



Great Southern Region

McDonald's USA, LLC
3350 Players Club Parkway, Suite 250
Memphis, TN 38125
(901) 748-0366
Fax: (901) 748-3701

INSTRUCTIONS TO BIDDER:

Date: September 12, 2014
From: Armen L. Parker - Area Construction Manager
To: GC
Re: McDonald's New Construction Project
NSN 36839 / Site ID 41-1135
Winchester Blve & Malco Way
Memphis, TN 38127

Bid Due Date/Time: October 1, 2014 10: 00 AM

Bid Submittal: armen.parker@us.mcd.com
loy.taylor@us.mcd.com,
jane.fenasci@us.mcd.com

Gentlemen:

You are invited to bid on the above construction project. Each package consists of documents listed in the attached "ATTACHMENT A" BID DOCUMENTS:

You will receive the bid form (PCA) file via email. The bid will only be accepted in this format.

Please review all of this information carefully in preparing your bids. You are also encouraged to visit the location and familiarize yourselves with the existing conditions.

***** BID IS DUE NO LATER THAN OCTOBER, 1, 2014 10AM *****

10/1/14	BID DUE
10/13/14	ORIENTATION MTG
10/19/14	PRE-CONSTRUCTION MTG
10/20/14	GB Construction Start
1/27/15	TURNOVER

To be qualified and for your bid to be accepted the following criteria must be met, any bid not meeting the following criteria, will be disqualified:

1. Bid package must be submitted prior to the specified date and time, in the specified format.
2. Bid package must include a proposed commitment for the number of days for the construction schedule. Ground break to turnover. Not to exceed 90 days
3. A statement that any and all addendum(s) have been included in the bid.
4. A statement of the percentage for Overhead & Profit (OH&P) for change orders.
5. The awarded contractor is required to provide a co-signed set of plans to ACM at the Pre-con.
6. Bid notes that exclude items, should only exclude items that are not clear on the plans and you could not get answered by me. If you exclude anything that is clear, your bid will be rejected and considered void. If you need clarification on this, please contact me to discuss.
7. **A signed copy of this bid letter, with each page initialed. This can be scanned and emailed back to me with the bid.**

A. Closed Bid:

Please be advised that all McDonald's projects are to remain a CLOSED BID. General Contractors will not be allowed to publish any documentation regarding these projects to any type of service, which solicits subcontractors (i.e. builder's exchange, bid rooms, green sheets, dodge report, etc.) Any contractor who does not adhere to this policy shall be subject to immediate removal from the approved bid list at McDonald's sole discretion.

B. Cost Breakdowns:

The bidder is required to breakdown the lump sum quotation on the PCA bid sheet as required. (Bids will not be accepted without the unit cost breakdown completed on the correct bid sheet.)

C. Time:

The project shall commence within (5) calendar days after Contractor's receives the Notice to Proceed. The overall project shall be completed on or before the proposed committed number of days from the commencement of the work. Week-end and Holiday time should be included in the schedule.

D. Project Schedule:

Your bid proposal will be based upon the time listed above in paragraph "C". The bidder warrants that the subcontractors have prepared their quotations based upon the manpower requirements needed to fulfill the project completion as outlined in the provided schedule. Once the project starts, the General Contractor will display an updated schedule in the job trailer at all times during the project, as well as provide copies to the McDonald's Area Construction Manager. The construction schedule is defined as from the start day of demolition/construction to turnover day of the building to McDonald's.

Turnover will be defined as 100% completion of work by the General Contractor. Typically, this schedule begins on a Monday and concludes on a Friday. The schedule is inclusive of weekends, Holiday's, i.e. calendar days. The opening day will be after turnover during the following week. You will need to anticipate having a minimal work force present between turnover date and opening date to take care of any construction items that may occur prior to opening. The electrician will be required to be on site from breakfast opening to lunch turnover. If restaurant opens for lunch, then the electrician will be required to be onsite for 5 hrs after open.

E. **General Contractor's Progress Report:**

General Contractor will follow protocol with regard to Project Management requirements for all onsite meetings, including but not limited to, provide Progress Report meeting notes along with digital photos to the respective McDonald's Area Construction Manager and all meeting attendees. As well as providing progress updates every Friday through the duration of the project. In addition to updating the estimated and actual dates as noted, this report should also detail any project anomalies that occurred during the week. For example, "it rained on the following dates", or "a field inspector is requiring a specific change that will result in a change order", etc. It is important to note that General Contractor draws can be withheld if the progress reports are not updated and submitted.

F. **Subcontractors:**

The General Contractor will provide a list of all subcontractors used to bid the project when he or she returns the bid back to the Area Construction Manager. This list shall contain sub-contractors company names, mailing addresses, phone numbers, and contact names. The contractor will notify the Area Construction Manager via e-mail of any changes or additions to this list during the job. It is important to note that the General Contractor draws can be withheld if the progress reports are not updated and submitted. All questions and/or concerns by a subcontractor during the bidding process and/or the construction project, should be directed to and addressed by the General Contractor only. Please advise the subcontractors or potential subs that they are not to contact the McDonald's ACM directly.

G. **Addendums:**

During the bidding procedure, addendums may be issued revising the work called for on the drawings and specifications. The work called for in the addendums shall be included in the proposal price and so noted.

H. **Reservation:**

McDonald's reserves the right to reject any, or all, bid(s) and award the Contract to other than the low bidder. **Selection of the contractor will be based on construction cost, projected time for completion, completeness of bid package, and past experience.**

I. **Superintendent:**

The Contractor is required to provide a Job Superintendent, and said person shall be on the job site at all times that work is on-going from beginning to completion of construction. Owner shall have the right of approval of Contractor's Job Superintendent. Owner requires that the same superintendent be on

the project from start to finish unless previous approval is obtained from the McDonald's Area Construction Manager.

J. **Pre - Bid Jobsite Visits:**

The General Contractor shall visit and inspect the subject project location and building interior. It is the responsibility of the General Contractor to notify the McDonald's Area Construction Manager of anything him/her witnesses which conflicts with the plans and specs sent out to bid. Further, if clarifications are required to the work scope or limits of construction, it is the responsibility of the General Contractor to request such clarification in writing via e-mail. Change orders will not be accepted for discrepancies in the plans that could have been clarified during the bid stage.

K. **Equipment:**

General Contractor is responsible for all material, labor and installation. McDonald's will not supply any materials for this project not listed in the Spendsmart Project Detail. General Contractor will be responsible to insure that all building systems are complete and operational.

Stipulations:

1. Bid must incorporate the PCA format and can be submitted electronically via email or cd format, to Armen L. Parker in the Great Southern Regional Office, and Jane Fenasci. PCA GC Input forms will be **electronically transmitted by Jane Fenasci.**
2. Start date for this project is scheduled for **OCTOBER, 20 2014. Substantial completion of this project must occur on or before JANUARY 27, 2015.** The schedule will be reviewed as a qualification prior to final negotiations.
3. Bid will conform to the following documents:
 1. Project Manual for 2008 Building Program, Copyright 2008, Issue date January 2008.
 2. Documents listed on the ATTACHMENT A provided
 3. Great Southern Region Construction Brochure 2015
4. McDonald's will submit plans to the City for plan approvals. Any permit, utility tap, demo and any other assessment fees to the local authorities should be included in the bid. The successful bidder will obtain and purchase all remaining building and demolition permits, including sub-contractors. This cost will be included as part of your bid.
5. Adequate work crews must be committed to this project to make up for work days lost to inclement weather and/or Holiday time. This work is to be supervised at all times and the schedule of the project must be met.
6. Bid will be compared on the total combined estimate for building and site costs. McDonald's USA, LLC withholds the right to award the bid based on not purely bid cost, but will also consider past experience and schedule to award the bid. Estimator must use bid notes for consideration of any discrepancies or alternates.

7. Regional standards, as called out on the attached "Regional Standards" document, will also be included as part of the bid.
8. Submit with bid a percent of OH&P for material change orders.
9. It is the responsibility of the contractor to review all information and bid accordingly. If there are discrepancies, or questions, the bidder will notify Armen Parker at the Great Southern Regional Office, in writing, or via e-mail (armen.parker@us.mcd.com). If you have any questions, please contact me at (901) 215-2256 or cell phone (901) 500-7234
10. The bid shall include vapor barrier installed from floor to deck between the block wall and furring – no exceptions unless plans show otherwise, if applicable.
11. The Thru-wall membrane flashing will be required per detail 3/A5.0 on sheet A5.0 – no exceptions, if applicable.
19. The only authorized person to request a change order will be Armen Parker, ACM. All change orders must be signed by the McDonald's USA, LLC Area Construction Manager prior to the work commencing. If work commences prior to work being authorized by ACM, McDonald's USA, LLC withholds the right to refuse approval of change order.
20. GC will be required to keep one set of all construction documents in job trailer and any changes to the plans will be shown in red ink and initialed by McDonald's USA, LLC Area Construction Manager and contractor's representative.

If you choose not to bid the contract on this project, you must notify me immediately, in writing, of your choice not provide a proposal.

**** The construction schedule is defined as from the start day of demolition/construction to turnover day of the building to McDonald's. Turnover will be defined as 100% completion of work by the General Contractor. Typically, this schedule begins on a Monday and concludes on a Friday. The schedule is inclusive of weekends, Holidays, i.e. calendar days. You will need to anticipate having a minimal work force present at turnover to take care of any construction items that may occur prior to opening.***

* Note this document will become an exhibit in the contract if awarded project.

Regards,

Armen L. Parker
Area Construction Manager
McDonald's USA, LLC
3350 Players Club Parkway, Suite 250
Memphis, TN 38125