  5. Contractor is responsible for providing an instructional training to Owner’s representatives of the system for operation and maintenance.
  6. Contractor shall furnish and install all access panels and doors required for access to the work of this Contract.
  7. Contractor is to provide layout information for all conduits and raceways.
  8. Contractor shall furnish and install all identification including color-coding, stencils, labels, tags, etc., required by the contract documents or the Authorities having jurisdiction.
  9. Contractor shall be responsible for all expediting costs for material and fixtures if applicable to maintain schedule.
  10. Contractor is to furnish and install fire stopping, fire sealing, and caulking of the work of this bid package.
  11. All ceiling heights are to be maintained per the contract documents. The contractor shall coordinate all above ceiling work with the work of other trades to ensure the ceiling heights are met for the remainder of the work. Prior to installation of work, this contractor shall coordinate a meeting with affected above ceiling trades to coordinate the dimensioned location of his work and the work of other trades to ensure above ceiling systems are routed and coordinated as required to fit in available spaces.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## 3: Scope of Work

### Bid Package 31 00 – Earthwork, Storm Drainage, & Site Utilities

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

- 31 10 00 Site Clearing**                      **31 20 00 Earth Moving**                      **31 21 16 Trenching**
- 31 23 19 Dewatering**                      **31 50 00 Excavation Support and Protection**
- 33 05 00 Common Work Results for Utilities**                      **33 05 13 Manhole and Structures**
- 33 41 11 Storm Drainage**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

- Contractor is responsible for furnishing all labor, material and equipment to complete all earthwork, storm water drainage, and site utilities as described in and shown on the contract documents. No exclusion from limitations in plans and specifications shall be reason for omitting the appurtenances or accessories necessary to complete this work.
- Contractor is to provide all site grubbing and clearing. Remove existing structures, mounds, spoils, trees, debris, misc. concrete, paving, abandoned utilities, etc. as required.
- Contractor shall perform site visit to examine the existing conditions of the project site.



4. Contractor is responsible to coordinate locations of existing utilities with Authorities having jurisdiction prior to beginning any work. Repairing any damage to existing utilities is the responsibility of this Contractor.
5. Contractor is responsible to complete layout as required from a site control point provided by Civil Engineer.
6. Contractor is to provide all saw cutting as required by the Contract Documents to complete the site work and storm water drainage, includes saw cutting of street as required to install this scope of work. Contractor to patch all areas with asphalt and/or concrete where existing roads or parking lots are to remain per City of Bentonville's requirement.
7. Contractor is to provide, positive drainage, de-watering and pumping throughout site construction for bid package.
8. Contractor is responsible for grade cuts and fills, including import of suitable materials per geotechnical report for replacement as may be required and haul-off site of any excess materials.
9. Contractor is responsible for specified modification of sub grade for all building areas as required and as stated in the soils report recommendations.
10. Contractor is to confirm their knowledge and understanding of the soils report by McClelland Consulting Engineers
11. Contractor is to develop and implement an erosion control plan for the job site in accordance with State & City requirements. All erosion control work including construction, maintenance and removal of silt fencing in strict accordance with the contract documents and all applicable codes and regulations of the authorities having jurisdiction over erosion control requirements for construction operations. This Contractor is responsible for permits and costs associated with the SWPPP process including the plan storage box and station which is required on-site.
12. Contractor is to provide, install, and maintain temporary construction entrances as directed by the plans and Construction Manager during the project and remove at the completion of the project during final grading of the site.
13. Contractor is to Provide all right-of-way bonds, permits, etc. as required by the city, County, and State or other agencies having jurisdiction.
14. Contractor is to provide any necessary traffic control and barricades for work relative to this bid package; coordinate lane closings etc. with Construction Manager and Authorities having jurisdiction prior to such closings.
15. Contractor is to establish, protect and maintain all excavations and slopes to provide a safe work area and as otherwise required by State, Local and Federal regulations. Provide and remove any required shoring required for the project.
16. Contractor is responsible for Coordinating with other trades and local and state authorities.
17. Contractor is to establish and maintain vehicle wash station if needed at a location to be determined by Construction Manager including water to the vehicle wash station.
18. Contractor shall include a reasonable amount of re-grading after construction operations are complete in order to restore grade to  $\pm 0.1$  foot at all areas around the site.
19. Contractor is to Install all concrete washout pits according to the plans and directions of Construction Manager; removal of the washouts is part of this bid package.
20. Contractor is responsible for protecting all benchmarks and control points and bear the cost for re-establishing benchmarks and control points that are damaged during construction.
21. Contractor is responsible for all mass excavation and backfill work, including export of excess material or import of approved fill, including the removal of unsuitable material.
22. Contractor is to provide final grading at the end of the project.
23. Contractor is to provide fine grade under the building and the site to  $\pm 0.1$  foot of the required subgrade elevations.



- 24. Contractor is to provide site grading for planted areas, +/- 0.1 foot.
- 25. Contractor is to provide water necessary to achieve subgrade compaction requirements.
- 26. Contractor is to anticipate normal rainfall and handling of wet material to minimize impacts to Project Schedule.
- 27. Contractor is responsible to maintain and protect all existing underground utilities.
- 28. Contractor is responsible for staking and layout of lines, grades and elevations for entire bid package. A single elevation benchmark and control points will be provided by others.
- 29. Contractor to provide, install and compact to densities all gravel under concrete and asphalt paving as noted in the specifications.
- 30. Contractor shall provide and install all storm water drainage system according to the plans and specifications, but not limited to all excavation, bedding, piping, flow able backfill, flat bottom channel, concrete structures, inlets, junction boxes, flared end sections, grates.
- 31. Contractor is to provide and install all grouting, patching of concrete inlet boxes, junction boxes and inlets.
- 32. Contractor is responsible, at completion of project and during final cleanup, to clean out silt, dirt, rocks, trash from inlets, boxes, piping, and flared end sections.
- 33. All excess excavation dirt for the storm drainage will be removed from the site by this bidding contractor.
- 34. This scope of work includes water taps, fire lines, fire line to demark valve, include PIV. Fire Suppression contractor will continue from PIV to building, and from building to FDC
- 35. This scope of work includes domestic water lines, all meter boxes, tees, thrust blocks, valves, reducers, plugs to Meter. Plumber will have from meter to building.
- 36. Contractor responsible for SS to within 5' of building including Pump Station, Controls, and directional bore as indicated on plans.
- 37. Contractor is to furnish all necessary hydrostatic testing and chlorination of water lines. Coordinate testing with Construction Manager, City of Bentonville and Arkansas State Fire Marshal.
- 38. Contractor is responsible for coordination and connection of fire line into city system.
- 39. Contractor responsible for the site lines, including cutting and backfill as specified. Patch and repair the street per the City of Bentonville standard detail.

**UNIT PRICES:** Provide unit cost for the following items

Cut and fill of soils. \$\_\_\_\_\_per CY  
 Trenching of Rock. \$\_\_\_\_\_per CY  
 Mass Rock Removal \$\_\_\_\_\_per CY

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>



VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---

---

---

---

---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_





# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 32 12 – Asphalt Paving

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor’s License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**32 11 23 - Aggregate Base Course**

**32 12 16 - Asphalt Pavement**

**Scope of Work:**

The bid package shall also include the following items, but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for all asphalt indicated in contract documents.
2. Contractor to include saw cutting, milling, overlaying and patch backs of streets as indicated in the contract documents.
3. Contractor is responsible for traffic control, flashers, barricades and temporary lane markings to re-route traffic for work relative to this bid package; coordinate lane closings etc. with Construction Manager and Authorities having Jurisdiction prior to such closings.
4. Contractor is responsible for coordinating locations of existing utilities with Authorities having jurisdiction prior to beginning any work.
5. Contractor is to provide fine grading of modified sub grade for the paving, and curb and gutter areas adjacent to the paving in this bid package.



6. Contractor is responsible for cleaning pavement and making any necessary repairs before placing final lift.
7. Contractor must be aware that multiple mobilizations are required. Please reference project schedule.
8. Contractor is responsible for keeping surrounding streets, drives, and parking areas free of dirt and debris including dust control caused or created by the work of this bid package.
9. Contractor is to furnish and install all stone base, asphalt pavement, binder, primer, base and asphalt sealer materials.
10. This bid package is intended to be all inclusive of labor, material, and equipment required for the exterior asphalt paving work, excluding curbs, as required by the contract documents.
11. Contractor is to perform all saw cutting required by this bid package.
12. Contractor shall examine substrates upon which work is to be installed. Notification must be given to the Construction Manager in writing of conditions detrimental to timely and proper installation of work. Do not start the work until unsatisfactory conditions have been corrected. If work is started without notification of unsatisfactory conditions, it shall be construed as an acceptance of substrate by this Contractor, who shall repair unsatisfactory work caused by unsatisfactory substrate at no expense to the Owner.
13. Contractor is responsible for provisions for cold weather work as may be required for the work of this bid package.
14. Contractor shall coordinate with other trades in advance and make provisions for installation of their work to avoid cutting and patching.
15. Provide unit cost to add or subtract base rock material: + \$ \_\_\_\_\_/CY.
16. Provide unit cost for asphalt patching: + \$ \_\_\_\_\_/SF.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---



Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



# KINCO BID MANUAL

## SECTION 3: SCOPE OF WORK

### BID PACKAGE 32 05 – Site Concrete

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

#### Specification:

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**32 05 23 Concrete for Exterior Improvements**

**32 13 13 Concrete Pavement**

**32 13 73 Concrete Paving Joint Sealants**

**32 16 13 Concrete Curb and Gutter**

#### Scope of Work:

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing all concrete and related materials for the site in accordance with the Contract Documents, including but not limited to all sidewalks, concrete paving, concrete benches, concrete wall for signage, curb & gutter, aprons, handicap ramps, detectable warnings, exterior concrete stairs, concrete foundations at site masonry walls and columns, light pole bases, and bollards as required by the Contract Documents including excavation and haul off of any spoils.
2. Contractor is to furnish and install all reinforcing steel and all associated accessories associated with Cast-In-Place Concrete Work for the site, including rebar chairs. During construction all vertical reinforcing steel shall have a mandatory rebar cap for impalement protection. Provide submittals and shop drawings per the contract documents not less than one week following issuance of Notice to Proceed by Kinco Constructors.



3. Contractor is to place and finish concrete surfaces as required by the contract documents including all rubbing and patching, and grouting.
4. Contractor is to provide all layout as required including verification of subgrades.
5. Contractor is responsible for the repair of offsets, bulges, excessive deflections, blowouts, and any other formwork failures.
6. Contractor is to furnish personnel to watch and adjust formwork during concrete placement.
7. Contractor is to provide cleaning and blowing out of all formworks just prior to the placement of concrete.
8. Contractor is to furnish all expansion joints with removable tops, expansion joint material, bentonite rope, dumbbell water stop, misc. water stops, and keyways associated with the scope of work of this bid package.
9. Contractor is responsible for coordinating material deliveries and concrete pours with Construction Manager 72 hours in advance.
10. Contractor is to furnish and install concrete light pole bases including drilling, spoil removal, patching and rubbing, and grouting of base plate. Coordinate with lighting supplier and electrical subcontractor before installation.
11. Contractor is responsible for the installation of sleeves, or any items embedded in concrete that are provided by others, including but not limited to pipe bollards, steel post, and handrails.
12. Contractor is to provide and install 4" sleeves under sidewalks for future work.
13. Contractor is to furnish provisions for cold and hot weather work as required including but not limited to hot or chilled water, temporary heat, enclosures, blankets, etc.
14. Contractor is to coordinate locations of existing utilities with Authorities having jurisdiction prior to beginning any work. Repairing any damage to existing utilities is the responsibility of this Contractor.
15. Contractor shall examine substrates upon which work is to be installed. Notification must be given to the Construction Manager in writing of conditions detrimental to timely and proper installation of work. Do not start work until unsatisfactory conditions have been corrected. If work is started without notification of unsatisfactory conditions, it shall be construed as an acceptance of substrate by this Contractor, who shall repair unsatisfactory work caused by unsatisfactory substrate at no expense to the Owner.
16. Contractor shall coordinate with other trades in advance and make provisions for installation of their work to avoid cutting and patching.
17. Contractor is to provide and install epoxy needed to repair misplaced anchor bolts, and as needed for rebar installation.
18. Contractor shall coordinate with the testing laboratory. Testing will be paid for by the Owner. Work put in place without specified/required testing documentation shall constitute a lack of acceptance of work and may require to be redone at discretion of the CM. All concrete work must be scheduled with Construction Manager allowing for ample time to coordinate with Testing Laboratory. Coordinate all special inspections that are required per Construction Documents.
19. Contractor is to furnish and install doweling/drilling reinforcement including epoxy at all required locations per contract documents.
20. Contractor must be aware that multiple deployments are required.
21. Contractor confirms their knowledge and understanding of the Geotechnical report.
22. Contractor is responsible for saw cutting control joints as require per specifications.
23. Contractor shall furnish and install & maintain concrete washout pits as needed. Coordinate with Construction Manager a location for concrete washout, then haul-off all concrete washout and debris offsite upon completion of this bid package, and as directed by Construction Manager. Repair any damage as required and return the area to proposed grade.
24. Contractor is to review Bid Package 03 30 – Building Concrete to avoid duplication of services.



<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



## KINCO BID MANUAL Section 3: Scope of Work

### Bid Package 32 17 – Pavement Markings

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Contractor is responsible for furnishing and installing road markings, parking striping, fire lane striping, curb striping, at demo' d areas in accordance with the contract documents.
2. Contractor is to furnish and install all parking bumpers in existing parking lot as required by the contract documents.
3. Contractor shall examine substrates upon which work is to be installed. Notification must be given to the Construction Manager in writing of conditions detrimental to timely and proper installation of work. Do not start the work until unsatisfactory conditions have been corrected. If work is started without notification of unsatisfactory conditions, it shall be construed as an acceptance of substrate by this Contractor, who shall repair unsatisfactory work caused by unsatisfactory substrate at no expense to the Owner.

**BASE BID to provide labor and furnish and install materials as \$ required by this bid package and listed specifications.**



<b>BOND COST to furnish a Payment and Performance Bond for this \$ project.</b>	
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_





# KINCO BID MANUAL

## Section 3: Scope of Work

### Bid Package 32 90 – Landscaping & Irrigation

Your signature on this page is a confirmation of your bid and an acknowledgement and acceptance of the requirements of the Kinco Bid Manual, project schedule and all Addendums and CM Clarifications.

Company		AR State Contractor's License #
Name	Title	
Address		
City	State	Zip Code
Phone Number w/ Area Code		Email Address

**Specification:**

Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.

**32 91 31 Soil Preparation**                      **32 92 00 Turf Grasses**                      **32 93 00 Exterior Plants**

**Scope of Work:**

The bid package shall also include the following items but shall not limit more stringent requirements found elsewhere in the contract documents unless specifically listed as exclusion below.

1. Furnish and install all landscaping, irrigation, plantings, seeding and sod in accordance with the contract documents.
2. It is required by law to contact One Call before you start work and provide Kinco with the One Call number and record that number at the job trailer. One Call number must be kept current according to the law.
3. Fine grading of all planting areas in preparation of the installation of planting and landscaping in strict accordance with the construction documents.
4. This Contractor to supply all topsoil and fine grade all topsoil as required for this project.
5. Plant guaranty and replacement warranty in strict accordance with the construction documents – refer to specifications.



6. Contractor to furnish and install all irrigation sleeves.
7. Sod material shall be fresh and alive when delivered to the site, and only after the ground is prepared and ready for planting. All plants, which cannot be planted at once after delivery to the site, shall be well protected by this Contractor. All plants remain the responsibility of this Contractor until final acceptance by the Owner,
8. Rolling of all new sod as required.
9. Contractor to closely review the project schedule as it relates to seeded areas which must be substantially grown and established in order for the project to receive a Certificate of Occupancy. Provide construction manager with detailed lead and/or grow times in order to maintain this schedule.
10. Provide irrigation system design per Landscape Irrigation System Performance Specification to be submitted for approval.
11. Provide irrigation system and all associated components per subcontractor design approved by the Civil Engineer. Irrigation supply line to be stubbed out of the building by others.
12. Provide all new plantings with required excavation.
13. Sod all disturbed areas around trench drains, grate inlets, site concrete work, etc.

<b>BASE BID to provide labor and furnish and install materials as required by this bid package and listed specifications.</b>	<b>\$</b>
<b>BOND COST to furnish a Payment and Performance Bond for this project.</b>	<b>\$</b>
<b>TOTAL BID AMOUNT – BASE BID AND BOND COST</b>	<b>\$</b>

VOLUNTARY VALUE ANALYSIS

Value Analysis propositions will be strongly considered in the subcontractor selection process. Bidders are encouraged to explore and identify Value Analysis savings for this scope of work. Please describe below (and on separate page if necessary) any cost saving opportunities as well as potential savings:

---



---



---



---



---

Bidder acknowledges receipt of the following addenda:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_



Bidder acknowledges receipt of the following CM Clarifications:

1. \_\_\_\_\_ Dated: \_\_\_\_\_
2. \_\_\_\_\_ Dated: \_\_\_\_\_
3. \_\_\_\_\_ Dated: \_\_\_\_\_