

# 2.2

## PROCEDURAL MEMORANDUM

Date:

APN Number:

To:

To:

Project Location or Address:

### GENERAL TOPICS

#### PURPOSE

This Procedural Memorandum is intended to clarify any questions about "who does what". They supersede instructions of other bid documents only as they may relate to who furnishes and/or installs specific materials, equipment, fees and services.

This document will become part of the final contract agreement if you are the successful bidder. Submittal of your proposal, without qualifications, implies that you have accepted all the conditions contained in this document.

#### WORKING HOURS

Standard Hours of Work Shall be between  and

Any contractor who needs to work outside of the established hours of work other than stipulated above must have the written approval of PURCHASER's Superintendent and shall be wholly responsible and liable for site security until the next regular hours of work.

All material shipments to the job site must be arranged 48 hours in advance with the Project Superintendent. Contractors are responsible for providing flagmen, if required.

#### INSURANCE

Prior to the start of work, all required insurance's must be in effect and certificates must be received by PURCHASER. The Certificate of Insurance shall be in forms and of limits as specified in the Contract Documents and/OR contract.

#### PAYMENT REQUESTS

All payment requests must be received by the  day of the month Or as follows:

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#### LIEN WAIVERS AND RELEASES

- If checked Purchaser will not process payments without receiving Lien Releases
- See attached procedure for submitting Lien Waivers and Releases
- Lien Waivers and Releases are required for this project
- Lien Waivers and Releases are not required for this project

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**SUBMITTALS AND SUBSTITUTIONS**

All materials, products, shop drawings, fabrications, manufactured items and equipment will be submitted for the

Submittals should be forwarded to PURCHASER in the following number of copies:


**SAMPLE  
VERSION**

**TIMELINESS:** Prompt forwarding of submittals is required. It is the respective service providers responsibility to provide the required submittals pursuant to the construction schedule allowing for one week review and approval of the submittals. Delays in the construction schedule due to untimely submittals is unacceptable.

**SUBSTITUTIONS:** It is essential that all substitution requests be submitted **within the first**  **days of signing the contract** . Any request for substitution must be marked clearly as a **Request for Substitution**. Any submittal not conforming to the Plans and Specifications or not identified as a substitution will be rejected. Any loss of time or adverse impact on the schedule because of late, incorrect or incomplete submittals will be charged to the contractor.

**PROJECT SCHEDULE**

The Project Schedule shall be posted or placed in a conspicuous place at the job site or as follows:

**Purchase and**

**JOB CONDUCT**

A copy of any contractor's job site injury and illness Prevention Program, as required under the respective project State County or City regulations are  Required  Not Required for this project.

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The following are prohibited on this Project Job Site:


Contractors must comply with the respective project State, County, or City Hazardous Communications Requirements.

**SAFETY MEETINGS AND ACCIDENTS**

All accidents should be reported to the:

Said accidents should be reported at the time of the accident.

Each contractor should hold at least  safety meeting per

All Contractors using flammable liquids, cutting torches, welders, etc., should furnish their own fire extinguishers for the work.

EMERGENCY fire extinguishers should be placed in the open.

Traffic control, if required, will be the responsibility of:

**PROTECTION OF THE WORK DURING CONSTRUCTION**

Each contractor or service provider shall provide protection to existing and new surfaces that may be damaged by their work. Any damages that occur must be restored to new or better than the new condition at the cost of the Contractor.

**LAWS AND CODES**

All work shall be performed under and in accordance with all applicable governmental codes and requirements, trade practices, and respective facilities rules and/or regulations.

Each contractor or service provider shall pay all taxes or contributions levied by any governmental or other authority on any materials, supplies, labor or equipment, or the use or sale or installation thereof, and the same shall be deemed to be included in the contract price and other costs shall not be entitled to any payment from purchaser on account thereof.

**GUARANTEE**

Guarantee all materials and workmanship for at least  (  ) year from the :

**VERBAL COMMITMENTS**

PURCHASER will not honor any requests for payment for additional work unless such request is accompanied by a written order signed by an authorized PURCHASER representative.

**BOND**

Do not include the Cost of the Bond(s) in your Base Bid.

Include the Cost of the Bond(s) in your Base Bid.

**FEES**

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**METERS**


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**ITEMS FURNISHED BY OTHERS**


**PERMITS**


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**PRE-ORDERED ITEMS**

A pre-ordered item such as materials or equipment have been ordered but have not been paid for. Include the cost of the following items in your bid included shipping and handling.

ITEMS	COST
<b>SAMPLE</b>	

**CUTTING AND PATCHING**

Cutting, framing, patching and/or sealing of all required openings in roofs, floors, walls, ceilings and fixtures such as cabinets will be done by the contractor requiring the openings. Arrangements will be made by that contractor for others to do the work at his sole cost and expense. (EXCEPTION Drywall contractors must cut and frame all necessary openings in drywall ceilings.)

**ROOF FLANGES, ROOF JACKS AND PITCH POCKETS**

Each contractor requiring roof penetrations must include in their bid the costs necessary for any flanges, flashing, framing, pitch pockets and sealing as may be required. (EXCEPTION In the case of existing facilities it is strongly recommended that the building owner be contacted for the name of his roofing or roofing maintenance contractor).

**ALLOWANCES**

If allowances are indicated in the specifications or bid documents, include them in your bid and state the amount included

**SITE INSPECTIONS**

If a site inspection is required by submission of a Bid or Proposal, you acknowledge that you are familiar with the job site conditions affecting the work. Should your investigation of the job site reveal conditions contrary to the plans, specifications or scope of work, you must advise Purchaser in writing prior to or when submitting your bid. Failure to do so will not relieve you from completing the work as shown or required.

**HVAC (Heating, Ventilation, Air Conditioning)**

HVAC contractor will include the supply and installation of the following:


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## UNLOADING

Each contractor must include costs for unloading, storing and distributing material furnished for his use, whether furnished by **himself** or **others**.

## STORED MATERIALS

Any stored materials shall be identified and/or labeled with the following information:

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<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

## EXCAVATION AND RELATED CUTTING AND PATCHING

Contractors will include costs as may be necessary to install any under slab or underground plumbing, mechanical or electrical material and will back fill, tamp and compact excavated areas as necessary. When this work is required under or in existing slabs contractors will include costs for saw cutting (electric saws only if in building interiors), concrete chipping, concrete removal, and concrete patching.

## DEMOLITION

Electrical, HVAC, Plumbing and Sprinkler contractors must include all demolition that pertains to their trade. Any architectural demolition, such as walls, ceilings and floor covering, will be performed by **PURCHASER** unless specifically specified otherwise.

## EARTH QUAKE CODES

Each contractors or supplier will include costs as may be necessary to install any seismic bracing, compression struts, hangers, and suspension devices deemed necessary by building codes for their respective fixtures, equipment, or systems installation. **For example**, lighting fixture support wires shall be by electrical contractor and suspension ceiling system wiring will be by Ceiling contractor, etc.

## HOUSE KEEPING AND CLEAN UP

Each Contractor is responsible for clean up and removal of all debris created by his work. Said clean up and debris removal must be provided on a daily basis. Debris boxes:  Will  Will Not be provided

## SPECIAL INSTRUCTIONS

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