



## Design Professional (CMAR) Request for Qualifications (RFQ) **Attachments and Forms**

- Attachment 1: RFQ Q&A Acknowledgement, General Information and Selection Process, and Insurance and Supplemental Requirements Acknowledgment
- Attachment 2: Reference Format
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**Q&A Board Acknowledgement, General Information and Selection Process,  
and Insurance and Supplemental Requirements**

**Q&A Board Acknowledgement**

The undersigned acknowledges all posted Questions and Answers have been viewed prior to submitting:

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

**DP (CMAR) General Information and Selection Process**

See [Purchasing Construction](#) for (DP) CMAR RFQ General Information and Selection Process in order to read and acknowledge the below referenced sections. If you have questions, please contact the Buyer listed in the Request for Qualifications (RFQ).

The undersigned acknowledges that the RFQ General Information and Selection Process have been read and understood:

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

**Supplemental Requirements:**

Supplemental Requirements apply to projects in excess of \$2,000,000.00. The DP (CMAR) will comply with Owner's requirements as they apply to DP (CMAR) and Subcontractors. DP (CMAR) and Subcontractors will need to complete ASU Certification Forms and submit with each pay application.

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

**Insurance Requirements:**

DP (CMAR) shall procure, deliver, and maintain Project specific insurance coverage as provided in the DP (CMAR) Agreement, Article 9, throughout the term of the work.

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment 2**  
**Reference Format**

Arizona State University requires a minimum of three (3) and a maximum of five (5) references from the most recently completed projects, which are similar in magnitude, complexity, and dollar value. Do not include ASU faculty or staff as a reference.

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Email:  
(Email Address) \_\_\_\_\_  
Bid # or Project #  
and Date of Completion \_\_\_\_\_  
Brief Project Description:  
(Including Partnering Team) \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Person to Contact:  
(Email Address) \_\_\_\_\_  
Bid # or Project #  
and Date of Completion \_\_\_\_\_  
Brief Project Description:  
(Including Partnering Team) \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Person to Contact: \_\_\_\_\_  
Bid # or Project #  
and Date of Completion \_\_\_\_\_  
Brief Project Description:  
(Including Partnering Team) \_\_\_\_\_

4. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Person to Contact: \_\_\_\_\_  
Bid # or Project #  
and Date of Completion \_\_\_\_\_  
Brief Project Description:  
(Including Partnering Team) \_\_\_\_\_

5. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Person to Contact: \_\_\_\_\_  
Bid # or Project #  
and Date of Completion \_\_\_\_\_  
Brief Project Description:  
(Including Partnering Team) \_\_\_\_\_

**Attachment 3  
Proposal Certification**

\_\_\_\_\_  
(Date)

Purchasing and Business Services  
Arizona State University  
Tempe, AZ 85287-5212

The undersigned certifies that to the best of his/her knowledge: **(check one)**

- There is no officer or employee of Arizona State University (ASU) who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal/bid.
- The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (**✓one**)  IS or  IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify ASU of any change in this status, should one occur, until such time as an award has been made under this procurement action.

**The undersigned represents and warrants to ASU that the firm or individual has completed an internal manpower loading plan and the firm or individual has the personnel and resources to accept an award of the contract for Design Professional (CMAR) and to prosecute the design phase services for the Project and if a separate contract is entered into for the construction phase to also prosecute construction of the Project in accordance with the applicable contract documents should the firm or individual be awarded this contract.**

In compliance with **REQUEST FOR QUALIFICATIONS/ ASU PROJECT NO. DP (CMAR) \_\_\_\_\_ DESIGN PROFESSIONAL (CMAR)** and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the requirements of the Request for Qualifications.

**Supplier Type :** (Check all that apply)

**Diversity Business Owner Designation**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Not Applicable       | <input type="checkbox"/> Service-Disabled | <input type="checkbox"/> Small Disadvantaged |
| <input type="checkbox"/> HUB Zone             | <input type="checkbox"/> Veteran-Owned    | <input type="checkbox"/> Women-Owned         |
| <input type="checkbox"/> Minority Institution |   |  |

**Organization Size Classification**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Small - AZ (Less than \$4M gross/year OR less than 100 FTE) |
| <input type="checkbox"/> Large       | <input type="checkbox"/> Small - Federal (Less than \$8M gross/year)                 |
| <input type="checkbox"/> Other _____ |  |

**FORMS OF CONTRACT DOCUMENTS.** The undersigned certifies that the undersigned has read Owner's current forms of DP (CMAR) contract documents, which are available which are available at [Purchasing Construction](#).

**NOTE: If you do not have access to the Internet, please contact the Buyer listed in the RFQ documents.**

If selected as the DP (CMAR) for this project, the undersigned agrees to execute this form of contract documents. The undersigned understands that any exceptions taken to the form of contract documents that are not accepted and/or approved by ASU may be a basis for rejection of the undersigned's Proposal as non-responsive. The undersigned also understands that ASU may make changes in the standard form of contract documents and that therefore the form of contract documents presented to the successful Proposer may be different from the form of contract documents referred to above, in which case the successful Proposer will be given the opportunity to review the changes.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature of Authorized Agent required)

\_\_\_\_\_  
(Phone no.)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Fed. tax id no.)

**The following section is to list the individual that you want us to contact for day-to-day matters, if different from above:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Email)

**Attachment 4**  
**Anti-Lobbying Certification**

**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions**  
**(Sept 2007)**

\_\_\_\_\_  
(Date)

In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989—

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the University; and

(3) Offeror will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

**Attachment 5**  
**Conflict of Interest Certification**

\_\_\_\_\_  
(Date)

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

- ( ) There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.
  
- ( ) The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)



**Attachment 6**  
**Federal Debarred List Certification**

**Certification Regarding Other Responsibility Matters (April 2010)**

\_\_\_\_\_  
(Date)

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) (check one) **Are** (  ) or **are not** (  ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (

(B) (check one) **Have** (  ) or **have not** (  ), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) **Are** (  ) or **are not** (  ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(D) (check one) **Have** (  ) or **have not** (  ) within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(ii) The Offeror (check one) **has** (  ) or **has not** (  ), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) (a) “Principal,” for the purposes of this certification, means an officer; director; owner; partner; or, person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) The Offeror shall provide immediate written notice to the University if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by University may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the University may terminate the contract resulting from this solicitation for default.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

## **Attachment 7 Supplier Sustainability Questionnaire**

The Supplier Sustainability Questionnaire is used to help ASU understand how sustainable a supplier is. Sustainability is an important goal for the university, and as such, we expect our suppliers to help us support this goal. There are two different questionnaires posted, one is for large companies while the other is for small businesses. A company is considered to be large when there are more than 100 full-time employees or over 4 million dollars in annual revenue generated.

Sustainability Questionnaire A – Large Businesses  
Sustainability Questionnaire B – Small Businesses

## **Supplier Sustainability Questionnaire – Large Company**

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Supplier Sustainability Questionnaire must be completed and returned with your Proposal. This questionnaire is applicable to firms that provide services as well as those that provide goods.

Arizona State University's vision is to be environmentally sustainable while expanding our education, research, and community support programs. The University seeks suppliers who share our sustainability vision. Accordingly, please answer the following questions.

To each question please provide at least one of the following types of responses:

- An explanation or description
- A URL of your policy or program

An electronic copy of your illustrative policies or programs must be provided if requested. If the question does not apply, answer with N/A and provide an explanation as to why.

### **Energy**

1. What is your firm doing to be energy efficient?
2. What are your firm's annual greenhouse gas emissions in metric tons of carbon dioxide equivalent? (Enter total metric tons of CO2 equivalency [includes the following GHGs: CO2, CH4, N2), SF6, HFCs and PFCs])
3. What plan is in place to reduce greenhouse gas emissions in the future?

### **Solid Waste**

1. What is your firm doing to reduce waste to landfill?
2. What is your firm's annual waste to landfill generated in metric tons? (Enter total metric tons)
3. What plan is in place to reduce waste to landfill generated in the future?

### **Water Waste**

1. What is your firm doing to reduce water waste?
2. What is your firm's annual water waste in gallons? (Enter total gallons)
3. What plan is in place to reduce water waste in the future?

### **Packaging**

1. What is your firm's plan to minimize packaging and/or describe your firm's packaging "Take Back" program?
2. What kind of reusable, recyclable, and/or compostable packaging materials does your firm use?
3. What does your firm do to encourage/require your suppliers to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?

### **Sustainability Practices**

1. What programs does your firm have to encourage your employees to use alternative transportation while commuting to work and travelling locally?
2. What sustainability guidelines or environmental statement does your firm have to guide

the firm as a whole?

3. What are your firm's sustainable purchasing guidelines?
4. What kind of position(s) or team(s) does your firm have dedicated to overseeing sustainability initiatives?
5. List the sustainability related professional associations of which your firm is a member.
6. What kind of effort does your firm make to reduce the use of environmentally harmful materials?
7. Has an environmental life-cycle analysis of your firm's products been conducted by a certified testing organization?
8. Does your firm use Green Seal/EcoLogo certified or biodegradable/eco-friendly cleaning products?
9. Has your firm been cited for non-compliance of an environmental or safety issue in the past ten years?
10. Name any third party certifications your firm has in regards to sustainable business practices?
11. Describe any other initiatives your firm has taken to integrate sustainability practices principles into your operations.

### **Community**

1. What charity, community development, educational programs, or environmental programs is your firm involved in within your local community?
2. What educational programs does your firm have to develop employees?

**If your firm is just beginning the sustainability journey, or is looking for tools and resources, here are some suggestions:**

### **Energy**

Greenhouse Gas Protocol provides tools to calculate emissions that are industry specific:

- o <http://www.ghgprotocol.org/calculation-tools>

Practice Green health provides basic information and tools for emissions as well:

- o <https://practicegreenhealth.org/topics/energy-water-and-climate/climate/tracking-and-measuring-greenhouse-gas-emissions>

### **Solid Waste**

The EPA's pre-built excel file to help measure and track your waste and recycling:

- o <http://www.epa.gov/smm/wastewise/measure-progress.htm>

Greenbiz's comprehensive guide to reducing corporate waste:

- o <http://www.greenbiz.com/research/report/2004/03/09/business-guide-waste-reduction-and-recycling>

### **Water Waste**

BSR's guide on how to establish your water usage:

- o [http://www.bsr.org/reports/BSR\\_Water-Trends.pdf](http://www.bsr.org/reports/BSR_Water-Trends.pdf)

EPA information about conserving water:

- o <http://water.epa.gov/polwaste/nps/chap3.cfm>

## **Packaging**

Links to get you started on sustainable packaging:

- o <http://www.epa.gov/oswer/international/factsheets/200610-packaging-directives.htm>
- o <http://sustainablepackaging.org/uploads/Documents/Definition%20of%20Sustainable%20Packaging.pdf>

## **Sustainability Practices**

Ideas for alternative transportation programs:

- o <http://www.ctaa.org/webmodules/webarticles/articlefiles/SuccessStoriesEmpTranspPrograms.pdf>

The EPA environmentally preferable purchasing guidelines for suppliers:

- o <http://www.epa.gov/epp/>

### **EPA life cycle assessment information:**

- o <http://www.epa.gov/nrmrl/std/lca/lca.html>

Green Seal green products & services:

- o <http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=16>

Ecologo cleaning and janitorial products:

- o [http://www.ecologo.org/en/certifiedgreenproducts/category.asp?category\\_id=21](http://www.ecologo.org/en/certifiedgreenproducts/category.asp?category_id=21)

EPA information on sustainable landscape management:

- o <http://www.epa.gov/epawaste/consERVE/tools/greenscapes/index.htm>

## **Supplier Sustainability Questionnaire – Small Company**

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Supplier Sustainability Questionnaire must be completed and returned with your Proposal. This questionnaire is applicable to firms that provide services as well as those that provide goods.

Arizona State University's vision is to be environmentally sustainable while expanding our education, research, and community support programs. The University seeks suppliers who share our sustainability vision. Accordingly, please answer the following questions.

To each question please provide at least one of the following types of responses:

- An explanation or description
- A URL of your policy or program

An electronic copy of your illustrative policies or programs must be provided if requested. If the question does not apply, answer with N/A and provide an explanation as to why.

### **Energy**

1. What is your firm doing to be energy efficient?
2. What plan is in place to reduce greenhouse gas emissions in the future?

### **Solid Waste**

1. What is your firm doing to reduce waste to landfill?
2. What plan is in place to reduce waste to landfill generated in the future?

### **Water Waste**

1. What is your firm doing to reduce water waste?
2. What plan is in place to reduce water waste in the future?

### **Packaging**

1. What is your firm's plan to minimize packaging and/or describe your firm's packaging "Take Back" program?
2. What kind of reusable, recyclable, and/or compostable packaging materials does your firm use?
3. What does your firm do to encourage/require your suppliers to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?

### **Sustainability Practices**

1. What programs does your firm have to encourage your employees to use alternative transportation while commuting to work and travelling locally?
2. What sustainability guidelines or environmental statement does your firm have to guide the firm as a whole?
3. What are your firm's sustainable purchasing guidelines?
4. What kind of position(s) or team(s) does your firm have dedicated to overseeing sustainability initiatives?
5. List the sustainability related professional associations of which your firm is a member.

6. What kind of effort does your firm make to reduce the use of environmentally harmful materials?
7. Does your firm use Green Seal/EcoLogo certified or biodegradable/eco-friendly cleaning products?
8. Has your firm been cited for non-compliance of an environmental or safety issue in the past ten years?
9. Name any third party certifications your firm has in regards to sustainable business practices?
10. Describe any other initiatives your firm has taken to integrate sustainability practices principles into your operations.

### **Community**

1. What charity, community development, educational programs, or environmental programs is your firm involved in within your local community?
2. What educational programs does your firm have to develop employees?

**If your firm is just beginning the sustainability journey, or is looking for tools and resources, here are some suggestions:**

### **Energy**

Greenhouse Gas Protocol provides tools to calculate emissions that are industry specific:

- o <http://www.ghgprotocol.org/calculation-tools>

Practice Green health provides basic information and tools for emissions as well:

- o <https://practicegreenhealth.org/topics/energy-water-and-climate/climate/tracking-and-measuring-greenhouse-gas-emissions>

### **Solid Waste**

The EPA's pre-built excel file to help measure and track your waste and recycling:

- o <http://www.epa.gov/smm/wastewise/measure-progress.htm>

Greenbiz's comprehensive guide to reducing corporate waste:

- o <http://www.greenbiz.com/research/report/2004/03/09/business-guide-waste-reduction-and-recycling>

### **Water Waste**

BSR's guide on how to establish your water usage:

- o [http://www.bsr.org/reports/BSR\\_Water-Trends.pdf](http://www.bsr.org/reports/BSR_Water-Trends.pdf)

EPA information about conserving water:

- o <http://water.epa.gov/polwaste/nps/chap3.cfm>

### **Packaging**

Links to get you started on sustainable packaging:

- o <http://www.epa.gov/oswer/international/factsheets/200610-packaging-directives.htm>
- o <http://sustainablepackaging.org/uploads/Documents/Definition%20of%20Sustainable%20Packaging.pdf>



## **Sustainability Practices**

Ideas for alternative transportation programs:

- o <http://www.ctaa.org/webmodules/webarticles/articlefiles/SuccessStoriesEmpTransportPrograms.pdf>

The EPA environmentally preferable purchasing guidelines for suppliers:

- o <http://www.epa.gov/epp/>

### **EPA life cycle assessment information:**

- o <http://www.epa.gov/nrmrl/std/lca/lca.html>

Green Seal green products & services:

- o <http://www.green Seal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=16>

Ecologo cleaning and janitorial products:

- o [http://www.ecologo.org/en/certifiedgreenproducts/category.asp?category\\_id=21](http://www.ecologo.org/en/certifiedgreenproducts/category.asp?category_id=21) EPA

information on sustainable landscape management:

- o <http://www.epa.gov/epawaste/conservation/tools/greenscapes/index.htm>



### **Service Provider Acknowledgement**

Arizona State University is committed to protecting the health and welfare of students, faculty, staff, visitors and the environment. Accordingly, it is important that all members of the ASU community recognize and share this commitment and comply with the environmental, health and safety policies, rules, procedures and regulations governing ASU campus activities.

ASU is also looking to the community, including service providers, for cooperative and responsible leadership that will help the University implement a safer environment through safer practices and more environmentally sustainable solutions.

ASU expects all service providers to maintain responsibility for environmental, health and safety issues created or otherwise arising from or related to their work under the contract. ASU expects each service provider to provide their employees and subcontractors with proper instructions, training, safety controls, personal protective equipment, or PPE, and safe work practices to decrease potential for a near miss, accident or injury to service provider employees, subcontractors' employees, and to others, as well and prevent damage to property and material on ASU sites.

The service provider shall obtain proper identification, such as officially issued picture identification or badge, required for their work. Service providers must instruct their employees about the boundaries of their work areas. Service providers are responsible for complying with local, state and federal rules and regulations that apply to their operation. This includes requirements related to the Occupational Safety and Health, or OSHA, Act of 1970.

Service providers are expected to review and follow the [ASU Service Provider Safety Information and Guidelines Orientation](#) document. In addition, service providers must provide this document to all employees, subcontractors and subcontractor employees of the guidelines.

### **Service provider definition**

Refers to any individual, company, or corporation who is hired by ASU to provide construction, repair, operation or maintenance services at ASU sites. Service provider refers to all of their employees, subcontractors and subcontractor employees. Service providers also include installers, installation and assembly service providers.

### **General information**

All service providers are required to read and sign this document to indicate receipt of the ASU Service Provider Acknowledgement prior to performing work on ASU property.

General requirements for work at ASU include the following:

1. Only ASU Facilities Development and Management, or FDM, personnel and their ASU designees are authorized to submit permit applications for construction, installation, demolition and renovation work.
2. If the service provided to ASU requires a construction permit, a license number from the Arizona Registrar of Contractors number is required.
3. FDM review and approval is required for all electrical shutdowns.
4. Permission must be obtained from the project manager or ASU responsible contact whenever it is necessary for service provider personnel to go to the roof of any building, inside laboratories or inside a tunnel. Access to research labs requires permission from the Principal Investigator.
5. Pedestrians should use walkways where provided. Shortcuts shall not be taken through operating areas.
6. Explosives of any type are prohibited on the site with the exception of powder-actuated tools needed to complete specific tasks.
7. Cranes and lifts require pre-approval from ASU Environmental Health and Safety, or EHS.
8. Barricading of ASU streets requires approval from the following: ASU Police Department 480-965-3456, Parking and Transit Services 480-965-6124, and the ASU Fire Marshal's Office 480-965-1823.
9. Compliance with any applicable dust control requirements are the responsibility of the service provider. If a dust control permit is required for a construction project, the service provider must obtain the permit and comply with all requirements, including signage.
10. It is the service provider's responsibility to remove excess materials and waste from ASU property by the end of the project. Consult with the project manager and ASU Environmental Health and Safety, or EHS if the project will involve regulated ASU waste, such as chemicals, biological material, asbestos, lead, potentially contaminated soil, light bulbs, oil or any other regulated waste material.
11. Chemicals, paints, oils, fuels, and similar materials must be located so as to avoid fire hazard and potential contamination of storm drains and dry wells. The project manager or ASU responsible contact will assist with determining the appropriate location.
12. Prior to working in areas where site-related hazards might be present, all service providers shall consult with the project manager information regarding potential hazardous.
13. Failure on the part of the service provider to comply with environmental, health or safety requirements may result in termination of the contract with ASU.

### **Parking**

The proper parking permit must be secured from ASU Parking and Transit Services, or PTS, and displayed appropriately in vehicles. Contact the ASU project manager, responsible contact and/or PTS at [parking@asu.edu](mailto:parking@asu.edu) or 480-965-6124. Park in designated spaces only. Do not block entrance ramps, trash docks, truck doors or other building access areas.

## **Lockout/Tagout, or LOTO**

ASU has established LOTO procedures to control potentially hazardous energy for maintenance, servicing and construction-related activities at ASU. Each service provider conducting activities that require control of hazardous energy must develop and maintain a written program to comply with all requirements of OSHA Standard 29 Code of Federal Regulations 1910.147, Control of Hazardous Energy, also called LOTO. Service providers must also meet all ASU LOTO requirements except that the service provider must use their own designated lock. ASU's LOTO program mimics the OSHA standard and is posted on the EHS web site under [Control of Hazardous Energy](#).

## **Electrical services**

Work on live electrical services at 50 volts or higher is prohibited unless permitted through your project manager under the ASU Electrical Safety Program. All work on electrical services must be locked out as required under 29 Code of Federal Regulations 1910.147.

## **Disclosure of asbestos, lead and other hazardous materials**

This document informs ASU service providers of the potential presence of asbestos, which may be found in caulk, sheetrock joints, vinyl tiles, and other items, lead and other hazardous materials at ASU sites. Hazardous materials may be found in laboratories, shops, art studios, makerspaces and other campus locations. Hazardous materials include hazardous chemicals, gases, biological or radioactive substances. In addition, insects and animals may be present. Placards indicate potential hazards in specific locations.

The service provider is responsible for discussing the full scope of work with the project manager or designee so that personnel have the appropriate information related to asbestos, lead and other potentially hazardous materials. If the scope of work changes or the work area is expanded, the service provider must contact the project manager or designee before proceeding to determine if the change in scope may involve the potential disturbance of asbestos, lead or other hazardous materials.

If there are changes to the scope of work affecting areas outside of the original contract area, or, if unforeseen or unidentified structures or materials are uncovered or discovered during the work, the service provider must stop all work which could impact those materials until they can be evaluated by ASU. Immediately upon discovery of any unidentified or unforeseen materials or structures, the service provider must notify the project manager to arrange for ASU to evaluate the items.

Prior to starting construction, excavation or renovation work, inspections for asbestos, lead and other potentially hazardous materials and structures must be completed by ASU. Identified materials containing asbestos, lead or other hazardous materials, that would be disturbed by the current scope of work must be managed, removed or isolated in such a manner as to prevent potential exposure. Please contact ASU Asbestos program manager at 480-229-0181 or [Environmental Health and Safety](#) at 480-965-1823 to determine if there are any hazardous materials at the project location or in adjacent location that may not be disturbed.

## **Service provider job-site safety information**

The [ASU Service Provider Safety Information and Guidelines Orientation](#) document is meant to serve as a guide for the service provider during their performance within the scope of work under

their contract with ASU. Although the document sets forth certain guidelines and rules of operations on ASU sites, it is not intended to address every potential environmental, safety and health issue that may arise during the scope of the contracted work.

While ASU retains the right to periodically review the work of any service provider, ASU does not assume responsibility for any environmental, health or safety issues identified outside of contract compliance.

**Tempe campus utility tunnel system**

Asbestos exists in the underground utility tunnel system located on the ASU Tempe campus. Asbestos has been found on the flooring material and in thermal insulation. Disturbing asbestos materials is strictly prohibited unless specified in the project scope. It is the service provider's responsibility to discuss the scope of work with the ASU project manager or designee in order to provide staff with any further information related to asbestos issues which may be encountered during work in the tunnels.

ASU has determined that persons working in the underground utility tunnel system may be potentially exposed to airborne asbestos fibers at or above the OSHA permissible exposure limit of 0.1 fibers per cubic centimeter. Each service provider is responsible for ensuring proper use of PPE, including respiratory protection, at all times while staff are working in the tunnel system. All service providers must follow their respiratory protection program, including medical evaluation and fit testing.

It is the service provider's responsibility to discuss the scope of work conducted within the tunnel system with employees and sub-contracted employees, and to provide the appropriate training, engineering safety controls, PPE and air monitoring as required by OSHA.

**Polytechnic campus**

The Polytechnic campus is located at a former United States Air Force base and portions are subject to specific excavation requirements. Contact EHS at 480-965-1823 if the project involves any excavation at the Polytechnic campus.

**Acknowledgement**

Your signature on this document acknowledges that your firm received this disclosure and the [ASU Service Provider Safety Information and Guidelines Orientation](#) document and that you reviewed the scope of work with the project manager or designee. You are responsible for providing this information to all staff working on ASU property.

**Service provider name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_ **City, State Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

The above service provider certifies that they have received the [ASU Service Provider Safety Information and Guidelines Orientation](#) document. In addition, the above service provider certifies that they will disseminate the Service Provider Job-Site Safety Information and

Guidelines Orientation document to employees, subcontractors and subcontractor employees.

**Service provider representative name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Employer representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Questions? Contact ASU Environmental Health and Safety  
at 480-965-1823 or email [asuehs@asu.edu](mailto:asuehs@asu.edu).  
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