



**Bid Information Package –**

**Greystone Place – Grain Valley, MO**

**Four 4-Plexes – 16 Total Units**

**Bids Due- September 8, 2009**

**SUBCONTRACTOR REQUIREMENTS-**

**1. Worker's Comp and Liability Insurance Required**

We require all subcontractors to provide insurance at least in the amounts listed below:

**WE DO NOT ACCEPT WAIVERS FOR WORKERS COMP.**

**GENERAL LIABILITY:**

General Aggregate - \$2,000,000  
Personal & Adv. Injury - \$1,000,000  
Each Occurrence - \$100,000  
Fire Damage - \$100,000 (any one fire)  
Med. Expenses (any one person) - \$5,000.

**WORKMAN'S COMPENSATION &  
EMPLOYERS LIABILITY:**

Each Accident - \$500,000  
Disease – Policy Limit - \$500,000  
Disease – Each Employee - \$500,000.

**ALL INSURANCE CERTIFICATES MUST NAME WOODCO AND THE OWNER AS ADDITIONAL INSUREDS.**

**2. We hold 10% retainage until the end of the project.** Once the architect has certified the project complete, each sub must provide lien waivers from all of their suppliers, As-Built drawings and warranty information before retainage will be released.

**3. Monthly progress payments will be made if invoices are received by the (to be determined) day of the month at our Republic office, and will be paid by the (to be determined) day of the following month.**

**4. 12 Month Warranty Period -** We expect subcontractors to warranty all of their work and equipment for twelve months following completion of the project.

**You must have a fax machine and a cell phone or pager so that we can contact you quickly when needed. We prefer to use Email for correspondence.**

## **WORKING WITH WOODCO, INC.**

Woodco's, main focus is to provide a great final product to the Owners. In order to do this, we must build strong working relationships with our subcontractors. Our staff is always available to answer questions and work out details. Here's more about the specifics of working with Woodco:

**1. Safety** - We strive to run safe, clean jobs. We have developed formal safety rules and procedures through our alliance with Brittney Inc., who will periodically inspect our jobsites and provide insight into keeping our jobs as safe as possible. A copy of our safety program book is available for your review at our main office.

**2. Separate accounts** - subcontractors who are supplying materials must set up separate accounts with all suppliers for this project. Woodco will monitor the accounts monthly to make sure all balances stay current. Supplier lien waivers need to be submitted with monthly draw applications beginning with subcontractors draw #2 showing materials paid through the previous month (lien waiver form included with subcontractor documents).

### **3. Billing Requirements –**

A. Contracts will be issued for all contracts \$5,000 or over.

B. If awarded the contract, you must provide us with a schedule of values that you will be billing against. This makes it easier for all of us.

C. Materials stored on site can only be billed under the following circumstances:

- You must notify us by the \_\_(to be determined)\_\_\_ day of the month of your intent to bill for materials
- You must provide bills of lading or delivery tickets for all materials to be included
- The architect or Owner will come and physically inspect those materials before approving your pay request.

D. Materials stored off-site can only be billed under the following additional circumstances:

- The materials must be stored physically together and separated from the rest of your stock by the \_(to be determined)\_\_ day of the month
- The materials must be clearly marked with the job name
- Photos of off-site materials must be submitted with subcontractors draw application
- Subcontractor must submit an insurance certificate specifically showing coverage for those materials stored on your site

**4. Punch List Completion** - It is to our benefit to turn over buildings to the Owner as quickly as possible. For this reason, we are very strict when it comes to punch lists. Subcontractors will be notified by fax of items, and then have 72 hours to complete those items. If you take longer than that, you will be fined \$500.00 per day per building until completed. (It costs us much more than \$500 for each day we have to delay turnover. If you provide clean, high quality work throughout the job, you shouldn't have many items on the punch list.)

**5. Clean up Your Own Mess** - All spoils and waste you create are your responsibility to remove. A dumpster is provided next to the buildings. Woodco will charge you \$45 per man-hour if we have to clean up your area for you.

**6. Wages** - All subcontractors, mechanics, third party contractors, agents or other parties must adhere to all applicable labor laws and requirements set forth by the State of Missouri.

## BIDDING INFORMATION

This is a contracted project, and Woodco, Inc. is the General Contractor. Construction is expected to begin December 2009. All bids should be sent to Woodco at PO Box 350, Republic, MO 65738; Fax 417-695-2104 or e-mail to [rmiller@woodco.info](mailto:rmiller@woodco.info).

**ALL Bids are due no later than 5 pm September 8, 2009.**

All bids are considered "as per plans and scope of work". No extras will be allowed at a later time for things you may have missed. ***Any Scope of Work or other information provided does not relieve the subcontractor of reading the plans and Specification Book and including all of these items in their bid, and will be held responsible to complete the project as per plans.***

**You must use the enclosed Bid Sheet and fill it out entirely with your detailed quote attached.** Incomplete bids will be returned. The owner reserves the right to reject any or all bids.

Results of the bidding will not be immediately available. We will contact everyone when we are ready to award contracts. Please do not call our office for results of the bid. Direct questions concerning your bid to Dolph Woodman 417-695-2100, ext. 105.

**Plans are also available for viewing at the following locations:**

**Bid Clerk at [www.bidclerk.com](http://www.bidclerk.com)**

**Dodge Room at [www.fwdodge.com](http://www.fwdodge.com)**

**Reed Construction Data**

**Phone: 630-288-7964**

**[www.reedconstructiondata.com](http://www.reedconstructiondata.com)**

**KC Builders Association**

**632 West 39<sup>th</sup> Street**

**Kansas City, MO 64111**

**Woodco, Inc.**

**[www.woodco.info](http://www.woodco.info)**

**P.O. Box 350**

**Republic, MO 65738**

**Phone: 417-695-2100**

**NACCC**

**425 East 63<sup>rd</sup> Street**

**Kansas City, MO 64116**

**816-699-2100**

# 1) Form of Proposal –Greystone Place, Grain Valley, MO

**Reminder – bid sheet must be filled out entirely and received by September 8, 2009. Fax bid to Woodco, Inc at 417-695-2104, Or e-mail to rmiller@woodco.info, or mail to P.O. Box 350, Republic, MO 65738**

We hereby submit our proposal for the following scope(s) of work \_\_\_\_\_ for the construction of the project entitled "Greystone Place". Having carefully examined the contract documents, including the Instruction to Bidders, Form of Proposal, Specifications, Plans and Drawings, and Addendum Numbers \_\_\_\_\_ (Subcontractor shall insert the identifying number of each addendum received and by so doing acknowledges receipt of said addendum) and having visited the site and examined all conditions affecting the work we hereby propose to furnish all labor, equipment and services required for completion of the entire work in accordance with the contract documents for the following stipulated sum: **\*Please Attach a Detailed Price Quote**

\$ \_\_\_\_\_

**Price Per Building \$** \_\_\_\_\_

Number of Employees you will staff for this project: \_\_\_\_\_

Days Required to Complete Each Section of Work (i.e. rough in, finish etc.): \_\_\_\_\_

### **Bidder's Declaration:**

The bidder declares that he has had an opportunity to examine the site of the work and that he has examined the contract documents therefore and that he has carefully prepared his bid upon the basis thereof and that he has carefully examined and checked this proposal and the materials, equipment and labor required there under, the cost thereof, and his figures therefore, and hereby states that no mistake or error has occurred in this proposal or in the bidder's computations under which the proposal is based, and the bidder agrees that he will make no claim for reformation, modification, revision, or correction of this bid after the scheduled closing time for the receipt of bids.

### **Bidder's Certification:**

The bidder hereby certifies:

That this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.

That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.

That he has not solicited or induced any person, firm or corporation to refrain from bidding, and

That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the owner.

Company Submitting Bid: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Authorized Company Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **BID COMPLETION CHECKLIST**

Before you email, fax or mail your completed Bid, please take a moment to go through the checklist below to ensure that you have all information as required.

All Subcontractors must:

- Your insurance meets Woodco requirements. Submit a copy of your insurance certificate with your bid.
- Your Bid is filled in as required with a Detailed Price Quote attached.
- Your Bid is submitted per building
- Return completed and signed W-9 for your firm.

Once your Bid Proposal is complete please Email, Fax or Mail to:

[rmiller@woodco.info](mailto:rmiller@woodco.info)

Fax: 417-695-2104

Woodco, Inc.  
P.O. Box 350  
Republic, MO 65738