



# PRINCETON UNIVERSITY

Facilities Procurement Office  
E. A. MacMillan Building Annex  
Princeton, New Jersey 08544

## PRECONSTRUCTION SERVICES

FOR

PROJECT TITLE

CONTRACT NUMBER FC100#####

WITH

FIRM NAME

**CONTRACT NUMBER FC100#####**  
**PRECONSTRUCTION SERVICES FOR**  
**PROJECT TITLE**

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## PART I AGREEMENT

<b>PROJECT/SERVICES</b>	<b>EFFECTIVE DATE OF CONTRACT</b>
<b>Construction Services for Project Title</b>	<b>Month DD, YYYY</b>
<b>THE TRUSTEES OF PRINCETON UNIVERSITY</b>	<b>CONTRACTOR</b>
<b>Princeton University Facilities Contract Administration Office E. A. MacMillan Building Annex Princeton, NJ 08544</b>	<b>Firm Name Address, City, State, Zip</b>

This Preconstruction Services Contract (the "Contract") for the Project Title (the "Project") is made and entered into by and between The Trustees of Princeton University (hereinafter "Princeton University"), a New Jersey not-for-profit corporation existing under the laws of the State of New Jersey, with its principal offices in Princeton, New Jersey, and Firm Name (hereinafter "Contractor"), organized and existing under the laws of the State or Commonwealth of [State] with its principal offices located at the address shown above.

### WITNESSETH

**WHEREAS**, Princeton University desires that the Contractor furnish preconstruction services more fully described in the documents comprising this Contract; and

**WHEREAS**, the Contractor represents that it is willing and able to provide these services in accordance with the terms of this Contract;

**NOW THEREFORE**, the parties do mutually agree as follows:

#### ARTICLE I - THE "CONTRACT"

(a) This Contract is comprised of the documents listed below (the "Contract Documents"), including all modifications thereof. The Contract Documents are complementary and are intended to include and imply all items reasonably required for the proper execution and completion of the Work (as defined in Clause A1 of the General Terms and Conditions) under this Contract. However, in the event of any conflict between or among the Contract Documents, the documents shall control in the following order:

- (1) **Agreement (Part I)**
- (2) **Project Description (Part III)**
- (3) **Geotechnical Report (Part IV)**
- (4) **Civil/Site Planning Specification (Part V)**
- (5) **General Terms and Conditions for Fixed Price Type Construction Contracts (v8.0 6-2015) (Part II)**

(b) Unless specifically included as a part of the Contract Documents, any and all prior negotiations and writings of every kind concerning this Contract or the Work described herein are superseded and supplanted by this Contract. Any changes to the provisions of this Contract made following the

execution of this Contract, including changes to the Contract Documents, shall be made only by written Amendment/Change Order to the Contract.

## ARTICLE II – DEFINITIONS

Definitions applicable to this Contract are found in Clause A1 of the General Terms and Conditions. The following additional definitions are also applicable to this Contract:

(a) The term "Architect-Engineer" as it appears in the Contract Documents shall specifically mean Project Architect, having an office at Project Architect City, State and shall collectively mean the project team assembled and led by the Architect-Engineer including structural, mechanical, electrical and other engineers and all other consultants retained by the Architect-Engineer to design the elements and observe the construction of a complete building structure and system.

(b) The term "Construction Budget" shall mean the budget established by Princeton University for the construction of all elements of the Project designed or specified by the Architect-Engineer, including trade subcontractors, Contractor's general conditions (staff, site requirements, etc.), design and Construction Contingencies, insurance, bonds (if any) and the Contractor's fee, as set forth in Article III(c).

(c) The term "Construction Contingency" shall mean that portion of the Construction Cost reserved to cover increased or added costs resulting from circumstances that may not be completely predictable or foreseeable at the time that the Guaranteed Maximum Price (GMP) estimate is established but that can reasonably be assumed to be included within the scope of work for the Project and presumed to have been included in but was omitted from the GMP estimate. Examples of circumstances that may give rise to the use of Construction Contingency include but are not limited to:

- (1) Utility coordination by the Contractor or a subcontractor at any tier.
- (2) Purchasing, estimating, and scheduling difficulties (e.g., Changes in local material or labor market conditions at time of bidding; or, items that were missed in the final GMP estimate but that are required expressly or by necessary implication by the contract documents for a complete Project; or, buyout overruns that significantly exceed the GMP estimate for the trade line(s) involved).
- (3) Detail refinement (i.e., minor items or material selections required to complete a detail that may have not been fully developed in the design documents or that were familiar to the Contractor from their work on previous Princeton University Projects).
- (4) The reprourement of the services of a subcontractor at any tier due to termination for any reason, excluding any reprourement costs that would be covered by Subcontractor Default Insurance (SDI) if included in this contract and any legal costs which are unallowable.

The above list is meant to be illustrative and Princeton University, in its discretion, may determine that there are other circumstances that meet the general definition for use of Construction Contingency; however, the Construction Contingency is not intended to fund additional scope or to fund additional cost of allowances beyond the dollar values included in the GMP (except as described in Article IV(c)(3) of the GMP Contract).

(d) The term "Construction Cost" shall mean the total estimated cost to Princeton University to construct all elements of the Project designed or specified by the Architect-Engineer, including trade subcontractors, Contractor's general conditions (staff, site requirements, etc.), design and Construction Contingencies, insurance, bonds (if any) and the Contractor's fee. Construction Cost does not include the compensation of the Architect-Engineer, the costs of the land, rights-of-way, or financing.

(e) The term "Statement of Construction Cost" means the periodic estimates of the Construction Cost of the Project prepared at the end of each design phase by the Contractor and, if included in the Architect-Engineer's scope of services, by the Architect-Engineer's cost subconsultant.

### ARTICLE III - SCOPE OF WORK

The Contractor shall consult with, advise, assist and make recommendations to Princeton University and its designated design professionals, including but not limited to the Architect-Engineer, regarding all aspects of planning for the Project as set forth below:

(a) **Project Design.** Contractor shall consult with, advise, assist and make recommendations (in writing when requested) to Princeton University and the Architect-Engineer in the preparation of the design criteria for the Project and the ongoing development of all plans, drawings and specifications for the Project throughout each design phase. In performing such services, but without assuming design responsibility, the Contractor, as a member of a team consisting of the Architect-Engineer and Princeton University, shall:

(1) Review all design documents, advise and make recommendations with respect to such factors as constructability; construction feasibility; cost impacts and possible economies; availability and utilization of materials, labor and equipment; time requirements for procurement and construction, and performance standards and maintenance expense upon completion;

(2) Assist the Architect-Engineer and the other designated design professionals in the review of all sections of the plans and specifications to minimize areas of conflict and overlap in the work to be performed by the various trade contractors;

(3) Review the drawings and specifications as they are being prepared, in order to advise and assist in the coordination thereof, the preparation of a release sequence thereof, the elimination of ambiguities and conflicts therein, and the avoidance of omissions and conflicts with applicable laws and regulations; and,

(4) Verify that the Architect-Engineer's design documents include requirements and assignment of responsibilities for (i) safety precautions and programs and temporary Project facilities for common use of Contractor, trade contractors and separate contractors and (ii) site coordination and staging and storage areas for common use of Contractor, trade contractors and separate contractors.

(b) **Building Information Modeling (BIM).** BIM Services  are  are not included in the scope of this Contract (refer to Section 1.5 of the Princeton University Design Standards Manual, Release 10.0 (August 2014)).

(c) **Project Schedule.** Princeton University has established the projected completion date for the Project (see the Project Description (Part III)). During the preconstruction phase, Contractor shall recommend to Princeton University and the Architect-Engineer methods, techniques, systems, materials and strategies for meeting the projected completion date. Contractor shall prepare and submit a Project Schedule as required by paragraph (g) below. The Contractor shall monitor the development of design documents in light of the project schedule; and monitor the availability of and delivery time for materials, building systems, equipment, and labor. If in the course of such activities, Contractor determines that a change in the availability or delivery time for any material, building system, equipment, or labor will significantly impact the then currently anticipated completion date for the Project, Contractor shall promptly inform Princeton University and the Architect-Engineer of such change (and the reasons for the change) and recommend measures to maintain the project schedule.

(d) **Construction Budget.** The Construction Budget for the Project is \$XXX,XXX,XXX.XX, as more fully set forth in the Project Description (Part III). Note that the Construction Budget has been established using current year dollars (**Month, Year**) and that Princeton University will account for all escalation in its overall project budget (and not in the Construction Budget). During the preconstruction phase, Contractor shall recommend (in writing when requested) to Princeton University and the Architect-Engineer methods, techniques, systems, materials, and “value engineering” ideas which will maximize cost savings to keep the GMP or Target Price for the Project within the Construction Budget. The Contractor shall monitor development of design documents prepared by the Architect-Engineer in light of the Construction Budget, and shall monitor material, building system, equipment and labor costs. If in the course of such activities, Contractor determines that material, building system, equipment or labor cost changes will significantly impact the then currently anticipated cost for the Project, Contractor shall promptly inform Princeton University and the Architect-Engineer of such change (and the reasons for the change), and recommend measures to contain cost so that the Construction Budget is not exceeded.

(e) **Project Cost Control.**

(1) The Contractor shall prepare and update detailed Statements of Construction Cost of the Project based on design documents prepared by the Architect-Engineer, as set forth in paragraph (g) below. Each Statement of Construction Cost prepared by the Contractor shall be in a CSI trade format, or other suitable format as agreed upon by Princeton University, the Architect-Engineer and the Contractor, to allow comparison. Note that the fee calculation shall not include general conditions costs or Construction Contingency.

(2) In the event that the Contractor’s Statement of Construction Cost (or the reconciled Statement of Construction Cost where the Architect-Engineer has retained a cost consultant) is greater than the Construction Budget due to Contractor’s estimating errors, lack of reasonable efforts to maximize subcontractor competition, or other reasons within the control of the Contractor, the Contractor, if requested by Princeton University in its sole discretion, shall provide continuing preconstruction services as described in this Article III at no additional cost to Princeton University until the Contractor (and the Architect-Engineer’s cost consultant, if any) submits a revised Statement of Construction Cost that does not exceed the Construction Budget. In such cases, the Contractor may also be responsible for all of the Architect-Engineer’s redesign and other associated costs.

(3) The Contractor acknowledges that it is expected that the Construction Budget will not change throughout the duration of the Project, except to the extent that Princeton University makes changes to the Project Description for the Project on which the Construction Budget was based. If Princeton University proposes changes to the Project Description, the Contractor shall inform Princeton University of the cost implications to the Project. The Construction Budget may be modified only in a writing executed by Princeton University and may result in an adjustment to the Contractor’s fixed fee for construction of the Project where there has been a change to the Project Description. However, if Princeton University, without change to the Project Description, increases the Construction Budget, whether because the Construction Budget is exceeded by the lowest bona fide acceptable Contractor bid(s) or negotiated proposal(s), or for any other reasons in Princeton University’s sole discretion, the Contractor’s fixed fee for construction shall be calculated on the original Construction Budget, even if such increase in the Construction Budget is also attributable to the Architect-Engineer’s failure to design the Project within the Construction Budget.

(f) Meetings. The Contractor shall be available to attend all meetings. Progress meetings shall take place at least two (2) days per month for the duration of this Contract (not including meetings required to present and reconcile cost estimates), unless the meeting schedule is defined more thoroughly in the Project Description (Part III).

(g) Cost Reconciliation Services. Cost reconciliation services **[X] are [ ] are not** required. When required, Princeton University, the Contractor and the Architect-Engineer shall meet at the end of each design phase of the Project to review and discuss the scope of work and the corresponding cost estimates (statements of construction cost) and reconcile any differences between the respective estimates. The Contractor shall then issue a final, reconciled estimate which includes detailed minutes of any reconciliation meetings, as well as detailed narrative of the rationale for any remaining differences. The Contractor shall clearly identify and track items of added scope at each phase of design and cost estimate.

(h) Estimates and GMP/CPFF Proposal. The Contractor shall prepare and submit the following within ten (10) days after the Architect-Engineer’s completion of the design documents for each phase (or within such reasonably longer period of time as agreed to by the Contractor, the Architect-Engineer and Princeton University): Schematic Design Phase Estimate, Design Development Phase Estimate, 50% Construction Documents Phase Estimate, and a Final GMP/CPFF Proposal (based on 85% construction documents but which covers 100% of the intended scope). Each estimate and the GMP/CPFF proposal shall consist of the following documents:

- (1) Statement of Construction Cost. In the preparation of each Statement of Construction Cost, Contractor shall thoroughly review all available documentation including Princeton University’s general standards, make detailed take-offs and price the work, consult with qualified subcontractors as required (without cost unless authorized by Princeton University), visit the site and refer to its experience on similar projects.
- (2) If applicable, a comparative summary with the previous estimate, along with detailed rationale for any changes.
- (3) List of allowances (and the basis for each allowance).
- (4) List of alternates with the corresponding decision dates.
- (5) Assumptions, clarifications and exclusions. Contractor shall submit clarifications of the scope of work which will allow Princeton University and Architect-Engineer to clearly understand the scope of the estimate. These clarifications will address each line item of the estimate as to inclusions, exclusions, variation from the design documents, etc.
- (6) Listing of all applicable contract documents (i.e., drawings, specifications, etc.).
- (7) Project Schedule which complies with Clause E1 of the General Terms and Conditions.
- (8) Site Logistics Plan.
- (9) List of qualified subcontract bidders (beginning with the design development phase estimate).

(i) The final **GMP/CPFF** construction contract shall reflect the following, unless otherwise agreed to by Princeton University:

Construction Phase Fee ..... **TBD%**  
 General Conditions ..... **\$X,XXX,XXX.XX**

Fee-Bearing Change Order Threshold..... \$X,XXX,XXX.XX

Fee applied to Cost of Work Increases above threshold..... TBD%

Fee reduction applied to Cost of Work Decreases ..... TBD%

Agreement with **GMP/CPFF** Terms and Conditions ..... Yes (in their entirety)

Methodology for Charging Vacation and Holidays: **The Parties have agreed that vacation and holidays will be charged as follows: [insert appropriate language].**

(j) **Market Strategy.** The Contractor shall structure an appropriate market strategy to develop and administer maximum competition for all major elements of the work. As part of this effort, the Contractor shall:

(1) Make recommendations regarding the division of the work in the plans and specification into optimum bidding packages.

(2) Prior to the end of the 50% construction documents phase, prepare for Princeton University’s review, comment, and approval a list of bidders qualified to perform each item of work.

(k) **Early Procurement.** The Contractor shall conduct early procurement activities, with prior Princeton University approval, if applicable. As part of this effort, the Contractor shall:

(1) Effect a bid package and pre-bid conference program to develop maximum bidder interest and to fully define the work so as to minimize contingencies for unknowns.

(2) Together with Princeton University and its designated design professionals, receive and thoroughly analyze all bids. The key parameters establishing the criteria for award will be summarized and submitted, together with the Contractor’s recommendation, to Princeton University and its designated design professionals for approval.

(l) **Mockups, Probes, and Selective Demolition.** If required to assist Princeton University and the Architect-Engineer in the development of design documents, the Contractor shall construct mockups, make probes, and perform selective demolition and other similar services. These services shall be incorporated into the Contract via Change Order and only the actual construction costs at the site shall be reimbursed.

(m) **Other.** The Contractor shall consult with and advise Princeton University regarding insurance, construction safety, Equal Opportunity policies and public agency requirements as such matters may relate to the Project.

**ARTICLE IV – CONSTRUCTION SERVICES CONTRACT INTENT**

It is Princeton University’s intention to award a **GMP/CPFF** type of contract upon the successful completion of preconstruction services; however, Princeton University reserves the right to solicit competitive estimates, bids or proposals at any time during the preconstruction phase if it is in Princeton University’s best interest.

**ARTICLE V - AMOUNT OF CONTRACT**

The Contractor agrees to perform all of the Work described in Article III for the fixed-price of \$TBD.

**ARTICLE VI - TIME OF PERFORMANCE**

The Work to be performed under this Contract shall commence no later than Month DD, YYYY and shall be completed by Month DD, YYYY. The following tentative milestone schedule applies:



Milestone/Event	Date
Schematic Design Phase – Cost Estimate Complete/Reconciled	Click here to enter a date.
Design Development Phase – Cost Estimate Complete/Reconciled	Click here to enter a date.
50% Construction Documents– Cost Estimate Complete/Reconciled	Click here to enter a date.
85% Construction Documents– GMP Estimate Complete/Reconciled	Click here to enter a date.
100% Construction Documents Complete	Click here to enter a date.
GMP Agreement	Click here to enter a date.
Start Construction	Click here to enter a date.

**ARTICLE VII – KEY PERSONNEL**

The personnel specified below are considered to be key personnel in accordance with Clause B3 – Key Personnel of the General Terms and Conditions:

Name, Title	Name, Title
Name, Title	Name, Title
Name, Title	Name, Title

**ARTICLE VIII – PAYMENTS**

(a) Payment of the fixed price amount set forth in Article V will be made in accordance with the milestone payment schedule set forth below. Payments will be made only for completed milestones/events and/or work that has been accepted by Princeton University.

Milestone/Event	Payment Amount
Schematic Design Phase – Cost Estimate Complete/Reconciled	
Design Development Phase – Cost Estimate Complete/Reconciled	
50% Construction Documents– Cost Estimate Complete/Reconciled	
85% Construction Documents– GMP Estimate Complete/Reconciled	
100% Construction Documents Complete	
GMP Agreement	
Start Construction	

(b) The Contractor shall submit invoices (or “Applications for Payment”) in accordance with the milestone payment schedule. Invoices shall contain sufficient detail and supporting documentation as required by Clause J2 of the General Terms and Conditions. Invoices shall be typed or computer-generated and include the following minimum information: FPO Contract Number **FC100#####**; Contractor’s company/business name; a sequential invoice number or other unique invoice identifier; the invoice amount; and the invoice date. Invoice documents together with any required supporting documentation shall be scanned or converted into a single PDF file. Contractor shall electronically submit the invoice to Princeton University by uploading the PDF file through the FPO Contract Payment Request Portal website located at: <https://facnet.princeton.edu/invoice/>.

(c) The Contractor shall not invoice for nor will Princeton University pay amounts in excess of the established Contract value as set forth in Article V. All amounts invoiced and paid under this Contract shall be in U.S. Dollars (\$) and are not subject to currency fluctuation.

(d) Payment will be made to the Contractor within 30 days after receipt by Princeton University of an invoice that is submitted in proper form and substance. Release of payment will be conditioned upon review and approval of the invoice by the Princeton University Administrative Representative and the Project Manager designated in Article IX for this Contract.

**ARTICLE IX - PROJECT REPRESENTATIVES**

(a) The Contractor’s designated representatives for this contract and the project are:

<b>Contractor's Project Manager</b>	<b>Project Manager</b>
<b>Contractor's Administrative Rep</b>	<b>Administrative Representative</b>

(b) Princeton University’s designated project and administrative representatives (individually and collectively herein “Princeton University Representatives”) are:

<b>Princeton Project Manager Name</b>	<b>Technical Representative</b>
<b>Princeton Contract Administrator Name</b>	<b>Administrative Representative</b>

(c) Agreements and/or actions taken by the Contractor that, by their nature, effect a change to this Contract, shall only be binding upon Princeton University when such change or action is specifically authorized in writing in advance by one of the Princeton University Representatives listed above. Therefore, any Work or change undertaken by the Contractor at the direction of anyone other than a Princeton University Representative, or without the prior written authorization of a Princeton University Representative, is at the Contractor’s own risk.

**ARTICLE X - INSURANCE**

(a) Prior to beginning any of the Work on the Project or at the time of execution of this Contract, whichever occurs first, the Contractor shall establish, maintain and keep in force policies for minimum insurance coverage as indicated in Clause G1 of the General Terms and Conditions set forth in Part IV including the minimum coverage for General Liability as indicated below:

**General Liability:**

Each Occurrence..... Select applicable coverage limit...  
 General Aggregate..... Select applicable coverage limit...

**Excess Liability:**

General Aggregate..... Select applicable coverage...

(b) Prior to or within ten (10) consecutive calendar days after award of this Contract and, under any circumstances, prior to the Contractor entering Princeton University’s premises to begin Work under this Contract –

(1) The Contractor shall submit an insurance certificate(s) evidencing compliance with all requirements for insurance coverage to Princeton University’s Contract Administrator for review and approval; and,

(2) In accordance with subparagraph G1(a)(7), the Contractor shall require and verify compliance with the insurance requirements by any Subcontractor that may be engaged by the Contractor for Work under this Contract.

(c) All Risk Coverage. All Risk Coverage for the Project shall be provided by:

- Princeton University pursuant to Clause G1(b)(1)
- Contractor pursuant to Clause G1(b)(2).

(d) As required by Clause G1, Contractor is responsible for ensuring that Princeton University is notified in advance of any material change to or renewal of any of the insurance coverages during the term of the Contract and, in the event of such changes, Contractor shall provide a new insurance certificate to evidence continued compliance with Princeton University’s insurance requirements.

**ARTICLE XI – NEW JERSEY PREVAILING WAGE ACT**

- (a) This Article  is  is not applicable to this Contract.
- (b) Pursuant to the provisions of N.J.S.A. 18A:72A-5.1 et seq., which govern contracts financed in whole or in part by the New Jersey Educational Facilities Authority, the Contractor hereby acknowledges that the Contract is subject to the provisions, duties, obligations, remedies and penalties of the New Jersey Prevailing Wage Act, Chapter 150 of the New Jersey Laws of 1963, New Jersey Department of Labor and Industry, as amended (N.J.S.A. 34: 11-56.25, et seq.).
- (c) Wage and fringe benefit rates shall be paid to all workmen as required under N.J.S.A. 34: 11-56.25, et seq. The Contractor shall obtain the applicable Wage Rate Determination, as promulgated by the State of New Jersey Department of Labor and Workforce Development, which is set forth at [www.state.nj.us/labor/lse/lspubcon.html](http://www.state.nj.us/labor/lse/lspubcon.html). The Wage Rate Determination in effect as of the effective date of this Contract shall govern this Contract. The Contractor shall maintain in its file a copy of the applicable Wage Rate Determination, which shall be made available to Princeton University upon request.
- (d) The Contractor shall prepare and retain (and shall cause its Subcontractors at all tiers to prepare and submit to the Contractor for retention) Weekly Certified Payrolls in accordance with N.J.S.A. 34: 11-56.25, et seq., commencing with the first of the Contractor's Work on the Project and continuing uninterrupted until the completion of its Work. With each invoice or payment application, the Contractor shall provide a written certification that it has complied with the prevailing wage requirements. Failure of the Contractor to prepare and submit its certification in a timely manner, proper in form and substance, may result in the withholding of progress payment(s) or final payment until such time as the Contractor corrects any such deficiencies with respect to the submission of its certification. In addition, if it is determined that any worker has been paid less than the prevailing wage required, Princeton University may terminate the Contract or the subcontract in accordance with N.J.S.A. 34: 11-56.27.
- (e) The Contractor and each Subcontractor shall maintain records and make them available for inspection in accordance with N.J.S.A. 34: 11-56.29. The Contractor and each Subcontractor shall post the prevailing wage rates in accordance with N.J.S.A. 34: 11-56.32. The Contractor and each Subcontractor shall be registered in accordance with N.J.S.A. 34:11-56.52.
- (f) As a condition to final payment under the Contract, the Contractor shall file the written statements required by N.J.S.A. 34: 11-56.33, proper in form and substance.
- (g) To the fullest extent permitted by law, the Contractor and each Subcontractor shall defend, indemnify and hold Princeton University and its officers, directors, employees, agents and assigns harmless from and against any and all loss, damage, liability, expense, claims, demands, and causes of action of any kind (including reasonable attorney's fees and administrative costs, incurred by Princeton University), arising or allegedly arising, in any way from or in connection with the Contractor's or any Subcontractor's failure to comply with the New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.25, et seq.

**ARTICLE XII - CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT**

- (a) This Article  is  is not applicable to this Contract.
- (b) Contractor's Code of Business Ethics and Conduct:
- (1) Within 10 days after contract award, unless the Administrative Representative establishes a longer time period, the Contractor shall:

- (i) Have a written code of business ethics and conduct; and
  - (ii) Provide a copy of the code to each employee engaged in performance of the contract.
- (2) Within 30 days after contract award, unless the Administrative Representative establishes a longer time period, the Contractor shall establish an ongoing business ethics and conduct awareness program and an internal control system that shall:
- (i) Facilitate timely discovery of improper conduct in connection with Princeton University contracts; and
  - (ii) Ensure corrective measures are promptly instituted and carried out. For example, the Contractor's internal control system should provide for:
    - periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Contractor's code of business ethics and conduct;
    - an internal reporting mechanism, such as a hotline, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports;
    - internal and/or external audits, as appropriate; and,
    - disciplinary action for improper conduct.
- (c) Princeton University Hotline. During the performance of this contract, the Contractor shall prominently display the Princeton University Hotline contact information at contract work sites and off-site offices that support the work site. If the Contractor maintains a company website as a method of providing information to employees, the Contractor shall include a link to the website for the Princeton University Hotline ([www.princeton.edu/compliance/hotline.html](http://www.princeton.edu/compliance/hotline.html)). The website provides information and instructions for the use of the Hotline. Reports can be submitted online or via phone at 1-866-478-9804.
- (d) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (d), in all subcontracts.

#### ARTICLE XIII – BACKGROUND CHECKS

- (a) This Article [ ] is [X] is not applicable to this Contract.
- (b) Contractor shall ensure that background checks are conducted on all persons performing Work at the Project location, and shall exclude from the Project location any individual that does not successfully pass the background check. Background checks shall be performed prior to the start of Work and consist of seven (7) years of history and include, as a minimum, social security number trace, county criminal felony and misdemeanor criminal record search, national criminal record search, and national sex offender registry. For longer term projects, background checks shall be conducted no less than annually. The Contractor shall maintain in its file a copy of the applicable background checks, which shall be made available to Princeton University upon request.

#### ARTICLE XIV - SPECIAL PRICING APPLICABLE TO ALL PRINCETON UNIVERSITY PROJECTS

- (a) Princeton University has executed the following Basic Ordering Agreements (BOA) that contain special pricing (i.e. hourly rates, unit prices, discounts, mark-ups, etc.) applicable to all directly contracted or subcontracted work on Princeton University projects:

<b>BOA Number</b>	<b>Supplier</b>	<b>Services</b>
<b>FB00630K</b>	SimplexGrinnell	Fire Alarm Equipment & Services
<b>FB0705000N</b>	Siemens Industry, Inc.	Automatic Temperature Control Equipment & Services
<b>FB0706000N</b>	Automatic Logic Corporation	Automatic Temperature Control Equipment & Services
<b>FB0724000N</b>	Hogan Security Group (Salto Systems, Inc.)	Keyless Lock System & Door Hardware Equipment & Services
<b>FB0732000N</b>	Tremco, Inc.	Roofing Services
<b>FB0738000N</b>	Corporate Security Services, Inc.	Card Access Control System and Door Hardware Equipment and Services
<b>FB1003050N</b>	Kistler O'Brien Fire Protection	Fire Alarm Equipment & Services

(b) The Contractor may subcontract with some or all of the above listed suppliers to provide these services as a part of its Work on the Project. Princeton University has signed non-disclosure agreements with the above listed suppliers that prohibit the disclosure of the BOA pricing outside of Princeton University. Accordingly, Princeton hereby releases the Contractor from its obligation under Clause D2, paragraph (f) of the Contract to set forth the hourly rates, unit prices, or any other pricing element subject to the BOA pricing in its subcontracts with the above listed suppliers. The Contractor shall include a statement in any subcontract with the above listed suppliers referencing the BOA number and listing any of the rates or pricing excluded from the subcontract on the basis of the BOA; however, any lower tier subcontractor rates or other pricing not covered by the BOA shall be disclosed and specifically listed in accordance with Clause D2(e) of the Contract.

(c) Princeton University fully retains its right to audit the subcontract in accordance with Clause I6 of the Contract and, under the terms and conditions of the BOA, retains the right to separately audit any BOA pricing excluded from the subcontract.

CONTINUED ON NEXT PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Contract:

**ON BEHALF OF  
CONTRACTOR**

BY: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**WITNESS TO SIGNATURE**

BY: \_\_\_\_\_

PRINTED: \_\_\_\_\_

**ON BEHALF OF  
THE TRUSTEES OF PRINCETON UNIVERSITY**

BY: \_\_\_\_\_

PRINTED: Mike McKay

TITLE: Vice President for Facilities

DATE: \_\_\_\_\_

**WITNESS TO SIGNATURE**

BY: \_\_\_\_\_

PRINTED: \_\_\_\_\_

MODEL DOCUMENT

**CONTRACT NUMBER FC100#####**  
**PRECONSTRUCTION SERVICES FOR**  
**PROJECT TITLE**

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**PART II**

**GENERAL TERMS AND CONDITIONS**

The attached General Terms & Conditions for Fixed Price Type Construction Contracts are hereby incorporated into and made a part of this Contract.

**CONTRACT NUMBER FC100#####**  
**PRECONSTRUCTION SERVICES FOR**  
**PROJECT TITLE**

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**PART III**

**PROJECT DESCRIPTION**



**CONTRACT NUMBER FC100#####**  
**PRECONSTRUCTION SERVICES FOR**  
**PROJECT TITLE**

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**PART IV**

**GEOTECHNICAL REPORT**

**CONTRACT NUMBER FC100#####**  
**PRECONSTRUCTION SERVICES FOR**  
**PROJECT TITLE**

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**PART V**

**CIVIL/SITE PLANNING SPECIFICATION**