

00 21 13 – Instructions to Bidders

1. General

- A. Duke University uses the current editions of the American Institute of Architects (AIA) documents applicable to bidding requirements, contract forms, and conditions of the contract with modifications.
- B. The bidding requirements consist of the following documents:
 - 1. Invitation to Bidders
 - 2. AIA Document A701 – Instructions to Bidders
 - 3. Supplementary Instructions to Bidders
 - 4. Form of proposal
 - 5. Mechanical, plumbing and electrical subs to be pre-qualified by Construction Administrator.
 - 6. The contract forms consist of the following documents:
 - 7. AIA Document A101 – standard form of agreement between owner and contractor (stipulated sum)
 - 8. AIA Document A111 – standard form of agreement between owner and contractor (cost of the work plus a fee)
 - 9. AIA Document A107 – abbreviated form of agreement between owner and contractor (stipulated sum)
 - 10. AIA Document A117 – abbreviated form of agreement between owner and contractor (cost of the work plus a fee)
 - 11. The conditions of the contract consist of the following documents:
 - 12. AIA Document A201 – general conditions of the contract for construction
 - 13. Supplementary general conditions
 - 14. Bid bond, performance and payment bonds as required by the owner
- C. The AIA documents shall be furnished by the Owner. Current modifications and other documents are to be obtained from Assistant Director, Facilities Management

Department Office of Project Management (FMD-OPM) in the form of a hard copy and/or an electronic copy.

1. For all design work for Duke University and the Duke University Health System, planners, designers, and engineers shall confer with the as-appropriate Facilities Management Department (FMD), Medical Center and Health System Architect (MCHSA) and/or Facilities Planning Design and Construction (FPDC) regarding the applicability of the FM Global Standards (Duke Insurance carrier) in relation to these Design Guidelines and applicable local codes.
2. The University may provide available information in electronic format. These computer-based data/files are the property of Duke University.