



CONSTRUCTION MANAGER'S MANUAL

Project: Webster High School – Band Room & Green House Additions
w/ Site Improvements

Issue Date: 9/20/2022

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1.00 INVITATION TO BID

Nabholz Construction Corporation (herein after referred to as “Nabholz” or “Construction Manager”) is accepting specialty contractor and supplier proposals for the below referenced project. All proposals or bids received shall be submitted in accordance with the requirements of the Construction Manager’s Manual (the “CM Manual”). Plans and bidding documents will be available via internet link, or at various reprographic locations. Bidders should contact Nabholz for access to bidding documents.

Bid Packages will be due at the time and date listed below. Additional instructions and details pertaining to bid submission are listed herein.

.01 Project Information

Project Name:	Webster High School – Band Room & Green House Additions w/ Site Improvements
Nabholz Job Number:	03-22-2360
Jobsite Address:	1919 West 40 th Street, Tulsa, OK 74107
Job Description:	Band Room, Green House, & Site Improvements
LEED Certification:	N/A
Approximate Construction Start:	Fall 2022
Approximate Construction Finish:	Spring 2024
Are BIM/VDC Practices Required?	No
Is this a “Nothing Hits the Floor” Project?	Yes
Is this a CCIP Project? (Contractor Controlled Insurance Program)	No
Is this an OCIP Project? (Owner Controlled Insurance Program)	No
Is this job prevailing wage?	No
Is this job taxable?	No

.02 Bidding Procedure

Bid Date:	11/10/2022
Bid Time:	2:00pm
Bid Submission Procedure:	Bids should be delivered in a sealed envelope to 3027 S New Haven, Room 458, Bond Department.
Private or Public Opening:	Public
Bid Security Required:	Bid Security for proposals greater than \$50,000 – 5% Bid Security. Dual Obligees are Tulsa Public Schools and Nabholz Construction Corporation.
Bid Opening Location:	3027 S New Haven, Room 458, Bond Department
RFI/Bid Question Deadline:	2:00 PM on 11/3/2022
RFI/Bid Question Process:	Bidders shall submit questions in writing (email is preferred) by the established deadline. Questions should reference specific details, plan sheets, specifications, or bid manual sections.

.04 Project Team Information

Nabholz Office:	10319 E. 54 th St. – Tulsa, OK 74146
Nabholz Project Manager:	Kolton Gariss, kolton.gariss@nabholz.com
Nabholz Superintendent:	Monty Baker
Nabholz Estimator(s):	Danny Duncan, danny.duncan@nabholz.com
Architect:	GS Helms & Associates
Architect Contact:	Brian Jeffers
Architect Address:	424 E Main St, Jenks, OK 74037

.05 Site Specific Safety Considerations

Project Safety Considerations	1. Occupied school
(in addition to Nabholz Safety Standards)	2.
	3.
	4.
	5.
	6.
	7.

Construction Manager will use the standard Master Contract, Project Contract, and any amendments thereto, collectively, (the “Subcontract”), for all Subcontractors. Construction Manager will use standard Purchase Order (“PO”) for all Suppliers. Copies of these documents are available in electronic or hard copy upon request. We may also require performance and payment bonds for Subcontractors using Consensus 706 and 707 by an acceptable surety company or require other forms of surety.

Job Conditions and Job Safety in accordance with all safety regulations, including, federal (OSHA), state, and local, Construction Manager policy, and Subcontract or Purchase Order shall be required of all personnel on the Project including Subcontractors, Suppliers, and second tier Subcontractors and Suppliers. Reference Site-Specific Safety Considerations (Section 1.05 of this Manual) and Nabholz Safety Standards (Section 5.02 of this Manual). In addition, Construction Manager will enforce a NO SUBSTANCE ABUSE policy, and will not permit the use of tobacco on the Project site.

Construction Manager is an AA/EOE. All Women Owned Businesses (WBE), Minority Owned Businesses (MBE), and Disadvantaged Business Enterprises (DBE), including women, minority, disabled or veteran-owned business, are encouraged to submit a proposal or bid.

2.00 BIDDING INSTRUCTIONS AND SUPPLEMENTAL INFORMATION

.01 Instructions to Bidders

The following instructions apply to all proposals.

1. All bids shall be submitted on the bid form found in section 3.00 of this manual, inclusive of the scope of work specified in the applicable bid package.
2. Bid security in the form of a certified check, cashier's check or bid bond equal to 5% of the bid are required for subcontractor proposals over \$50,000, unless stated otherwise in section 1.02.
3. Bidders must fulfill prequalification requirements in accordance with CM's trade contractor procurement policy prior to the award of any Bid Package contract. Prequalification Questionnaires and applicable supporting documents are required annually and are available at <https://www.nabholz.com/trade-contractors/> or by contacting the Construction Manager's ("CM's") office.
4. Modification to Bid Packages may be cause for rejection of proposal.
5. Bidders warrant they have visited the Project site prior to submission of proposals or have attended the pre-bid meeting(s) for the purpose of understanding and accepting all conditions in and around the Project site.
6. Bidders warrant that proposals are submitted in accordance with the requirements of CM Manual and Contract Documents. Bidders also warrant that proposals are submitted in accordance with the specification sections and drawings relating to the scope of the Bid Package.
7. Bidders must submit questions in writing to the CM no later than seven (7) days prior to the Bid Date or by the established RFI deadline. Responses to Bidders' RFI(s) will be distributed in the form of an Addendum or Clarification to all Bidders. Addenda may be issued during the bidding period. Bidders must acknowledge all addenda on the Form of Proposal. Addenda become part of the Contract Documents.
8. Bidders must, immediately notify CM in writing of errors, omissions, discrepancies, or noncompliance with applicable codes and regulations within the Contract Documents or any work which will not fit or properly function if installed as indicated in the drawings and specifications. This requirement does not relieve the Architect of design or professional service responsibilities.
9. Bidders must comply with all federal, state, local laws, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Subcontract or Purchase Order ("PO") throughout. Statutes will be deemed to be included in the Subcontract or PO, the same as though herein written out in full.
10. Subcontracts and PO will be awarded based on the lowest responsible qualified proposal, provided it is in the best interest of the Owner and/or CM. The Owner and/or CM reserves the right to reject any and all proposals and to waive any informality in the proposals.
11. To determine the lowest responsible qualified proposal, the CM will evaluate proposals based on the following considerations:

- a. Total amount of Bidders' proposal, including Base Bid and Alternate Bids;
 - b. Acknowledgement of issued Addenda;
 - c. Bidders' bonding rate and capacity;
 - d. Sufficiency of Bidders' financial resources;
 - e. Evaluation of Bidder's labor rates;
 - f. Bidders' ability to perform in accordance with the Contract Documents;
 - g. Bidders' ability to perform without delay or interference to other trades or scopes of work;
 - h. Bidders' history of performance on previous projects with CM or Owner;
 - i. Responsibility and reputation of Bidders;
 - j. Evaluation of Bidders' safety record;
 - k. Bidder's history of compliance with applicable laws, codes, and regulations;
 - l. Quality and availability of Bidders' personnel and resources; and
 - m. Amount and nature of Bidders' current or pending litigation.
12. Bidders bonding capacity and rate will be evaluated by CM and Owner. The cost of providing Bidders Performance and Payment Bonds may be added to Base Bid to assist in evaluating the lowest responsible qualified proposal. **The cost of providing Bidders Performance and Payment Bonds should be included in Base Bids for all Bidders whose proposal will exceed \$50,000.** Bidders will be required to use the ConsensusDocs 706 and 707 for bonds, and to provided maintenance bond coverage as required by law in a form acceptable to CM. <https://www.nabholz.com/bidding-and-contract-documents/>.
13. CM may perform an investigation of Bidders' financial condition. Bidders agree to assist in any such investigation, which may include a request for Bidders most recent audited or reviewed financial statements, a review of Bidders "Business Information Report" as prepared by Dun & Bradstreet, Inc., or discussions with Bidders' surety and banking agents.
- 14. Bidders are required to provide a price for each specified Alternate Bid, Unit Price, or Price Breakout that affects Bidders' Bid Package.**
- 15. Bidders are required to provide unit prices for all labor classifications that apply to Bidder's Bid Package.** Labor unit prices will be used to calculate labor for all change order requests.
16. The Contract Documents will include all documents identified as Contract Documents in the Agreement between the Construction Manager and Owner, The Master Contract & Project Contract between Construction Manager and Subcontractor, as well as the following attachments and any Addenda and Supplementary Conditions.
- a. Exhibit A – Bid Package Description
17. All attachments and exhibits to the Contract between Construction Manager and Owner shall be recognized by Subcontract or PO between Bidders and Construction Manager.
18. Bidders' proposal shall include, but not limited to, the following costs:
- a. All applicable Sales Tax and Freight on Board to Project site unless stated otherwise in the trade specific Bid Package.
 - b. Prevailing wage rates and documentation if required by Contract Documents.

- c. Employee orientation, safety training, infection control training, and photo ID badging, as required.
- d. Attendance at preconstruction and project coordination meetings, as required by specifications and Construction Manager's Quality Management System ("QMS"). Subcontractor is required to send foreman, project manager or owner to all weekly Project site coordination meetings pertaining to the Scope of Work and/or as required by Construction Manager's Project Superintendent. Employees attending meetings must have the authority to make commitments on Subcontractor's resources (manpower, equipment, tools, etc.) to maintain Project Schedule or meet milestone dates.
- e. Delivery of submittals, including but not limited to shop drawings, product data, samples, mock-ups, operating service and maintenance manuals, Material Safety Data Sheets (MSDS), and other documents and submittal materials required by the specifications.
- f. All product testing documentation required by specifications, including test certificates
- g. Coordination for field testing and inspections required by specifications and Construction Manager's QMS. Laboratory testing by others; any re-testing required due to initial failed testing under Scope of Work is the responsibility of Subcontractor. This requirement does not apply to air test & balance tests
- h. Hook-up and consumption charges for temporary utility and telephone services for Bidders' trailers and sheds, including maintenance of temporary services and removal of services when no longer needed.
- i. Task lighting and special electrical service requirements, including but not limited to:
 - i. Electrical Subcontractor will provide temporary power to accommodate the use of power tools, lighting, and masonry saws.
 - ii. Temporary electrical outlets will be spaced so that the entire area of construction can be reached by power tools on a single 100-foot extension cord; and
 - iii. General temporary illumination will be maintained at a level of 5 foot-candles.
- j. Telephones, computers, and internet access.
- k. Drinking water and ice.
- l. Storage sheds, office trailers, and labor sheds.
- m. Portable, gas-driven welders.
- n. All parking for employees shall be coordinated with Construction Manager's Project Superintendent at Bidders' expense.
- o. All material handling equipment, including but not limited to hoisting with certified operators, bracing, shoring, scaffolding as necessary to move materials and complete Scope of Work.
- p. Daily clean up and removal of all identifiable debris, including but not limited to:
 - i. Site Cleanup. Subcontractor shall keep the Project site and work areas clean at all times and must sweep each work area and remove all debris prior to discontinuing work in each area. If the Subcontractor fails to immediately

commence compliance with cleanup duties within forty-eight (48) hours after written notification from the Contractor of noncompliance, the Contractor may implement appropriate cleanup measures without further notice and deduct the cost thereof from any amounts due or to become due the Subcontractor under this Contract. Unless otherwise specified or required by law or regulation, all debris will be sorted as required and deposited on the Project site at a location designated by the project superintendent. Subcontractor shall comply with Contractor's on-site recycling and refuse programs. Subcontractors shall follow any Nabholz sustainability plans and programs regardless of whether the job is certified by the U.S. Green Building Council, Green Globes, or any other building certification entity. Temporary protection of work and stored materials. Protect adjacent materials and finishes. Damage caused by performing this work will be the responsibility of this trade contractor.

- q. Weather protection as required to protect and perform the Work unless specifically excluded in Bid Package.
 - r. All applicable trade permits, licenses, and inspection fees, including bonds required for the Scope of Work.
 - s. Engineering layout, professional surveys, grade control and field dimensions associated with the Scope of Work.
 - t. Touch-up painting of any prefinished items as required.
 - u. Dewatering of all excavations associated with the Scope of Work, as required, preserving structural integrity and workability.
 - v. Provide enclosures, temporary heat, blankets, additives, etc. as needed to protect Work and materials from cold weather conditions.
 - w. Removal of existing materials in existing facilities, if considered part of the Scope of Work and legally dispose of offsite.
 - x. Provide and install firestopping at penetrations in fire walls resulting from Work in accordance with specifications and code requirements. Allow 5-10% destructive testing. Obtain approved submittal before installing firestopping.
19. Bidders shall strictly comply with Construction Manager's safety policies and OSHA safety regulations. Construction Manager's complete Safety Standards can be reviewed at Construction Manager's offices or <https://www.nabholz.com/bidding-and-contract-documents/>. Hard hats and safety glasses, and high-visibility clothing are mandatory for all Project site employees during all phases of the project and must be worn at all times. Prior to working on a Construction Manager's Project, the viewing of Construction Manager's Safety Video by the construction personnel of all Bidders is a mandatory requirement. Hardhat stickers will be given to those construction workers who are confirmed to have viewed the safety video. All workers must have the current calendar year hard hat sticker on their hard hats in order to perform work on Construction Manager's Project.

20. Compliance with all requirements of Construction Manager's substance abuse and security policies.
21. Compliance with Construction Manager's insurance requirements. Reference Section 5.01 of the CM Manual.
22. Bidders' work shall strictly comply with all adopted Building Codes. Any code-related conflict in drawings and specifications shall be clarified and approved by the local Code Authority prior to installation.
23. Bidders shall be held responsible for submission of all submittals (via Procore and delivery of physical submittals as necessary) within three weeks of Notice of Intent to Award, including but not limited to shop drawings, product data, samples, mock-ups, operating, service and maintenance manuals, material safety data sheet information, and other submittals required by the specifications and Construction Manager's QMS. Submittals to be checked and signed off on by Bidders' representative indicating a review has been completed. Shop Drawings should be started upon Notice of Intent to Award and completed expeditiously to not delay construction. Coordinate with existing conditions and other Subcontractors as needed for locations, sizes and penetrations required. Color samples to be treated as part of the submittal process. All submittal packages over 10 pages must have a table of contents.
24. Bidders shall provide closeout documents per Contract Documents and Master Contract including, but not limited to, attic stock, as built drawings, testing, warranties, and equipment operation manuals before Substantial Completion as a prerequisite to Final Payment. Provide equipment operation instructions to Owner representative, as required. Attic stock is to be delivered in individually labeled and unopened boxes. There should also be a table of contents as the first page of all closeout packets.
25. Bidders shall provide warranty from date of Substantial Completion of Subcontractor's Work and for the duration per specification. All Warranty and call-back Work resulting from the Scope of Work shall be at no cost to the Owner or Construction Manager. Temporary use of equipment during construction will not affect the Warranty or call-back periods required by the specifications.
26. Bidders shall provide labor warranty from substantial completion for the duration of one year unless otherwise noted in the contract documents. All Warranty and call-back Work resulting from the Scope of Work shall be at no cost to the Owner or Construction Manager.
27. Bidders may not remove or replace its Superintendent or Foreman without prior written consent from Construction Manager.
28. Bidders shall coordinate delivery of required materials associated with the Bid Package. Bidders shall provide equipment and personnel necessary to unload, stack, protect, store, and move materials on Project site. Bidders shall inventory all delivered items and inspect for damage or missing items. Note damaged or missing items on the bill of lading. Construction Manager is not responsible for damaged or misplaced materials or equipment. Bidders shall file all damage claims with insurance carrier(s). Placement of staged items shall be coordinated with Construction Manager's Project Superintendent.
29. Stored materials are to be protected from heat and humidity as required by the manufacturer. All materials must be tagged with Project and Construction Manager's name. The items above are subject to

the specifications and Owner requirements. Coordinate location of Project site storage containers with Project Superintendent.

30. Bidders shall coordinate Work with the Construction Manager and other trades affecting their Scope of Work.
- 31. Bidders shall contact the Project Superintendent if the substrate is unacceptable before installation of the Scope of Work. Installation of materials over substrate implies acceptance of substrate.**
32. Time is of the essence. Provide a detailed schedule in bar chart format for the Scope of Work within 10 days of receiving Notice of Intent to Award. Comply with the Project Schedule furnishing necessary resources, including overtime, to maintaining project schedule. Should Bidders fall behind schedule due to conditions within Bidders' control, Bidder shall implement whatever means are necessary to accelerate the Bidders' Scope of Work until it is in compliance with the schedule. The cost of accelerating the Work shall be borne by the Bidders. Certain areas may be completed earlier than originally indicated on schedule. Subcontractor must be prepared for any minor adjustments to the schedule as Work progresses.
33. Time lost due to weather conditions must be made up by Bidders.
34. Bidders shall comply with the established work hours or Owner-specified durations necessary to minimize impact on Owner operations.
35. Construction Manager maintains ownership of all schedule free float.
36. Bidders shall sequence Work as directed by Construction Manager.
37. Bidders must be and have been regularly engaged in Work to be performed for the past 5 years using at least partially their own workforce skilled in that type of work. Project site foreman must be employed directly by Subcontractor and professionally qualified for Work to be performed with at least 10 years' experience.
38. Bidders must participate and comply with the Construction Manager's QMS as relevant to the Scope of Work.
39. Punch lists issued by Construction Manager, Architect, or Owner will be completed within fourteen (14) calendar days from the date of issue. If Bidders fails to comply with this requirement, Construction Manager reserves the right to perform the Work for the Bidders and back-charge the Bidders for the cost of the Work.
40. Prior to commencing work, bidders must provide company specific safety plan and silica exposure plan to superintendent, in either digital or physical copy.

.02.0 Bid Affidavits

.02.1 Felony and Sex Offender Affidavit

(TO BE SUBMITTED WITH BID)

STATE OF _____)
) ss
COUNTY OF _____)

_____ of lawful age, being first duly sworn on oath says that _____ is the agent authorized by the Contractor to bind the Contractor to the terms and conditions of this Affidavit. Affiant further states that the Contractor will make all possible efforts and provisions to ensure that any employee or representative sent on school premises for the purposes of delivery, services, work or for any other purpose, is not in violation of the State of Oklahoma Laws reproduced below. Affiant further states that each and every Subcontractor, Sub-subcontractor, Material Supplier or any other entity performing work, services or any other task, or supplying any material, equipment or other items for the Project, has signed a like affidavit maintained the Contractors Project File.

State of Oklahoma Law states:

- A. No person or business having a contract with a school or school district for services to be performed during normal school hours shall allow any employee to work on school premises if such employee is convicted in the state, the United States or any other state of:
 - 1. Any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state’s or federal sex offender registration provisions; or
 - 2. Any felony offense except as provided in subsection C of this section or when ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for criminal offense
- B. Every person or business having a contract for services with a school district where such services are to be performed on the school premises during normal school hours shall be required to sign a statement declaring that no employee working on school premises under the authority of such person or business is in violation of the provisions of this section.
- C. The provisions of this section shall not apply to volunteers, persons performing community service hours under court order or persons performing services under a supervised work release program. Provided, however, persons performing community service hours or services under work release shall not be allowed to work on school premises at any time after having been convicted of any offense state in paragraph 1 of subsection A of this section (70 O.S. ss 101.48).

It is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contract for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act. Upon conviction for any violation of the provisions of this subsection, the violator shall be guilty of a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00). In addition, the violator may be liable for civil damages (57 O.S. ss 589)

(Project Name)

DATED this _____ day of _____, 20_____.

Contractor

By Title
Attest: _____

Subscribed and sworn to before me this__
Day of _____, 20_____.

Notary
Public My Commission Expires: _____

**.02.2 Business Relationships Affidavit
(TO BE SUBMITTED WITH BID)**

STATE OF: _____

COUNTY OF: _____

_____, of lawful age, being first duly sworn, on oath, says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidder and any officer or director of the Architect or Engineer or other party to the project as follows:

Affiant further states that the names of all persons having such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein and above-mentioned exist, affiant should so state.)

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public _____

My Commission Expires: _____

.03.0 Post-Bid Affidavits

.03.1 Affidavit for Final Payment (TO BE SUBMITTED AFTER AWARD)

STATE OF _____)
) ss
COUNTY OF _____)

The undersigned, being first duly sworn, testifies as follows:

That Affiant is the _____ of _____
(Officer (Company)

And that in signing and delivery of this affidavit he is acting for and on behalf of said company. That said company is the Contractor engaged in the construction of:

(Project Name)

(Project Location)

for the Awarding Public Agency of the State of Oklahoma (Owner) pursuant to a written contract entered into with the Awarding Public Agency (Owner). that the construction of said Project has been fully and finally completed in accordance with the written Contract, and all amendments thereto, if any. The company represents that there are no existing judgments, claims, accounts, liens, or other similar type of obligations outstanding and unpaid arising under said Contract or from labor or materials having been furnished for or delivered to said Project. Further, the company represents that all persons or entities furnishing labor or materials used in said project, or under said Contract, have been paid in full.

Contractor or Supplier

By _____ Title

Attest: _____

Subscribed and sworn to before me this _____ day
of _____, 20____.

Notary Public

My Commission Expires: _____

CERTIFICATE OF APPROVAL

The undersigned, agent or Attorney-in-Fact for _____, Surety Company,
Acting for an on behalf of said Surety Company, acknowledges having seen the above affidavit executed by
_____ further that the undersigned hereby approved the affidavit and directs
that the Owner of said project is hereby authorized to make final payment under the contract to the contractor.

Surety Company specifically releases the Awarding Public Agency of the State of Oklahoma (Owner) from any responsibility should any unpaid accounts or claims arise against contractor for labor or material furnished under said Contract or delivered and used in said Project.

(Attorney-In-Fact for Surety Company)
(Attach a Certified Copy of Power-of-Attorney)

.03.2 Declaration Regarding Prohibition of Sex Offenders and Convicted Felons on School Premises

(TO BE SUBMITTED AFTER AWARD)

STATE OF _____)
) ss
COUNTY OF _____)

_____ (“Contractor”) hereby acknowledges that it has a contract with Nabholz Construction Corporation for services to be performed during normal school hours on Webster High School premises. Contractor declares that it has verified and will continue to verify that none of its employees working on school premises during normal school hours shall have been convicted, entered a plea of guilty or a plea of nolo contendere, or received a suspended sentence for a crime or an attempt to commit a crime in the State of Oklahoma, the United States, or any other state for any sex offense subject to a Sex Offenders Registration Act or any felony offense within the last ten (10) years unless such an employee has received a presidential or gubernatorial pardon. This restriction does not apply to persons who have been convicted of a felony within then (10) years and who are volunteers, who are performing community service hours under court order, or who are performing services under a supervised work release program.

Contractor acknowledges that, pursuant to 57 O.S. Section 589, it is unlawful for any person who is registered pursuant to the Sex Offenders Registration Act to work with children or to work on school premises.

DECLARATION BY VENDOR

The undersigned _____ represent that he/she is the Owner or an officer of

_____, who has the authority to make this declaration to the Awarding Public Agency, as required by Section 6-101.48 of title 70 of the Oklahoma State Statutes.

I declare that no employee working on school premises during normal working hours under the authority of the above- named company or business has been convicted in this State, United States or another state of any sex offense subject to the Sex Offenders Registration Act or is subject to another state’s or the federal sex offender registrations provisions. I further declare that no employee working on school premises during normal working hours under the authority of the above-named company or business has been convicted of a felony offense within the past ten (10) years in this State, the United States, or another state.

I further understand that Title 57, Oklahoma Statutes, Section 589 provides as follows, to wit:

It is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contracts for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act. Upon conviction for any violation of the provision of the subsection, the violator shall be guilty of a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000). In addition, the violator may be liable for civil damages.

DATED this _____ day of _____, 20_____.

Contractor

_____ By _____ Title _____

Attest: _____

Subscribed and sworn to before me this _____

Day of _____, 20_____.

_____ Notary

Public My Commission Expires: _____

.03.3 Certification of Compliance with Asbestos Restrictions
(TO BE SUBMITTED AFTER AWARD)

STATE OF _____)
) ss
COUNTY OF _____)

The undersigned Contractor, of lawful age, being first duly sworn, on oath says that:

Building materials or products incorporated or installed in the construction of will be free of asbestos or asbestos products of any kind.

Certification of Compliance with Asbestos Restrictions will be included in any sub-contract connected with the performance of work for this project.

DATED this _____ day of _____, 20_____.

Contractor or Supplier

By _____ Title _____

Attest: _____

Subscribed and sworn to before me this _____ day
of _____, 20_____.

Notary Public

My Commission

Expires: _____

.03.4 Competitive Bid and Contract Affidavit

(TO BE SUBMITTED AFTER AWARD)

STATE OF: _____

COUNTY OF: _____

For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder’s direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
4. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor’s direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Signature

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public _____

My commission expires: _____

NOTE: Each Competitive Bid submitted to a County, School District or Municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.24

.03.5 Invoice Affidavit

(TO BE SUBMITTED AFTER AWARD)

STATE OF _____)
) ss
COUNTY OF _____)

The undersigned (Architect, Contractor, Supplier Engineer), of lawful age, being first duly sworn, on oath, says that this invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that (s) he has made no payment directly or indirectly to any elected official, officer, employee of the State of Oklahoma, any county or sub-division of the state, or employee of the Awarding Public Agency (Owner), of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is required.

Contractor or Supplier

By _____ Title _____

Attest: _____

Subscribed and sworn to before me this _____ day
of _____, 20____.

Notary Public

My Commission Expires: _____

(Architect, Engineer or other Supervisory Official)

By _____ Title _____

Attest: _____

Subscribed and sworn to before me this _____ day
of _____, 20____.

Notary Public

My Commission Expires: _____

3.00 BID PACKAGES AND BID FORMS

.01 General Scope Requirements

All trade specific bid packages shall be inclusive of the General Scope Requirements listed below.

1. Refer to Instructions for Bidders, for additional general scope requirements.
2. **Master Contract** – All subcontractors and suppliers must have an executed master contract with Nabholz to do work with Nabholz. Project specific contracts and purchase orders are based on the master contract. Master contract has precedence over project specific contract, purchase orders, trade scopes, preconstruction manual and/or general requirements. Copy of Master Contract is available upon request.
3. **Project Specific Contract** – This contract will be executed between Nabholz and subcontractor or supplier and will reference specific project, construction documents, scope of work, duration, and other pertinent information. If conflict exists between specifications, drawings, addenda, trade scope or contract, most stringent requirement prevails. Copy of project specific contract is available upon request.
4. **Performance and Payment Bond** – Subcontractors are to include the cost of performance and payment bonds in their proposal. Performance and Payment Bonds to be on Consensus Doc Forms 706 & 707.
5. **Insurance** – Subcontractor must have the following Insurance Limits:

Commercial General Liability

Limit Each Occurrence	\$2,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000

Automobile Insurance

Combined Single Limit	\$2,000,000
“Any Auto” Coverage	

Worker’s Compensation Insurance

	Per Statute
EL Each Accident	\$1,000,000
EL Disease – EA Employee	\$1,000,000
EL Disease – Policy Limit	\$1,000,000

The Certificate Holder should be: Nabholz

Please provide the following for General Liability:

- Contractual Liability Coverage
- Per Project Aggregate
- Additional Insured Endorsement (CG2010 and G2037 or Equivalent. Wording should provide coverage not only for ongoing operations but also for completed operations. Vicarious liability exclusion is NOT acceptable. A copy should be included with the certificate of insurance.

- Additional insured wording as follows: “Nabholz Construction Corporation, its parent and affiliated companies, employees, agents, and principles; Owner and others as required by Prime Contract are named as additional insured.”
- Insurance is primary and non-contributory.
- A Waiver of Subrogation applies.

Please provide the following for Commercial Automobile:

- Additional Insured Endorsement
- Waiver of Subrogation Endorsement

If permitted by law, a Waiver of Subrogation in favor of Nabholz applies for Worker’s Compensation.

6. **Liquidated Damages** – Each trade contractor is required to perform their work in a timely manner so as not to impede construction progress leading to late completion of project. If work performed by this trade contractor does not conform to CM schedule based on contractual completion date and the CM is charged liquidated damages by the Owner, this trade contractor may be liable for up to \$500 liquidated damages per calendar day for each calendar day CM was delayed by the performance of this trade contractor.
7. **Change Orders** – Any work that changes subcontractor or suppliers contract scope must be approved in writing before commencement. Cost of change to be broken down and documented as detailed by CM, reference Subcontractor C.O. Request Breakdown Form. Any work disputed is to be performed by subcontractor or supplier on a documented time and material basis so as not to hold up construction progress subject to future reconciliation. Subcontractor agrees to furnish labor, materials, tools, equipment, supplies, insurance, bonds, etc. , required for additional work, for which no pre-agreed price has been fixed, for net costs of all labor, materials, etc. , furnished plus ten percent (10%) total mark-up for overhead and profit of the subcontractor, unless otherwise noted in the contract documents.
8. **Permits/Fees** – Provide all permits, inspections, fees, bonds, and licenses required to do this work.
9. **Taxes** – To be per trade scope.
10. **Qualifications** – Subcontractors must be and have been regularly engaged in work to be performed for the past 5 years using at least partially their own work force skilled in that type of work. Onsite foreman must be employed directly by subcontractor and professionally qualified for work to be performed with at least 10 years’ experience. Must be able to show successful completion on past projects of similar size, complexity, and nature to work being bid. Must also be able to demonstrate sufficient and qualified labor available to perform project in accordance with project requirements.
11. **Construction Documents** – Trade Contractors and Suppliers are responsible for all items within their scope of work no matter where shown in drawings, specifications, or addenda.
12. **Pay Applications** – Initial succeeding pay application to be broken down by work scope and second tier subs and suppliers. Costs being applied are subject to construction manager approval and documentation requested. Payment may be expected 10 days after Nabholz receives payment from owner. Second tier

liens must be provided as requested. Pay Application's schedule of values breakdown must be submitted and approved by the CM prior to submission of the first pay application. All Pay Applications must be submitted on the Nabholz Construction Format emailed with contracts. Pay Application are due on the 20th of each month. The pay applications are NOT to be forecasted to the end of the month (Billing period is 21st – 20th).

13. **Trade Package Allowances** – All trade package allowance use must be approved by CM; any unused trade package allowance returns to the CM. Clean up labor allowance to be \$17.00/hour minimum including burden.
14. **Work in Trade Scope** – Work included in trade scopes consists of trade scope requirements and that included in the referenced specification sections.
15. **Trade Package Coverage** – If work requirement in a specific trade package is also covered in another trade package that does not negate the responsibility to perform that work within the original trade package.
16. **Stored Materials** – Provided that the Prime Contract between Owner and Construction Manager allows for payment of off-site stored materials, Subcontractor/Supplier must ensure that the following conditions are met before payment is released.
 - Receipt of documentation noting off-site stored material location, site contact, and inspection hours of the storage facility.
 - Receipt of off-site stored material insurance certification, for location where off-site material is stored with Additional Insured to match the project insurance requirements. Coverage must include replacement value for all loss from any cause, including loss during transportation from the off-site storage facility to the project site.
 - Receipt of date-stamped digital photos showing that the off-site materials are stored in a secure facility where the items are protected from the elements, theft and vandalism.
 - Receipt of date-stamped digital photos showing that the off-site materials are segregated from the common stock and are clearly marked and identified as being specifically for the project requiring materials.
 - Receipt of Unconditional/Conditional Lien Releases for the materials being stored.
 - Receipt of copies of actual invoices for the off-site materials being stored and billed. No mark-up by Subcontractor is allowed on off-site stored materials.

If Subcontractor/Supplier fails to comply with the requirements outlined in this Off-Site Stored Material Section, or in the event of Subcontractor/Supplier default, Construction Manager shall have free access to enter Subcontractor's/Supplier's premises and to take possession of and utilize, sell, lease or otherwise dispose of the property in such manner as Construction Manager, in its sole discretion, may elect.

Subcontractor/Vendor shall warrant and defend the sale of the property hereby made against all and every person whomever lawfully claiming the same or any part thereof.

Subcontractor/Vendor shall protect and bear the risk of loss or damage to such property until final completion and acceptance by Owner in accordance with the terms of the Contract Documents. Subcontractor/Vendor, on behalf of its insurance companies insuring the property against loss, waives right of subrogation against Construction Manager.

17. **Schedule** – Completing your scope of work in a timely manner is imperative in meeting the construction completion date. Schedule requirements include the following:

- Working with the project manager, providing work sequence, durations and anticipated manpower for your scope of work including periodical updates.
- Onsite foreman for your scope of work to attend weekly jobsite meetings assisting CM superintendent in scheduling your work for following six weeks.
- Provide additional manpower and overtime work as required by CM to make up for work behind schedule.
- If a weekday is lost to inclement weather, Saturday will be worked as make up day.
- 40-hour work week included as required at no additional cost.

Subcontractor to notify CM ASAP if lack of manpower availability is foreseen to meet schedule requirements. Saturdays to be worked if weather delay occurs during current or past week.

18. **Quality Management**

- All work to be performed by experienced workmen per industry trade association standards, applicable codes and standard practice.
- Verify actual conditions acceptable as proceeding with you work constitutes acceptance of existing conditions.
- Inspect all material and equipment as they arrive at the project site or storage location for compliance with contract documents, submittals, codes and actual building conditions. Make sure deliveries have not been damaged.
- Before work begins request and attend pre-installation conference including Nabholz, Architect and Owner at their discretion. Required attendance by trade contractors project foreman and project manager. Penalties of \$1,000 for not attending this meeting.
- Competent and experienced person from subcontractor's firm to be responsible for quality control pertaining to their scope of work.
- Each contractor to provide list of inspections required for their scope of work and maintain documentation of inspection logs.
- Each contractor to participate in Nabholz Quality Management System as relevant to their scope of work.

19. **Submittals** – Provide submittals required by construction documents within three weeks of notice of intent to award contract. Submittals to be checked and signed off on by trade contractor's rep indicating such. Shop drawings should be started upon notice of intent to award contract and completed expeditiously so as not to delay construction. Coordinate with existing conditions and other trade

contractors as needed for locations, sizes, and penetrations required. Color samples to be treated as part of the submittal process. Electronic submittals are acceptable in CM approved format contingent upon architect approval.

20. **Office Trailers** – Subcontractor shall be responsible for all office trailers and storage sheds (including utility hook-up, internet, and consumption charges) required by their operations.
21. **Cleanup** – All waste and debris generated under this trade package must be cleaned up and disposed of on a daily basis and as directed by the construction manager. Keep storage area neat and orderly. Subcontractor shall be responsible for cleaning of streets and site paved drives when mud, dirt, or dust is caused by their scope of work. Subcontractor shall maintain their work areas broom clean.
22. **Supervision** – Bidder shall provide a competent jobsite representative or superintendent at all times when any work under this package is being performed. This individual shall be present for weekly jobsite meetings and represent the bidder in order to commit resources to the project. Onsite superintendent or foreman may not be replaced or removed without CM consent.
23. **Coordination Meetings** – Subcontractor required to send foreman, project manager or owner to all weekly jobsite coordination meetings pertaining to their work and/or as required by project superintendent. Owner’s rep must have authority to make manpower and equipment commitments to meet schedule.
24. **Background Check** – Subcontractors are responsible to have done background checks on all their jobsite personnel to ensure no sex offenders or convicted felons are put on school premises.
25. **Safety** – Provide and maintain all safety requirements per OSHA and Nabholz safety policy including hard hats, safety glasses, shoring, scaffolding, reinforcing, excavations, lighting, fall protection, etc. Repair and/or replace safety railing, barricades and other items removed and/or damaged while performing your work.
26. **Existing Conditions** – Attend pre-bid meeting or schedule site visit through construction manager before bidding project to ensure familiarity with existing conditions.
27. **Demolition** – Remove existing materials in existing facilities normally considered part of this scope and dispose of offsite legally.
28. **Layout** – Provide field engineering required for all layout, locations and elevations needed for work under this trade scope. Provide professional engineer where required by contract documents for layout and to provide initial baseline.
29. **Deliveries** – Coordinate all deliveries prior to delivery with superintendent and provide onsite representative and equipment necessary to off load and inventory materials. Deliveries to be coordinated with owner’s schedule if applicable.
30. **Protection** – Protect adjacent materials and finishes; damage caused by performing this work will the responsibility of this trade contractor. Provide temporary protection for your work.
31. **Substrate** – Installation of materials over substrate implies acceptance of substrate. Contact superintendent if substrate is unacceptable BEFORE installation of your product.

32. **Hoisting/Scaffold** – Provide bracing, shoring, scaffold and equipment necessary to get material where needed and for installation required.
33. **Dewatering** – All excavations associated with this package as required preserving structural integrity and workability.
34. **Cold Weather Provisions** – Provide enclosures, temporary heat, blankets, additives, etc. as needed to protect work and materials from cold and as required to meet schedule and contract obligations.
35. **Drinking Water** – Subcontractor shall be responsible for supplying drinking water and cups for their employees. Subcontractor shall provide a waste receptacle to receive all used cups and debris.
36. **Power and Fuel** – Subcontractor shall be responsible for all power and fuel requirements associated with welders and other specialty equipment used during the performance of their work.
37. **Testing** – Laboratory testing by others; any re-testing required due to initial failed testing under this scope of work is the responsibility of the trade contractor. Air test and balance not part of this item. Provide ACI certified technician to take concrete cylinders.
38. **Penetration Firestopping** – All trades to provide and install specified firestopping and/or sealant at penetrations in fire or smoke walls, floors, ceilings, etc. resulting from their work in accordance with specifications and code requirements. Allow for 5-10% destructive testing. Obtain approved submittal before installing firestopping/sealants.
39. **Alcohol/Drugs/Firearms** – Bidder shall note that the use of alcohol, drugs, and firearms on the project is strictly prohibited. This is a zero (0) tolerance requirement, and if Bidder, its employees and/or subcontractors violate these restrictions, they will be prohibited from working on this project. Banishment of the Bidder’s employees and/or subcontractors from the project shall not relieve the Bidder’s responsibility for maintaining the schedule and completing the work of their contract.
40. **Tobacco Use** - In accordance with Oklahoma State Law as described in Oklahoma Statutes. Title 21 and Title 63 smoking, the use of tobacco, or the use of products containing tobacco in any form is prohibited on any property owned or leased by a public-school district. This rule also applies to Nabholz charter or private school projects.
41. **Owner Occupied Site** – Avoid interaction and harassment of owner’s employees, students, teachers and/or staff. All questions or comments from such should be referred to project superintendent. Subcontractor employees show violate the requirement may be removed from the jobsite by the project superintendent.
42. **Traffic Control** – Bidder shall be responsible for all traffic control, barricades and flagmen required by all governing authorities during the performance of the work of this bid package.
43. **Noise Level** – Construction activities that generate noise levels objectionable students, onsite owner personnel or surrounding neighbors must be scheduled with CM superintendent. Same applies to acidic or testing schedules.
44. **Prefabrication** – Nabholz is not responsible for prefabricated assemblies that do not work due to changed field conditions, owner changes, construction document errors, or for any other reason.

45. **Flammable Materials** – shall not be disposed of in onsite dumpster. These materials must be removed daily from site and disposal of property.
46. **As-Built Drawings** – Bidder shall maintain as-built drawings that reflect any changes in the design made by the Bidder during construction.
47. **Closeout** – Provide closeout documents per construction documents including attic stock, as-built drawings, testing, warranties and equipment operation manuals before substantial completion as prerequisite to final payment. Provide equipment operation instructions to owner rep as required. Attic stock is to be delivered in individually labeled and unopened boxes. There should also be a table of contents as the first page of all closeout packets.
48. **Warranty** – Provide warranty from date of substantial completion and of duration per specifications. Warranty calls made in conjunction with this work, including those not responsible of this work, are at no cost to owner or construction manager. Temporary use of equipment during construction will not affect warranty period required by the specifications. Labor warranty shall be a year from substantial completion unless otherwise noted in the contract documents.
49. **Punch Lists** – Punch list items must be corrected within 10 working days unless constrained by back ordered material. CM may correct work after 10 working days at trade contractors' cost.
50. All Subcontractors and Suppliers will be required to write a site-specific safety plan to address Nabholz 12 Commitments To Live By (C2LB).
51. The Project will be staged on an existing, occupied, operating school campus. Avoid interaction with owner's employees, students, teachers and/or staff. Any harassment of personnel listed above will not be tolerated. All questions or comments from such should be referred to Project Superintendent. Violation of this requirement will not be tolerated and may be grounds for immediate dismissal from Project and/or legal action.
52. Deliveries of building materials will give right of way to school bus traffic during drop-off and pick-up times.
53. Construction Manager will coordinate with the school's Principal to work within academic and testing schedules.
54. Prior to award, Subcontractors will be required to complete the Declaration Regarding Prohibition of Sex Offenders and Convicted Felons on School Premises form located in Section 3.02 or such declarations otherwise required by the Owner.
55. Pay particular attention to any section calling for delegated design or licensed engineer drawings within your trade package. You will be held responsible for that.
56. Each trade package is responsible for providing Tyvek butyl tape at each penetration made by this trade in the Tyvek wrap penetration.
57. Each trade package is responsible for removing Insulated Concrete Form Foam as required to complete their installation. Including removal of foam where required to anchor directly to the concrete. Only remove foam where required. Excessive foam removal will require replacement of foam at the expense

of the responsible trade package. Coordinate installation requirements with ICF contractor for any required embeds or in-wall reinforcement requirements.

58. The contractors responsible for the construction of all safe room enclosure elements listed in the Quality Assurance Plan & Contractor's Responsibilities on G1.8 shall abide by said plan & responsibilities.
59. All trades to include multiple mobilizations as required.
60. All work not in areas C & D(Band Room Addition & Greenhouse Addition) will be performed from June 2023-August 2023. Include an extra crew and extra mobilization for this work.
61. All contractors must sign-in at mandatory pre-bid walks to bid.

.02 Bid Form - Webster High School

Date of Bid _____

Submitting Company ("Bidder")

Company Name _____

Project State License Number _____

Company Representative

Name _____

Email Address _____

Cell Phone _____

Scope of Work

Bid Package Number _____

Bid Package Description _____

Addenda / CM Clarification

Bidder acknowledges receipt of the following:

Addendum # _____ Dated _____

CM Clarification # _____ Dated _____

Addendum # _____ Dated _____

CM Clarification # _____ Dated _____

Addendum # _____ Dated _____

CM Clarification # _____ Dated _____

Addendum # _____ Dated _____

CM Clarification # _____ Dated _____

Addendum # _____ Dated _____

CM Clarification # _____ Dated _____

Addendum # _____ Dated _____

CM Clarification # _____ Dated _____

Base Bid

By submitting this proposal form, bidder acknowledges receipt of and compliance with Nabholz minimum insurance requirements, Master Contract Agreement, Project Contract Agreement, Performance and Payment Bond requirements, Purchase Order, CCIP Program Addendum, and Safety Standards.

Bidder agrees to complete the Scope of Work listed below for a lump sum of:

Words _____ Dollars \$ _____

The lump sum bid price above INCLUDES all insurance premiums necessary to meet the insurance requirements and premiums for the Performance, Statutory (Payment), and Defect bonds required for this project (bonds are required for all contracts that are \$100,000 or more).

Alternates

1. Alternate 1: Provide DEDUCTIVE cost to omit the Cafeteria Eating Island, including the millwork and soffit structure.

Refer to Sheet AC1.2 for additional information regarding the work required in this Alternate.

Add/Deduct \$ _____

2. Alternate 2: Provide DEDUCTIVE cost to provide Polycarbonate Panels at the new Green House structures in lieu of the Acrylic Panels identified for the Base Bid.

Refer to Section 131230 – Green House Systems for additional information regarding this Alternate.

Add/Deduct \$ _____

3. Alternate Description Add/Deduct \$ _____

4. Alternate Description Add/Deduct \$ _____

Voluntary Alternates

1. _____ Add/Deduct \$ _____

2. _____ Add/Deduct \$ _____

Unit Pricing

Where applicable to Scope of Work, provide the following unit prices, which will be used to adjust contract amount for changes to Scope of Work.

1. Undercut and remove from site existing unsuitable measured as in-place yardage. \$_____ / cuyd

2. Fill with specified Type A aggregate. \$_____ / cuyd

3. Provide 10lbs of additional floor patch above the quantities identified in the Bid Package, measured per bag \$_____ / bag

4. Provide ceiling replacement of acoustical ceiling system in existing building, measured per square foot. \$_____ / sqft

5. Additional LF of a temp wall to ceiling as listed in bid the drywall bid package \$_____ / LF

6. Add casing at 18" dia. drilled piers, measured per linear foot. \$_____ / LF

- | | |
|---|--------------|
| 7. Add casing at 24" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 8. Add casing at 36" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 9. Add depth at 18" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 10. Deduct depth at 18" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 11. Add depth at 24" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 12. Deduct depth at 24" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 13. Add depth at 36" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 14. Deduct depth at 36" dia. drilled piers, measured per linear foot. | \$_____ / LF |
| 15. Add for (1) standard electrical duplex receptacle within 100 ft. | \$_____ / EA |
| 16. Add for (1) standard data outlet within 100 ft of final termination. | \$_____ / EA |
| 17. Add for the cost to replace an individual fire suppression sprinkler head | \$_____ / EA |

Work in Progress & Project Specific Qualifications

Bidder shall submit with their proposal a Work in Progress (WIP) Report that lists the ten (10) largest projects currently being constructed. Moreover, final evaluation of Bidder’s proposal shall be conditional on review of WIP Report, and Bidder’s experience with similar scope and projects.

Completion Time

All Work shall be completed within the schedules prepared by and agreed to by Nabholz. Bidder shall provide adequate manpower and submit documentation for approval necessary to work within the timeframe scheduled. Estimated time period for construction is December 2022-March 2024.

Bid Security

Bid Security is required for subcontract proposals greater than \$50,000 – 5% Bid Bond. Oblige is Nabholz Construction Corporation.

Bidder must include the cost of a Performance and Payment Bond in their bid and meet the requirements set forth in the “Project Contract” if their bid includes installation labor of any kind. Failure to do so may result in bid being deemed “non-responsive” and result in disqualification.

Verification Information Required

Indicate the percentage rate for the bond cost. _____. Cost shall be included in Base Bid.

Name of Surety Agent _____

Surety Agent Phone Number _____

Acceptance of Contract Forms

Bidder acknowledges that they have reviewed and accept the Contract Performance and Administration, Sample Master Contract, Sample Project Contract, Payment and Performance Bonds, Sample Purchase Order, Contractor-Controlled Insurance Program Addendum to Master Contract and the Nabholz Safety Standards forms linked in Section 6.04. Proposed modifications must be submitted with bid.

Signature

Bidder agrees that this proposal remains valid for a period of 60 days. Bidder understands that Nabholz and the Owner reserve the right to reject any or all bids. Bidder acknowledges Nabholz minimum insurance requirements and understands that the Master Contract shall be the basis of any contract offered by Nabholz Construction to Bidder. Proposed modifications of Master Contract language must be submitted with bid. Attach additional sheets if necessary. Upon receipt of notice of acceptance of bid, Bidder agrees to execute and return the contract and required insurance certificates within two weeks of notification.

By _____ **Title** _____

Printed name of individual signing this proposal _____

Contact phone number _____

Date _____

END OF PROPOSAL FORM

.03 Combination Bid Form

Combination Bid Packages Discount

Bidder proposes a reduced total price for the acceptance of a combination of its proposals for multiple Bid Packages as compared to the sum of its proposals for individual Bid Packages' base bid prices. Bid Packages to be combined for the reduced total price are listed below.

It is understood, that for this combination price to be considered, Bidder must separate sealed proposals for each individual Bid Package included in the combination and must include this discount form in at least one of the sealed proposal envelopes. It is also understood, that even though Bidder has proposed combination pricing, Bidder may only be awarded one or more contracts based on its individual Bid Package proposals if determined to be more advantageous to the Owner.

"Note: The combination bid packages discount price does not take precedence over the individual bid package proposals. Bidders are still required to submit a proposal for each applicable bid package."

Combined Bid Package Numbers: _____, _____, & _____.

Bidder agrees to complete the above combination of Scopes of Work (base bid) for a lump sum of:

\$ _____ Dollars (\$ _____)

(Indicate amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

Signature

Bidder agrees that this proposal remains valid for a period of 60 days. Bidder understands that Nabholz and the Owner reserve the right to reject any or all bids. Bidder acknowledges Nabholz minimum insurance requirements and understands that the Master Contract shall be the basis of any contract offered by Nabholz Construction to Bidder. Proposed modifications of Master Contract language must be submitted with bid. Attach additional sheets if necessary. Upon receipt of notice of acceptance of bid, Bidder agrees to execute and return the contract and required insurance certificates within two weeks of notification.

By _____ Title _____

Printed name of individual signing this proposal _____

Contact phone number _____

Date _____

END OF PROPOSAL FORM

08.2 Coiling Doors and Service Doors

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Procurement and Contracting Requirements
- Division 1 – General Requirements
- Section 083300 – Rolling Fire Door
- Section 083350 – Tornado Resistant Coiling Door

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Furnish and install all overhead doors, frames, controls, and accessories for a fully functional, completely operating system.
2. Include all necessary materials and anchors in order to connect the door track and door components to the building structure.
3. Provide all necessary blocking or supports that may be required for this work that is not shown on drawings.

Section B: Project Specific Requirements:

1. Provide all fire door accessories, including but not limited to fusible link.
2. Coordinate power requirements with electrical and low voltage sub-contractors. Wiring of door to incoming power by electrician and low voltage wiring integration by low-voltage sub-contractor. All other wiring by coiling door contractor.
3. Include all requirements under the Quality Assurance Plan & Contractor's Responsibilities on sheet G1.8.
4. Include all rolling fire doors.
5. Furnish and install FEMA rated coiling shutter and frame. Include all accessories and hardware for a complete system.
6. Remove ICF insulation as needed for this scope. Coordinate removal with ICF contractor.
7. Include greenhouse garage door.
8. Include battery back-up system per specifications.
9. Provide all metal flashing, sealants, tape, or any other product shown at this scope's openings.
10. Include requirements under the Quality Assurance Plan & Contractor's Responsibilities on sheet G1.8.
11. Provide access panels as needed for each door provided. Install by framing package.
12. Contractor to submit FEMA-rated doors and shutters shop drawings indicating connections to wall are to be submitted to structural engineer of record.

13. Rolling Fire Doors: McKeon Door is approved, and their standard paint is acceptable.
14. Overhead Door, Model 470, section steel-back door, 2" polystyrene insulation R-value of 9.83, Standard white paint finish is acceptable.

Section C: Project-Specific Exclusions:

1. Project specific exclusion 1.
2. Project specific exclusion 2.

Section D: Project Alternates:

1. Alternate 1.

Section E: Unit Pricing:

1. Unit Price 1.

END OF BID PACKAGE

10.0 Doors, Frames, Hardware (Supply & Installation)

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Procurement and Contracting Requirements
- Division 1 – General Requirements
- Section 081113 – Hollow Metal Doors and Frames
- Section 081416 – Flush Wood Doors
- Section 081613 – FRP Flush Doors
- Section 087100 – Door Hardware
- Section 087150 – Finish Hardware Schedule
- Section 134800 – Sound Control Door Systems

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. This is an all-inclusive bid package. Supplier agrees to furnish and install ALL items covered by the Sections referenced above and described herein.

Doors, Frames and Hardware

2. Include cost of freight to jobsite. Coordinate all lay down and staging areas with Project Superintendent at least 48 hours in advance of all material deliveries.
3. Any discrepancy between the hollow metal, hardware and wood door schedules shall be immediately brought to the attention of Project Superintendent.
4. Furnish, deliver, and install all hollow metal frames and mullions, including all anchors and accessories.
5. Furnish, deliver, and install all hollow metal doors, wood doors and accessories.
6. Furnish, deliver, and install FRP and laminate doors to jobsite.
7. All materials must be individually wrapped and protected, and clearly labeled and tagged.
8. All frames and doors must be rated as required and carry the appropriate underwriter's label.
9. All doors must be pre-machined for finish hardware, undercut (as required), and pre-finished (if required by construction documents).
10. Include door cutouts, view lite kits, grilles, and stops.
11. Include all transoms and side panels as required.
12. Furnish, deliver, and install all finish hardware, including cylinders for aluminum or glass doors.
13. Furnish, deliver, and install temporary construction cores.
14. Include provisions for final keying. Include cost for coordination meeting with Owner Representative(s).
15. Provide low voltage transformers and wiring required for mag locks, hold opens, etc.

16. All accessories shall meet the performance specifications in the construction documents.
17. All material will be handled, inventoried, and protected by Construction Manager. Construction Manager will provide a secure lockup for storage.
18. Supply all material, equipment, and associated specialties hardware to provide a complete installation.
19. Furnish, deliver, and install all mounting devices, accessories and fasteners required for complete installation.
20. Coordinate wall blocking requirements with the construction manager.
21. Contractor to verify blocking locations in drywall partitions to ensure proper anchorage.
22. For all products use specified manufacturer unless otherwise noted.
23. All warranties shall commence on the date of Substantial Completion of the Project.

Section B: Project Specific Requirements:

1. Furnish and install all FEMA Doors, frames, controls, and accessories for a fully functional, completely operating system.
2. Include an allowance of \$10,000 for FEMA doors, frames, and controls issues.
3. Include all necessary materials to connect doors to structure.
4. Provide all necessary blocking or supports that may be required for this work that is not shown on drawings.
5. All hardware supply and install for aluminum storefront and curtain walls is to be provided by other bid package. Include cores only.
6. This contractor is to field verify existing door frames prior to ordering materials and providing submittals/shop drawings.
7. All doors with glass are to be ordered as pre-installed prior to being delivered at jobsite.
8. FEMA doors including hardware to be installed by mfg. certified or approved installer.
9. Include all glass in hollow metal doors and wood doors.
10. Remove ICF insulation as needed for this scope of work. Coordinate removal with ICF contractor.
11. Provide all metal flashing, sealants, tape, or any other product shown at this scope's openings.
12. This contractor to supply all power supply equipment or low voltage transformers for access control, mag locks, hold pens, etc. Include final termination of low voltage.
13. Supply and install cores and locks for doors provided by greenhouse manufacturer.
14. Include requirements under the Quality Assurance Plan & Contractor's Responsibilities on sheet G1.8.
15. Add TPS standard magnetic lock to existing doors B104C, B104D, B104E, B104F. Tie into new access control system for these doors. Provide all required wiring harnesses, power transfers, etc. for a complete correctly functioning system.
16. Include all sound control door systems and associated hardware as referenced in the specifications.
17. Provide and install all hollow metal window frames.
18. Greenhouse contractor to provide and install all aluminum frames, doors, and hardware (excluding cores) associated with the greenhouse system. Doors, Frames, and Hardware contractor to supply and install all FRP doors. Coordinate install with Greenhouse contractor.
19. At openings D100A and D100B Doors, Frames, and Hardware contractor will provide and install FRP doors in aluminum storefronts provided and installed by Storefront, Glass, and Glazing contractor. Coordinate installation with Storefront contractor.

20. Contractor to submit FEMA-rated doors and windows, shop drawings indicating connections to wall are to be submitted to structural engineer of record.

Section C: Project-Specific Exclusions:

1. Rolling Fire Doors
2. Tornado Resistant Coiling Door

Section D: Project Alternates:

1. Alternate 1.

Section E: Unit Pricing:

1. Unit Price 1.

END OF BID PACKAGE

4.00 SCHEDULE

1. All activities related to Bidder's Scope of Work shall be completed within the schedules prepared by and agreed to by Construction Manager. All Subcontractors and Suppliers shall procure materials and provide the manpower necessary to meet the Project Construction Schedule. Estimated time periods for construction are:
 - a. Earthwork & Site Utilities: December 2022 - March 2023
 - b. Exterior Shell & Skin: April 2023 - June 2023
 - c. Interior Finishes: June 2023- December 2023
 - d. Site Improvements: June 2023 – July 2023
 - e. Project Completion: December 2023
2. A Preliminary Construction Schedule will be provided to all Subcontractors and Suppliers with Project Contracts. Meetings will then be held with all Subcontractors and Suppliers for the purpose of receiving and coordinating input relating to duration and scheduling of project activities, which will be used to produce the actual Project Construction Schedule.
3. All Subcontractors and Suppliers shall be ready to commence work as required by the Project Construction Schedule and immediately upon receiving Notice to Proceed; and receipt from Subcontractor of executed Master and Project Contract Documents, Insurance that complies with Nabholz requirements, and Performance and Payment bonds (if required). In addition, all Subcontractors and Suppliers shall be prepared to provide shop drawings and/or submittals immediately upon award of contract and in no case no later than 30 days after award of contract.

5.00 OTHER FORMS

.01 Insurance Requirements

CONSTRUCTION MANAGER WILL NOT AUTHORIZE PAYMENTS TO SUBCONTRACTOR UNLESS SUBCONTRACTOR'S CURRENT CERTIFICATE OF INSURANCE AND CERTIFICATE OF SAFETY AND HEALTH IS ON FILE AND APPROVED.

FOLLOWING ARE MINIMAL INSURANCE REQUIREMENTS FOR SUBCONTRACTORS. WHERE THESE GENERAL REQUIREMENTS ARE LESS THAN THE REQUIREMENTS SET BY THE CONTRACT DOCUMENTS, THE CONTRACT DOCUMENTS WILL PREVAIL.

1. Commercial General Liability, no less than:

Each occurrence:	\$2,000,000
General aggregate (project specific):	\$2,000,000
Products/completed operations aggregate:	\$2,000,000

Policy shall contain no less than the following:

- a. Policy form ISO CG 00 01, or equivalent.
- b. Coverage shall be primary and non-contributory.
- c. ISO standard severability of interest's clause and separation of insureds clause.
- d. Claims-made policies are not acceptable
- e. Policy shall contain no EIFS exclusion.
- f. Policy shall contain no subsidence or earth movement exclusions.
- g. Policy shall contain no prior work exclusions.
- h. Policy shall contain no cross-liability exclusion, except for Named Insureds.
- i. Policy shall contain no breach of contract exclusions.
- j. Policy shall contain no action-over or similar employee-injury exclusion.
- k. Policy shall contain no exclusion for work from heights.
- l. Policy shall contain no exclusions for occurrences causing continuous or progressively deteriorating injury or damage.
- m. Policy shall contain no exclusion for damage to work performed by subcontractors on your behalf.
- n. Any professional liability exclusion must contain an exception for construction means and methods.
- o. ISO CG 24 04, or equivalent endorsement form waiving subrogation.

- p. ISO CG 20 10 10 01 and CG 20 37 10 01, or equivalent blanket additional insured endorsement(s) for ongoing and completed operations. Additional insured status shall not be limited to comparative negligence or vicarious liability of the Construction Manager, or respondeat superior liability for the acts or omissions of Subcontractor. In the event this requirement is not permitted by state law, the provision shall be interpreted and applied to the extent permitted by applicable law. Regardless of the form of endorsement used, it shall require the maximum scope of coverage allowed under law.
- q. Additional insured endorsements shall accompany Certificate of Insurance.

2. Commercial Automobile Liability Insurance, no less than:

Combined single limit: \$2,000,000

Policy shall contain no less than the following:

- a. Coverage for “any auto,” including owned, non-owned, and hired motor vehicles.
- b. Additional insured endorsement or omnibus clause.
- c. Waiver of subrogation endorsement.
- d. ISO CA 20 70, if Subcontractor’s work will be performed within 50 feet of a railroad.
- e. ISO CA 99 48 10 01 and MCS-90, if Subcontractor’s work involves the transport of pollutants.

3. Workers’ Compensation and Employer’s Liability Insurance, no less than:

Workers’ Compensation:	Per Statute
EL Each Accident	\$1,000,000
EL Disease – EA Employee	\$1,000,000
EL Disease – Policy Limit	\$1,000,000

Policy shall contain no less than the following:

- a. Other States coverage shall be included.
- b. Jones Act coverage shall be included, if applicable.
- c. USL&H coverage shall be included, if applicable.
- d. Policy shall contain a Voluntary Compensation Endorsement (or equivalent) providing coverage for executive officers, partners, and sole proprietors if coverage is not otherwise scheduled on the workers’ compensation policy.
- e. Waiver of subrogation endorsement, if permitted by law.
- f. Alternate Employer Endorsement of NCCI Form WC 00 03 01 A, if Subcontractor uses an employee leasing firm or will supply equipment with an operator.
- g. Maritime Coverage Endorsement, if applicable.

4. Umbrella Liability or Excess Liability Insurance, no less than:

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

If Subcontractor uses Umbrella or Excess Liability Insurance to arrive at the limits required herein for Commercial General Liability, Automobile Liability, or Employer’s Liability insurance, such insurance shall follow-form with any primary policies and must retain a minimum limit of \$1,000,000 after accounting for partial application of its limits to underlying policies.

5. Pollution Liability Insurance

Pollution Liability Insurance is required if Subcontractor will be performing mechanical, electrical, plumbing, drilling/subsurface activities, demolition, drywall/insulation, building envelope system, moisture barrier protection application, environmental remediation, or if Subcontractor will be handling, disposing, or installing hazardous materials or pollutants. If applicable, limits shall be no less than:

Each Occurrence	\$2,000,000
General Aggregate	\$2,000,000

Policy shall contain no less than the following:

- a. Coverage may be provided on a Pollution Liability policy or endorsement to Commercial General Liability policy that provide coverage for bodily injury and property damage arising from a sudden or gradual pollution event in connection with Subcontractor’s activities and those activities of its subcontractors.
- b. Coverage shall protect against the actual or alleged liability and costs arising from the sudden, gradual, and accidental release or discharge or pollutants.
- c. Contractual liability coverage shall apply.
- d. Policy shall have no exclusions for silica, mold, or fungi.
- e. Policy shall contain no cross-suits exclusions, except for Named Insureds.
- f. Coverage shall be primary and non-contributory.
- g. Additional insured endorsement, including competed operations.
- h. Waiver of subrogation endorsement.

6. Professional Liability Insurance

Professional Liability Insurance is required if Subcontractor’s Scope of Work includes any professional, design, or engineering service responsibility, including delegated design-assist or design review responsibilities. If applicable, limits shall be no less than:

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

Policy shall contain no less than the following:

- a. Coverage for claims that arise from the actual or alleged negligent acts, errors, or omissions of Subcontractor or any entity for which the Subcontractor is legally responsible, in the provision of professional services. Insurance shall be obtained by the party performing the professional, design, engineering, or delegated design-assist service.
- b. Policy shall not exclude coverage related to the scope of services being provided, third-party bodily injury and property damage, pollution conditions arising out of professional services, delays in project completion and cost overruns, mold or microbial matter, or design-build or contractor-driven projects.
- c. Waiver of subrogation endorsement.

7. Asbestos or Lead Abatement Liability Insurance

Asbestos or Lead Abatement Liability is required if Subcontractor’s Scope of Work includes asbestos or lead abatement. If applicable, limits shall be no less than:

Each Occurrence	\$5,000,000
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8. Protection and Indemnity Insurance

Protection and Indemnity Insurance is required if Subcontractor’s Scope of Work involves the use of watercraft. Coverage shall apply to all crew members as well passengers. If applicable, limits shall be no less than \$5,000,000, or the value of the watercraft, whichever is greater.

9. Contractors Equipment Floater Insurance

Policy shall contain no less than the following:

- a. Coverage shall apply to all equipment utilized by the Subcontractor in the performance of the Subcontract and all equipment rented or leased to the Construction Manager by the Subcontractor as part of the Subcontract.
- b. Limits of liability shall be not less than the replacement value of Subcontractor’s owned, rented, leased, or borrowed equipment, except such items which are included in and remain part of the permanent construction.
- c. Waiver of subrogation endorsement

10. Riggers Liability Insurance

Riggers Liability Insurance is required if Subcontractor’s Scope of Work involves conveying the property of others by hoist, crane, or mobile equipment to facilitate its installation. If applicable, limits shall be no less than:

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

Policy shall contain no less than the following:

- a. Coverage may be provided through a Riggers Liability Insurance policy, endorsement to Commercial General Liability policy, or through an Installation Floater policy.
- b. If coverage is provided by an endorsement to an existing Commercial General Liability policy, the endorsement must delete the exclusion of personal property in the insured's care, custody or control and delete the exclusion of "that particular part of real property" on which the Named Insured is performing operations.
- c. If coverage is provided by an Installation Floater insurance policy, an endorsement to cover loss of property of others must be included.
- d. Increased limits may be required depending on the value of property or equipment being lifted or moved for Owner or others.
- e. Waiver of subrogation endorsement

11. Cyber Liability Insurance

Cyber Liability Insurance is required if Subcontractor will have access to any person's or organization's confidential or personal information. If applicable, limits shall be no less than:

Each Claim	\$1,000,000
Aggregate	\$2,000,000

Policy shall contain no less than the following:

- a. Coverage shall apply to claims involving privacy violations (including alleged violations of any federal, state, local or foreign privacy protection laws and regulations), information theft, damage to or destruction of electronic information, infringement of intellectual property, intentional and/or unintentional release of confidential or private information, alteration of electronic information, extortion, and network security arising from Subcontractor's work.
- b. Coverage shall include expenses of notifying affected individuals/entities and providing credit monitoring or similar services for those affected.

12. Electronic Data Liability Insurance

Electronic Data Liability Insurance is required if Subcontractor's work is in or adjacent to a server room or data center. If applicable, limits shall be no less than:

Each Claim	\$1,000,000
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Policy shall contain no less than the following:

- a. Coverage shall be provided on an Electronic Data Liability ISO CG 00 65 12 07 or on a Commercial General Liability policy endorsed with ISO CG 07 37 04 13.

- b. Coverage shall be primary and non-contributory.
- c. Additional insured endorsement shall be provided.

13. Drone Liability Insurance

Drone Liability Insurance is required if drones will be used by Subcontractor or on Subcontractor’s behalf. Coverage shall apply to any owned, leased, borrowed, rented, or hired unmanned aircraft. If applicable, limits shall be no less than:

Each Occurrence/ Combined Single Limit –	
Bodily Injury and Property Damage	\$1,000,000
Personal Injury	\$1,000,000

14. Boiler and Machinery Insurance.

Boiler and Machinery Insurance is required if Subcontractor’s work involves installation, maintenance, or any work involving boilers, machinery, or refrigeration units. If applicable, limits shall not be less than:

Each Occurrence	\$1,000,000
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15. Motor Trucker Cargo and/or Warehouseman’s Legal Liability Insurance

Motor Trucker Cargo and/or Warehouseman’s Legal Liability Insurance is required if Subcontractor’s Scope of Work involves moving, transportation, and/or storage of Owner’s property.

If applicable, policy shall contain no less than the following:

- a. Limits shall not be less than the replacement value of the property, artifacts, equipment and/or material.
- b. While such property is in the care, custody, and control of Subcontractor, coverage shall include loading, unloading, transportation, and return of said artifacts, equipment, and/or material up to the acceptance by Owner.
- c. Policy shall have no exclusion or contain an endorsement limiting coverage with respect to fine arts, historic documents, antiques, or breakage.

16. Railroad Protective Liability Insurance

Railroad Protective Liability Insurance is required if Subcontractor’s Scope of Work is within 50 feet of a railroad, including without limitation WMATA, VRE, etc. Limits and terms of coverage shall be set forth by the railway operator.

17. Builders Risk Insurance

Builders Risk Insurance may be provided by Owner or Construction Manager; however, Subcontractor has the option to purchase and maintain, at its own cost and expense, any supplementary property

insurance that Subcontractor deems necessary to protect Subcontractor's interest in the Work, including without limitation of offsite stored materials and materials in transit.

18. Other Insurance

Other Insurance coverages may be required based on Subcontractor's Scope of Work.

19. Additional Insured Entities.

Each insurance policy (except for workers' compensation and employer's liability insurance) shall include the following entities as additional insured parties:

- a. Nabholz Construction Corporation, its parent, subsidiary, related and affiliated companies
- b. Project Owner
- c. Project Architect and Engineers
- d. Each of their respective employees, agents, members, officers, managers, and principals
- e. Others as required by the Contract Documents

20. Subcontractor must maintain insurance throughout the duration of the Project and such time Subcontractor may be held legally liable for its Work, including the warranty period, or for such longer period as may be required under the terms of the Contract Documents.

21. If permitted by law, the certificate of insurance must include a 30-day written cancellation notice.

22. See sample certificate of insurance at <https://www.nabholz.com/bidding-and-contract-documents/>

.02 Example Contracts, Forms, and Other Documents

The following documents are available at <https://www.nabholz.com/bidding-and-contract-documents/> and should be reviewed prior to bid submission:

1. Contract Performance and Administration
2. Sample Master Contract
3. Sample Project Contract
4. Sample Performance and Payment Bonds
5. Sample Purchase Order
6. Sample Certificate of Insurance
7. Contractor-Controlled Insurance Program Addendum to Master Contract
8. Safety Standards

.04 Nothing Hits the Floor

Nothing Hits the Floor is an initiative to improve productivity, reduce waste and construction debris, improve housekeeping, and enhance worker safety on the project. Subcontractor agrees to actively participate in the program, which includes but is not limited to the following activities:

1. All materials brought into the building shall immediately be loaded onto wheeled carts or dollies to allow easy movement and facilitate organization within the work areas.
2. Flow of work activities shall be planned to minimize or eliminate off-cuts, debris, and excess materials from piling up on the floor. Waste and recycling containers in the building shall be wheeled to facilitate efficient placement and ease of debris transport.
3. All work areas shall be kept clean and well organized, and shall be broom swept, with no materials left on the floor at the end of the work day.
4. All materials small tools are to be neatly stored and organized and work areas kept free of waste, debris, surplus equipment and surplus materials.
5. Subcontractor shall participate, at Construction Manager's discretion, in a project-wide cleanup effort to maintain housekeeping of common areas.
6. Right-time material deliveries are encouraged. Materials delivered to jobsite shall be incorporated into the Work within 10 days of delivery. Materials stored on site shall be roped off and labeled with Subcontractor's name, Subcontractor's Foreman's name and phone number, and the date of material delivery.
7. Whenever feasible, assembly of components shall be accomplished at tabletop height to encourage more ergonomically correct posture for craftsmen.
8. Wherever feasible, Subcontractor shall unpackage materials and dispose of packaging waste at his own shop.
9. Wherever feasible, Subcontractor shall endeavor to utilize cordless tools to eliminate the trip hazards associated with electrical extension cords.
10. Wherever feasible, and with the prior approval of the Construction Manager, Subcontractor shall endeavor to prefabricate components off-site in a warehouse or other controlled environment to eliminate jobsite cut-off debris, improve quality, and reduce safety hazards.