

Site & Building Specifications:

The Board shall accept as minimum standards such site and building specifications as issued by the Iowa Department of Education and all governing bodies having jurisdiction. The Board may adopt additional standards over and above the specifications issued by the Department of Education as it deems necessary and beneficial to the College.

Acquisition of Sites and Buildings:

The President shall present for Board approval the acquisition of all sites and buildings prior to any action concerning the same.

Selection of Architect:

Architects shall be selected by the Board with the counsel and recommendation of the President and other administrative staff members for each specific project.

Upon employment by the Board, the architects shall be under the supervision of the President or designee.

Construction of Buildings and Sites:

Effective January 1, 2007, all buildings and construction work funded with Plant Fund money and costing \$100,000 or more must be approved by the Board in compliance with the Iowa Code. All other buildings and construction work shall be in accordance with procedures approved by the President or designee.

Requests for Bids shall include the following:

1. **Specifications for Construction Services at Des Moines Area Community College:**

The Owner, Contractor, and Subcontractors understand the need to employ workers who are trained to work safely and competently and to meet recognized standards of care on the job site.

To that end, it is the policy of Des Moines Area Community College (DMACC) that general contractors and subcontractors selected for DMACC construction projects provide for training of their employees in the work which they have contracted to perform for the Owner, either directly or as a subcontractor, according to the following guidelines and procedures.

- A. Each bidder shall be required to include in their bid package for construction of the project the following representations:
  - 1) As to all labor to be performed for DMACC, the general contractor or a subcontractor agrees that it will provide for applicable training for the activities to be performed;
  - 2) Only employees who have completed training or are enrolled in training shall be employed on the construction project;
  - 3) All individuals to perform labor for the general contractor or subcontractors, as specified above, will have current proof of completion of OSHA safety training prior to commencing work on the project.
- B. Bidders shall verify, as a part of their bid, the training and preparation that workers on the project have received that is applicable to the work to be performed for DMACC.

- C. It is the specific intent of this Policy to not preclude either a union or non-union employer from being able to submit a qualified bid for DMACC projects.
- D. As to any decision or interpretation to be made under this policy, RFP, bid or contract, the decision of the DMACC Board on this matter shall be final.

**2. Requirement regarding all Labor Employed on the Project**

- A. The individuals performing labor for the general contractor or any subcontractors must be the legal and financial responsibility of the contractor or subcontractor. No liability or responsibility shall pass to DMACC.
- B. No liability for the acts of any person performing activities under the contract or while they are on campus shall pass to DMACC. The entity retaining the employee or worker shall assume all liability, of any kind.

**3. Requirement of Disclosure of Subcontractors Used**

Contractors will identify all subcontractors performing 5% or more of the total contract value to DMACC within 3 days of being notified that the contractor appears to have the lowest responsible bid. Once DMACC receives this information, the bid can go to the College Board for final action. Any changes to be made by the prevailing bidder after their bid is accepted must be approved by the President or designee and meet the same requirements as set forth in this Board Policy.

DMACC, at its discretion, may waive or reject any or all bids or conditions, and may refuse to award a contract upon the filing of false information or the failure to submit information required to assure compliance with this policy directive.

Adopted: June 17, 1986  
Reviewed: 2005, 2006  
Revised: January 10, 2000  
April 10, 2006  
November 13, 2006