



**INVITATION FOR BID NUMBER  
AEPA IFB #010-D-PORTABLE/ MODULAR BUILDINGS**

**PORTABLE/MODULAR BUILDINGS**

**PART C – BID FORMS**

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**Bid Submittal Organization and Checklist**

1. Bid Submission instructions are found in Section E of Part A of the bid documents.
2. The Part C Bid Forms shall be submitted in both printed and compact disk (CD). Bidders shall include the following in the sealed bid package: (1). Two (2) exact paper copies and the CD. Two (2) Paper copies of items that cannot be made a part of the CD. In case of discrepancies, the printed responses will prevail over electronic submissions.
3. In order to insure that every bid receives a fair evaluation and comparison, it is required that each bid be organized in the following manner. A three-ring binder with an inside pocket and a set of dividers is required.
4. It is suggested that the bidder preparing a response check off each required item as it is completed. The same list will be used by AEPA evaluators to ascertain that the bid is complete.
5. Any submittals too large to secure in the binder must be clearly labeled with the name of the bidder.
6. One original copy of the bid shall be submitted.
7. All documents with signatures shall have original ink signatures. Electronic copies shall be scanned with original signatures.
8. Electronic data must be provided on CD. Electronic media shall be clearly identified and labeled by including the vendor name, name of the bid and date. Electronic media must be placed in a protective pouch. Electronic price lists shall be in Microsoft Excel 2007 or less and shall allow for sorting on any of the fields listed below. Other documents may be submitted as Word or PDF files.

9. An additional Excel file accompanying this bid must be downloaded and completed as Form G.

**BID SUBMITTAL CHECKLIST**

<b>Divider</b>	<b>Form</b>	<b>Description</b>	<b>Signature Required</b>	<b>Hard Copy</b>	<b>Word or PDF File</b>	<b>Excel File</b>
<b>1</b>	<b>A</b>	_____ Bid Affidavit Signature Page (Notarized Hard Copy)	<b>X</b>	<b>X</b>	<b>X</b>	
<b>1</b>	<b>B</b>	_____ Acceptance of Bid and Contract Award	<b>X</b>	<b>X</b>	<b>X</b>	
<b>2</b>	<b>C</b>	_____ Questionnaire for Bidders	<b>X</b>	<b>X</b>	<b>X</b>	
<b>2</b>	<b>D</b>	_____ Company Information	<b>X</b>	<b>X</b>	<b>X</b>	
<b>3</b>	<b>E</b>	_____ Exceptions to Terms, Conditions and Specifications	<b>X</b>	<b>X</b>	<b>X</b>	
<b>4</b>	<b>F</b>	_____ Bid Requirements Specific to Portable & Modular Buildings	<b>X</b>	<b>X</b>	<b>X</b>	
<b>5</b>	<b>G</b>	_____ Discount & Price Schedule (This will be a printout of the electronic pricing.)	<b>X</b>	<b>X</b>		<b>X</b>
<b>6</b>		_____ Complete Drawings and Factory building specifications are required to be submitted with bid. If they are not, the bid will be considered invalid and non-responsive.		<b>X</b>	<b>X</b>	
<b>7</b>		_____ Appendix with Catalogs, Slicks, Model Information, etc.		<b>X</b>		
<b>Left Pocket</b>		_____ Electronic Media				
<b>Left Pocket</b>		_____ Copy of Page 2 of Part C, Bid Submittal Checklist				

\_\_\_\_\_ **Check or initial here after all questions have been answered and data provided as requested. (Omissions and errors may cause bids to be rejected.)**

**A. BID AFFIDAVIT SIGNATURE PAGE**

**AFFIDAVIT**

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the **Member Agency**, or any employee thereof, or any person, firm or corporation under contract with the **Member Agency** whereby the bidder, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of **Member Agency, Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

\_\_\_\_\_  
Authorized Representative (Please print or type)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Title (Please print or type)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date                      Phone                      Fax

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public in and for County of \_\_\_\_\_ State of \_\_\_\_\_

My commission expires: Signature: \_\_\_\_\_

**B. ACCEPTANCE OF BID AND CONTRACT AWARD**  
**AEPA IFB 010D – PORTABLE/ MODULAR BUILDINGS**

**ACCEPTANCE OF BID AND CONTRACT AWARD**

TO BE COMPLETED BY BIDDER

In compliance with the Invitation to Bid, the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in the INVITATION FOR BID and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of his proposed subcontractors, time of completion, as well as other factors of interest to the Agency as stated in the evaluation section will be a consideration in making the award.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature (ink only) \_\_\_\_\_ Title \_\_\_\_\_

**ACCEPTANCE OF BID AND CONTRACT AWARD TO BE COMPLETED ONLY BY**

Your bid for contracting services is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Invitation for Bid. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from the Agency. The parties intend this contract to constitute the final and complete agreement between the Agency and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until February 28 2011 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 29 2012, February 28, 2013 and February 28, 2014.

Awarding Agency: \_\_\_\_\_

Agency Executive \_\_\_\_\_

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ Contract Number \_\_\_\_\_

**C. QUESTIONNAIRE FOR BIDDERS**

Company Name \_\_\_\_\_

*Please check Yes/No answers. "Days" requested are calendar days. If room provided is inadequate indicate, "see attached" and label the attachment with the question number.*

- 1. Can your company serve all AEPA states with the best service offered?     **YES**     **NO**
- 2. Do you currently have representatives for all AEPA states?     **YES**     **NO**
- 3. (If no, a plan and timeline for providing these services is to be attached.)
- 4. Is your pricing guaranteed for the term of the contract?     **YES**     **NO**
- 5. Did you include the required drawings & specifications for each item bid?     **YES**     **NO**
- 6. For products on your price list, is shipping/handling included in the price?     **YES**     **NO**  
If No, estimate S/H on purchases (% of purchase price, UPS, etc.) \_\_\_\_\_
- 7. Describe your return policy. What is your restock fee, if any? (Restock fee must not exceed 15%)  
\_\_\_\_\_

Describe any exclusions or limitations applicable to your return policy. \_\_\_\_\_

- 8. Will you offer Member Agencies a quick pay discount?     **YES**     **NO**
- 9. If YES, what is the discount (indicate %/number of days)?    \_\_\_\_\_
- 10. How many line items are you offering under this bid category?    \_\_\_\_\_
- 11. If some of the line items that you sell are not covered under this bid, do you have a way to block orders for those items?     **YES**     **NO**
- 12. Delivery of stocked items is promised within    \_\_\_\_\_ **days**
- 13. What is your average time from receipt of order to shipping stocked items?    \_\_\_\_\_ **days**
- 14. Delivery of non-stocked items is promised within    \_\_\_\_\_ **days**
- 15. Do you offer an electronic ordering system?     **YES**     **NO**
- 16. Do you have minimum order requirements?     **YES**     **NO**  
If yes, please describe. \_\_\_\_\_

17. Indicate the level of support you are offering in this bid. **A bid will be determined nonresponsive if this question is unanswered.**

Prices offered in this bid are:

- \_\_\_\_ a. The same as we offer on single school district bids.
- \_\_\_\_ b. The same as we offer to cooperatives and state purchasing departments.
- \_\_\_\_ c. Better than we offer to cooperatives or state purchasing departments.

If line b or c is checked, indicate the percent lower (on single items) than the best price offered to educational institutions, cooperatives, or state purchasing departments.

- \_\_\_\_ Two percent (2%)      \_\_\_\_ Three percent (3%)      \_\_\_\_ Four percent (4%)
- \_\_\_\_ Five percent (5%)      \_\_\_\_ Six percent (6%)      \_\_\_\_ Other \_\_\_\_\_

- 18. Additional quantity or volume discounts are identified on the pricing page     **YES**     **NO**
- 19. Did you provide required complete factory building specifications? If they are not submitted the bid will be considered invalid and non-responsive.     **YES**     **NO**

**D. COMPANY INFORMATION**

*Note: This is a sample form. Actual data must be provided on disk, and printed. Original must be signed and inserted in the bid after it is printed.*

*Proper evaluation of bidders requires information about their companies.*

- 1a. Public Companies must provide their most recent yearly report to stockholders.
- 1b. *Private Companies must answer the questions below.*
  - a. Provide a brief history of your company that includes the type of business and its philosophy of doing business. If the bidder has recently purchased an established business, or has proof of prior success in this business, or a closely related business, please provide written verification.
  - b. Indicate the location of the headquarters of the company. List any branch offices in the state of any AEPA member. Provide the name, title, qualifications and experience of the your employee, that will coordinate the work and be the general contact for this contract.
  - c. For purposes of determining a bidder's ability to perform financially, attach a letter from your financial institution that indicates the line of credit available to you currently, and evidence of financial stability over the past three (3) years. This letter does not need to identify a dollar amount; instead, a credit range should be indicated. (For example, "credit in the low six figures" or "a credit line exceeding five figures").
- 2. Gaps sometimes exist between management (those who respond to IFB's) and sales staff (those who contact the public educational institutions) that results in problems. Provide the Names your key sales people, phone numbers and states for which they are responsible.

X

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**Signature** (Must be same signature as on Acceptance of Bid and Contract Award)



**F. BID REQUIREMENTS SPECIFIC TO PORTABLE AND MODULAR BUILDINGS:**

Bidders will respond to each numbered item by checking the appropriate “Comply or “Deviate” box.

Requirements		C o m p a n y	D e v i a t e *
5.0 Complete factory building specifications are required to be submitted with bid. If they are not submitted the bid will be considered invalid and non-responsive.			
5.1 Contractor will provide high quality factory-built and relocatable buildings for public use such as classrooms, administrative offices, physical education facilities, library/media centers, multi-purpose activity centers, day care facilities, medical care facilities, and storage facilities. Although relocatable by design, the installed product must have the appearance of permanence.			
5.2 The modular design must permit the buyer to adapt the building to meet the need of the buyer. A variety of floor systems must permit standard as well as more permanent installation.			
5.3 Buildings and subassemblies must be manufactured pursuant to state law of the Agency.			
5.4 Steel and wood constructed buildings are requested.			
5.5 Contractor shall have the ability to assist Agency buyers with design and selection of a factory-built building to properly meet the buyer’s needs.			
5.6 Classrooms for high public use and 50-year life cycle may feature a 30-year roof guarantee, all-steel frame and stucco or steel siding, fully welded gutters and downspouts, 10-year exterior paint guarantee, steel exterior doors with ADA compliant locks and handles, 2 x 6 walls, R-19 wall and R-30 roof insulation, dual pane insulated glass, vinyl tackable wall surface, a wall stanchion system for shelving and cabinets, top-of-the-line marker boards, state-of-the-art energy efficient HVAC, and carpeting that meets or exceeds the specifications of Collins and Aikman vinyl-backed flooring.			

Requirements		C o m p l y	D e v i a t e *
5.7 Each unit shall have a permanent serial number affixed during the first stage of manufacturing with location indicated in the drawing package. Each complete section shall have a state Insignia of approval indicating the unit serial number and plan approval number located as indicated in drawing package.			
5.8 Factory-built buildings for public use shall comply with ADA requirements.			
5.9 Construction shall meet or exceed the most recent standards set in the Minimum Property Standards and the International Conference of Building Officials Uniform Building Code. Plumbing will meet the minimum standards of the latest edition of the International Association of Plumbing and Mechanical Officials Uniform Plumbing Code. Electrical lines, outlets, and Components will meet the latest edition of the National Electrical Code (NEC).			
5.10 Mechanical refrigeration must meet the standards of the Uniform Mechanical Code of the International Association of Plumbing and Mechanical Officials and International Conference of Building Officials. Copies of these codes are on file with the state agencies.			
5.11 Contractor shall bid a variety of floor plans and building styles (i.e., exterior design, roof type, ceiling type, etc.) are preferred.			
5.12 Contractor shall bid a variety of floor coverings. Various grades of carpet may be bid, but must have a minimum 28 oz commercial grade carpet with 10-year wear warranty by the carpet manufacturer. Floor coverings shall be priced by the square yard.			
5.13 Contractor shall bid a variety of window sizes, styles and types. Only high quality window hardware that meet or exceed the strictest state and local IBC requirements. Window options shall be individually priced.			
5.14 Contractor shall bid a variety of exterior and interior wall types and coverings. Exterior options may include stucco, baked on enamel, or 20-year exterior paint.			
5.15 Fire alarm fixtures may be bid including smoke, carbon monoxide and heat detector.			
5.16 Doors will include a standard 36" by 80" hollow metal 18 ga. welded frame, keyed lever set, ball bearing hinges, ADA approved closure, threshold, door bottom and weather-stripping. Exterior doors will be upgraded with continuous hinges and panic exit devices.			
5.17 Millwork and specialty items should include cabinets, marker boards, tack boards, and similar items. Bids must indicate the type of joinery available, the grades of wood used, and interior trim for cabinets.			

Requirements		C o m p l y	D e v i a t e *
5.18 Plumbing options must include handicap rest rooms, stainless steel sinks, hot water heaters, and drinking fountains. Only high quality water faucets and fixtures will be permitted.			
5.19 Electrical options should provide for additional electrical power, energy efficient lamps with electronic ballasts, intercom system wiring and equipment, energy efficient exterior light, and additional power outlets. Any low voltage cabling will be a minimum of category 5.			
5.20 Interior partitioning options for rooms shall be priced by the linear foot.			
5.21 HVAC units shall be the finest in the industry, energy efficient, and fueled in the most economical way. (When natural gas is available, it will be preferred to electricity for heating and cooling.) Heat pumps will only be used in climates that permit efficient operation.			
5.22 Delivery, installation, foundation, skirting, steps, ramps and other related costs must be part of your base bid proposal. These costs may be based on distance from manufacturer if noted.			
5.23 An optional anti-rat floor barrier consisting of 26-gauge galvanized steel may be available as an option.			
5.24 A coating of an environmentally acceptable agent may be sprayed on the underside of the building as a moisture barrier, rust inhibitor and for termite resistance.			
5.25 For places with high winds (such as Houston), a hurricane resistant design for windows, shutters, foundation and footing may be bid.			
5.26 All units should be available for the Agency buyer to rent, lease and/or purchase. Lease and/or rental terms shall not exceed a maximum of 5 years, or the term permitted by state law.			
5.27 Upon request, contractor shall dismantle existing factory built building and prepare it for safe relocation to another site. All work shall be accomplished in accordance with applicable codes, rules and regulations. The work shall include, but not be limited to the following: disconnecting building from utilities, disconnecting systems connections, as required, disconnecting building from the tie-downs, separating modules, attaching plastic to cover the open sides of the modules, removing tie-downs and foundation pads/adjustable piers.			
5.28 Unless otherwise directed by the Agency buyer, contractor shall dispose of tie-downs removed from the existing building and move foundation pads or adjustable piers to the new building location for re-use.			

Requirements	C o m p l y	D e v i a t e *
5.29 Contractor shall relocate existing factory-built building to new location in accordance w/codes, rules and regulations. The building shall be installed at the new location as specified below.		
5.30 Upon request, contractor shall provide, or cause to be provided, engineering and/or design work required to properly install and set-up the factory-built building. Properly licensed professionals shall perform such work.		
5.31 Contractor shall set factory-built buildings on appropriate temporary or permanent foundation systems. All foundation systems shall be accomplished by properly licensed professionals and comply w/codes, rules and regulations.		
5.32 Upon request, contractor shall provide, or cause to be provided, a concrete floor for any factory-built building to be installed by contractor. All such work shall be accomplished by properly licensed professionals and comply w/codes, rules and regulations.		
5.33 Contractor shall anchor factory-built buildings with tie downs in accordance w/codes, rules and regulations where required.		
5.34 Contractor shall reconnect building modules. Interior and exterior work associated with reconnecting the modules (i.e., repairing roofing and ceiling at the connection point, reconnecting ductwork, reconnecting utilities, etc.) shall be accomplished in a professional and workmanlike manner that complies w/codes, rules and regulations.		
5.35 Contractor shall connect, repair and perform alterations to water, waste, gas and electrical systems of all amperages to the proper on-site utility terminals provided by others per the terms outlined in "Other Work" in this IFB.		
5.36 Upon request, contractor shall provide, or cause to be provided, utility development, and connection, including electric, gas, waste, and water. Utility development and connection shall be from the factory-built building's connection(s) to the closest appropriate existing site connection(s). All such work shall be by properly licensed professionals and in compliance w/codes, rules, and regulations at the request of the customer per the terms of this IFB as detailed in the "Other Work" section.		

## **G. PRICING INFORMATION**

### ***Discount and Price Schedule By Region***

Bidders shall provide a discount and price schedule for modular buildings. Bidders shall use the schedules prepared in Part C, Section G, including the accompanying Excel spreadsheet.

Additional pricing and/or discounts may be included with the bid response, however only items covered by your bid response may be ordered by AEPA Agencies.

Please note that bid award will be based upon the buildings identified in the bid specifications. If building prices differ between AEPA Agency locations, include an explanation as to why those differences occur.

### ***Extended Warranty***

Provide Agency prices for all extended warranty plans.

### ***Shipping Charges***

Shipping charges must be clearly identified in the bid as detailed on top of price form for each region and must include cost for transport and travel for installation crews, etc.

### ***End and Center Sections, Wood Construction***

Provide Agency prices for your standard wood construction end and center sections. Do not include interior doors or walls. List the sizes offered and the price for each.

### ***End and Center Sections, Steel Construction***

Provide Agency prices for your standard steel construction end and center sections. Do not include interior doors or walls. List the sizes bid and the price for each.

### ***End and Center Sections, High Public Use***

Provide Agency prices for your high public use end and center sections. Do not include interior doors or walls. List the sizes bid and the price for each.

### ***Restroom Units, Wood & Steel Construction***

Provide a schedule of Agency prices for your standard wood and steel restroom units. For each unit, indicate:

- Building size
- Type (wood/steel)
- Number of sinks & toilet/urinals
- Agency price

### ***Options/Upgrades/Deducts***

Provide a schedule of options deducts and upgrades. Options may include materials, equipment and design. Include a description and unit price for each.

### ***Used Buildings/Existing Inventory***

Indicate if used buildings/existing inventory are bid as part of your proposal. If they are, indicate how Agency pricing will be determined for those units. If a discount off a published price list will be used, indicate the name of the price list and the percent of discount. Attach a copy of the latest price list that would reflect the formula of discount for the used buildings.

### ***Destination/Delivery Charges***

Provide destination charges for delivering buildings to the Agency or member's site. Because buyers will potentially be located in multiple states, charges will differ.

**Performance Bonds**

Indicate the additional cost, if any, to provide a 100% performance bond, when required by state law or requested by the Agency or member. Cost shall be listed as a percentage of purchase price and will be paid by agency.

**Additional Charges**

Indicate any additional charges that might apply under an awarded contract. Provide a description and price for each. (Various states have laws that may require specific charges or labor rates.)

**Operating Leases**

Provide the payment factor for determining monthly payments on operating leases (i.e., .0175 times purchase price). If there are multiple payment factors, list all payment factors and the contract term for each. (This may differ by state.)

**Purchase Financing**

Indicate if financing of purchases is available through the manufacturer or a third party. Indicate the applicable interest rate at the time of proposal submittal. Indicate the percentage to be indexed to U.S. Treasury Bills to determine the interest rate at the time of financing. Indicate if the interest rate will change because of transaction size, bank qualification status, 501C(3) status, etc, and provide the relevant information for each of those changes (change in percent to be indexed to U.S. Treasury Bills, etc.). Indicate how long a rate quote will be firm.

**Delivery Time**

Indicate the number of days for delivery after receipt of a purchase order from Agency as detailed on price form for each region.

**Modification**

Pricing for installation, alteration, repair and relocation of factory-built buildings by a licensed and bonded master installer is required. Bidders shall provide a discount and price schedule for the things below. Bidders may prepare their own schedules. However, all price schedules shall follow the format, and provide the information listed above. Additional pricing and/or discounts may be included. Bidders may NO BID items such as relocation of existing buildings and shade structures.

**Preparing Existing Factory-built Buildings for Relocation**

Provide Agency prices for dismantling existing factory-built buildings and preparing them for relocation to new sites. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services.

**Relocation of Existing Factory-built Buildings**

Provide Agency prices for relocating existing factory-built buildings to new locations. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services associated with the move. Include the following as a minimum:

- Flat rate or cost per mile to transport the factory-built building (price per module, if applicable)
- Cost(s) for escort vehicles, as required
- Cost(s) for permits, etc., as required
- Other charges, as required

**Installation of Factory-built Buildings**

All items listed within this bid request must include installation as part of your bid response on the price pages provided in section C. If non-standard product is provided as part of your bid response please provide Agency prices for installing these factory-built buildings. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Include the following as a minimum:

- Installation and set-up charge (per module, if applicable)
- Other charges, as required

**Foundations**

All items listed within this bid request must include foundation as part of your bid response on the price pages provided in section C. If non-standard product is provided as part of your bid response please provide Agency prices for furnishing and installing foundations for factory-built buildings. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Include the following prices as a minimum:

Temporary foundation (i.e., concrete block footings and/or adjustable piers)

Permanent foundation (concrete, per all code requirements)

**Tie-downs**

All items listed within this bid request must include required Tie-Downs as part of your bid response on the price pages provided in section C. If non-standard product is provided as part of your bid response please provide Agency prices for furnishing and installing tie-downs for factory-built buildings. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Include the following prices as a minimum:

Temporary (auger and/or cross bar type)

Permanent (welding to metal plates in permanent foundations)

**Utility Development and Connection**

Provide Agency prices for furnishing and installing the materials and services necessary to complete utilities connections from the factory-built building to the closest appropriate existing connections. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Specify any contingencies associated with this work. Include the following prices as a minimum:

Electrical sewer/wastewater

Natural gas or propane water

**Skirting**

All items listed within this bid request must include skirting as a component of your foundation as part of your bid response on the price pages provided in section C. If non-standard product is provided as part of your bid response please provide Agency prices for furnishing and installing the materials and services necessary to provide skirting around the factory-built building. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Specify types available and the cost for each. Include the following prices as a minimum:

Wood skirting

Metal skirting

**Ventilation and Access Assemblies**

All items listed within this bid request must include the required ventilation as a component of your foundation as part of your bid response on the price pages provided in section C. If non-standard product is provided as part of your bid response please provide Agency prices for furnishing and installing the materials and services necessary to provide ventilation and access assemblies to crawl spaces. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Specify types available and the cost for each. Include the following prices as a minimum:

On grade

Sub grade

**Shade Structures**

Provide Agency prices for furnishing and installing the materials and services necessary to provide shade structures that are attached to the factory-built building. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all

materials and services including engineering. Specify types available and the cost for each. Include the following prices as a minimum:

Wood & Metal

### **Engineering, Design and Drawings**

Provide Agency prices for furnishing the engineering, design and drawing services associated with installation of the factory-built building. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Specify contingencies and the cost for each.

### **Site Work**

Provide Agency prices for furnishing and installing the materials and services necessary to provide site work associated with installation of the factory-built building. Work shall be in accordance with the specifications and scope of work contained in this IFB. Pricing must be complete, and include all materials and services. Specify contingencies and the cost for each. Include the following prices as a minimum:

Excavation	In-fill
Concrete sidewalks	Asphalt sidewalks or fire lanes
Landscaping	other applicable site work services

### **Other Work**

Provide Agency prices for furnishing and installing the materials and services necessary to provide other work associated with installation of the factory-built building. Work shall be in accordance with applicable codes, rules and regulations. Pricing must be complete and include all materials and services. Specify contingencies and the cost for each.

**Rather than listing prices for all potential “other work”, an index such as Means Cost Data 2006 may be offered. End column pricing should be used and division I items need to be excluded. Please include coefficients for regular hours as well as after hours/holiday/weekend work.**

Pricing for exterior and interior modification of the modular buildings and site work will be priced under this contract using the Unit Price Book (UPB). The UPB is the current edition of *RSMEANS Facilities Construction Cost Data*, supplemented by the current editions of *Building Construction Cost Data*, *Repair and Remodeling Cost Data*, *Electrical Cost Data*, *Mechanical Cost Data*, *Heavy Construction Cost Data*, *Plumbing Cost Data*, *Interior Cost Data*, *Site Work & Landscape Cost Data*, and *Concrete & Masonry Cost Data*.

A coefficient will be applied to the unit prices in the UPB. The coefficient is the multiplier (i.e., .85) that is applied to all UPB prices to determine member's purchase price. The coefficient must contain all costs other than those contained in the UPB including, but not limited to, the direct cost of doing the work, overhead and profit.

The city cost index may be applied to the unit prices in the UPB to determine member's purchase price. The city cost index needs to be identified if used in submitted pricing. Please identify if city cost index will be used for all cities or some cities, and if used which divisions does it apply to.

UPB Division 1 sections before 01530, Temporary Construction, are excluded from the contract, except as specified below. Cost for such items shall be included in coefficients. Member may approve specific exceptions caused by unusual and unforeseen circumstances.

The following UPB Division 1 items are allowed, when the specified work is required or authorized by the member:

01250-400-0500 through 1750	01310-700-010 through 0290
01450-500-0010 through 8000	01107-100-0011 through 0150
01510-800-0010 through 0700	

The current edition of RSMeans Facilities Book Division 2, Sections 02200-02965 for site work that is a part of an installation or relocation of modular building project is the approved contract Unit Price Book.

Contract pricing shall be based upon a coefficient to be applied to an approved Unit Price Book (UPB).

Contract pricing should identify city cost index, if used for RSMeans pricing.

Contract pricing shall be based upon a coefficient to be applied to an approved Unit Price Book (UPB).

The UPB shall be the current edition of RSMEANS Facilities Construction Cost Data. Use of current editions of RSMEANS Building Construction Cost Data, Repair and Remodeling Cost Data, Electrical Cost Data, Mechanical Cost Data, Heavy Construction Cost Data, Plumbing Cost Data, Interior Cost Data, Site Work and Landscape Cost Data, Concrete and Masonry Cost Data, is allowable if the appropriate line item is not found in the Facilities Construction Cost Data.

The Weighted Average City Cost Index for the city closest to project location and the prices in "Total, include O & P" column in the applicable UPB shall be used for project costing. The total value of applicable line items and quantities shall be multiplied by the appropriate city cost index and the specified coefficient to determine the lump sum cost of each job.

Contractor shall provide member with an itemized project cost prior to starting any job. Project cost shall include:

- UPB Name
- UPB Date
- Date of quote
- Line number
- Item number
- Item description
- Number of units
- Unit price
- Total line cost
- Line items Subtotal
- Coefficient amount
- Grand total
- Provide city cost index, if used

Items that cannot be found in the UPB or other approved RSMEANS cost data index are considered "non pre-priced" items. If the UPB or other approved cost data index contain an item that is basically the same in form, fit and function, it may be used to price a non pre-priced item. If such pricing is used, substantiating rationale and documentation shall be included in the line item cost sheet. If like items cannot be found in the UPB, contractor shall obtain three written quotes for a non pre-priced item and submit the quotes to AEPA member. AEPA Member shall determine the most appropriate quote to use for adding the item to the UPB. Upon approval from member, the non pre-priced item shall become part of the UPB and available for any job.

Contractor shall not provide a new item unless and until AEPA member approves it. A coefficient to be applied to the cost of non pre-priced items shall be provided. Coefficients shall be provided for normal business hours (M-F, 7 a.m.-5-p.m.) and "other" hours (after hours, weekends, holidays, etc.). "Other" hours shall only be worked with prior approval from the member representative.

Coefficients shall include all costs associated with performing the work contained in the UPB. Such costs include, but are not limited to the direct cost of doing the work, labor, overhead, general and administrative, profit, project office expenses, mobilization and close-out costs, insurance, compliance with environmental and other applicable laws, protective clothing and equipment, traffic and work site barriers, computer systems and software, vehicles, maintenance and fuel, and all contingencies connected to performing the work. No additional payment shall be allowed for these items.

Bidder shall specify in the bid what additional types of costs are included in the coefficients. Labor, equipment and material prices shall be adjusted in accordance with the prices in each new edition of the UPB. Adjustments shall be to the UPB only. No adjustment shall be applied to cost items comprising the coefficient. No upward adjustment shall apply to job awarded prior to effective date of the adjustment, regardless of the date of commencement of work. All prices in the UPB are for completed-in-place construction unless explicitly described otherwise. Waste or excess material quantities are incidental costs, which are included within the coefficient unless explicitly stated otherwise. Quantities used on individual jobs shall be taken from field measurements or design plans, as appropriate, without allowance for waste.

Labor, equipment and material prices shall be adjusted in accordance with the prices in each new edition of the UPB. Adjustments shall be to the UPB only. No adjustment shall be applied to cost items comprising the coefficient. No upward adjustment shall apply to job awarded prior to effective date of the adjustment, regardless of the date of commencement of work. All prices in the UPB are for completed-in-place construction unless explicitly described otherwise. Waste or excess material quantities are incidental costs, which are included within the coefficient unless explicitly stated otherwise.

Quantities used on individual jobs shall be taken from field measurements or design plans, as appropriate, without allowance for waste.

#### **Additional Charges**

Indicate any additional charges that might apply under an awarded contract. Provide a description and price for each.

(End Part C)