



CONSTRUCTION MANAGER'S MANUAL

Project: Burroughs Elementary Interior Remodel

Issue Date: 11/1/2022

TABLE OF CONTENTS

Table of Contents.....	2
1.00 Invitation to Bid	4
.01 Project Information.....	4
.02 Bidding Procedure.....	4
.03 Prebid Meeting	5
.04 Project Team Information.....	5
.05 Site Specific Safety Considerations	5
2.00 Bidding Instructions and Supplemental Information.....	6
.01 Instructions to Bidders.....	6
.02.0 Bid Affidavits	12
.02.1 Felony and Sex Offender Affidavit	13
.02.2 Business Relationships Affidavit	14
.02.3 Non-Collusion Affidavit	15
.03.0 Post-Bid Affidavits.....	16
.03.1 Affidavit for Final Payment	17
.03.2 Declaration Regarding Prohibition of Sex Offenders and Convicted Felons on School Premises	18
.03.3 Certification of Compliance with Asbestos Restrictions.....	20
.03.4 Competitive Bid and Contract Affidavit	21
.03.5 Invoice Affidavit	22
.04 Wage Requirements	23
3.00 Bid Packages and Bid Forms	24
.01 General Scope Requirements	24
.02 Bid Form - Burroughs Elementary Interior Renovation.....	31
.03 Combination Bid Form	35
02.0 Demolition	36
02.1 Asbestos Abatement	38
03.0 Building Concrete.....	40
05.2 Miscellaneous Steel (Supply & Installation).....	42
08.0 Doors, Frames, Hardware (Supply)	44

08.1 Doors and Hardware (Installation)	46
08.3 Storefront, Glass, Glazing.....	48
09.0 Light Gauge Framing, Drywall, Acoustical.....	50
09.2 Tile and Commercial Flooring	52
09.4 Painting and Wallcovering	54
10.1 Building Specialties (Supply).....	56
10.2 Building Specialties (Installation)	58
10.3 Signage (Supply & Install)	60
12.0 Window Treatment.....	61
22.1 Plumbing	62
23.1 Heating, Ventilation, Air Conditioning	65
26.2 Electrical.....	68
4.00 Schedule.....	71
5.00 Other Forms.....	72
.01 Insurance Requirements.....	72
.02 Example Contracts, Forms, and Other Documents.....	79
.03 Virtual Design Construction Protocol.....	80
.04 Nothing Hits the Floor.....	84

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:	Burroughs Elementary Interior Remodel
Nabholz Job Number:	03-22-2375
Jobsite Address:	1924 N Cincinnati Ave
Job Description:	Interior Remodel
LEED Certification:	N/A
Approximate Construction Start:	June 2023
Approximate Construction Finish:	August 2023
Are BIM/VDC Practices Required?	No
Is this a “Nothing Hits the Floor” Project?	No
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:	11/17/2022
Bid Time:	2:00pm
Bid Submission Procedure:	Bids should be delivered in a sealed envelope to TPS – Education Service Center 3027 South New Haven Ave, Room 458 (Bond Dept – 4 th Floor).
Private or Public Opening:	Public
Bid Security Required:	Bid Security for proposals greater than \$50,000 – 5% Bid Security. Oblige is Nabholz Construction Corporation.
Bid Opening Location:	3027 South New Haven Ave, Room 458 (Bond Dept)
RFI/Bid Question Deadline:	2:00 PM on 11/9/2022
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.

.03 Prebid Meeting

Prebid Meeting Date:	11/3/2022
Prebid Meeting Time:	3:00pm
Prebid Meeting Location:	1924 N. Cincinnati Ave.
Is the Prebid Mandatory?	Attendance is not mandatory but is strongly encouraged and will be considered in final evaluation of proposals.

.04 Project Team Information

Nabholz Office:	10319 E. 54 th St. – Tulsa, OK 74146
Nabholz Project Manager:	Kolton Gariss
Nabholz Senior Project Manager:	Adam Garrett
Nabholz Estimator(s):	Danny Duncan, danny.duncan@nabholz.com
Architect:	Tulsa Public Schools
Architect Contact:	Stephanie Peaster
Architect Address:	3027 South New Haven Ave, Room 458

.05 Site Specific Safety Considerations

Project Safety Considerations	1. Active School
(in addition to Nabholz Safety Standards)	2. Heat
	3. Fast Paced Schedule
	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 \$100,000. Bidders will be required to use the ConsensusDocs 706 and 707 for bonds, and to provide 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 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.
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.
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 may not remove or replace its Superintendent or Foreman without prior written consent from Construction Manager.
27. Bidders shall coordinate delivery of required materials associated with the Bid Package. Bidders shall provide equipment and personnel necessary to unload, stack, protect, and store 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.
28. 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.
29. Bidders shall coordinate Work with the Construction Manager and other trades affecting their Scope of Work.
30. 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.
31. 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.

32. Time lost due to weather conditions must be made up by Bidders.
33. Bidders shall comply with the established work hours or Owner-specified durations necessary to minimize impact on Owner operations.
34. Construction Manager maintains ownership of all schedule free float.
35. Bidders shall sequence Work as directed by Construction Manager.
36. 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.
37. Bidders must participate and comply with the Construction Manager's QMS as relevant to the Scope of Work.
38. 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.
39. 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 Tulsa Public Schools 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: _____

.04 Wage Requirements

(INSERT WAGE REQUIREMENTS HERE)

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. **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.
2. **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.
3. **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.
4. **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.

5. **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.
6. **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.
7. **Permits/Fees** – Provide all permits, inspections, fees, bonds and licenses required to do this work.
8. **Taxes** – To be per trade scope.
9. **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.
10. **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.
11. **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.

12. **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.
13. **Work in Trade Scope** – Work included in trade scopes consists of trade scope requirements and that included in the referenced specification sections.
14. **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.
15. **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.

16. **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 week day is lost to inclement weather, Saturday will be worked as make up day.
- 60 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.

17. **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.

18. **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.

19. **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.
20. **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.
21. **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.
22. **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.
23. **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.
24. **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.
25. **Existing Conditions** – Attend pre-bid meeting or schedule site visit through construction manager before bidding project to ensure familiarity with existing conditions.
26. **Demolition** – Remove existing materials in existing facilities normally considered part of this scope and dispose of offsite legally.
27. **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.
28. **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.
29. **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.
30. **Substrate** – Installation of materials over substrate implies acceptance of substrate. Contact superintendent if substrate is unacceptable BEFORE installation of your product.
31. **Hoisting/Scaffold** – Provide bracing, shoring, scaffold and equipment necessary to get material where needed and for installation required.
32. **Dewatering** – All excavations associated with this package as required preserving structural integrity and workability.

33. **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.
34. **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.
35. **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.
36. **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.
37. **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.
38. **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.
39. **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.
40. **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 who violate the requirement may be removed from the jobsite by the project superintendent.
41. **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.
42. **Noise Level** – Construction activities that generate noise levels objectionable to students, onsite owner personnel or surrounding neighbors must be scheduled with CM superintendent. Same applies to acidic or testing schedules.
43. **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.
44. **Flammable Materials** – shall not be disposed of in onsite dumpster. These materials must be removed daily from site and disposal of property.
45. **As-Built Drawings** – Bidder shall maintain as-built drawings that reflect any changes in the design made by the Bidder during construction.

46. **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.
47. **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.
48. **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.
49. All Subcontractors and Suppliers will be required to write a site-specific safety plan to address Nabholz 12 Commitments To Live By (C2LB).
50. 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.
51. Deliveries of building materials will give right of way to school bus traffic during drop-off and pick-up times.
52. Construction Manager will coordinate with the school's Principal to work within academic and testing schedules.
53. 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.
54. 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.
55. **This project is a 10 hours a day six days a week work week for the duration of the project. All contractors will be required to work these hours to meet schedule.**

.02 Bid Form - Burroughs Elementary Interior Renovation

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. Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106 (including all applicable/detailed HVAC and Electrical items).
Add/Deduct \$ _____
- 2. Provide cost for providing/installing corridor HVAC equipment.
Add/Deduct \$ _____
- 3. Provide bid allowance of \$2000 for potential tree sculpture lighting.
Add/Deduct \$ _____
- 4. Provide cost for providing/installing type "A1" lighting fixtures one for one in corridor.
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.

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

2. Provide ceiling replacement of acoustical ceiling system in existing building, measured per square foot. \$ _____ / sqft
3. Additional 75 LF of a temp wall to ceiling as listed in bid the drywall bid package \$ _____ / LF
4. Add for (1) standard electrical duplex receptacle within 100 ft of final termination. \$ _____ / EA
5. Add for (1) standard data outlet within 100 ft of final termination. \$ _____ / EA
6. Provide unit price for existing ceiling demolition, measured per square foot. \$ _____ / sqft
7. Provide unit price for existing concrete slab demolition, measured per square foot. \$ _____ / sqft
8. Provide unit price for concrete slab on grade install, measured per square foot. (MEP Pourback) \$ _____ / sqft
9. Provide unit price (material and labor) for masonite flooring protection \$ _____ / sqft
10. Provide unit price for abatement of flooring and mastic. \$ _____ / sqft

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 June 2023-August 2023.

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 _____

02.0 Demolition

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Section 02051 – Selective Demolition, Complete

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Subcontractor must comply with all environmental laws during demolition.
2. Subcontractor must provide containers and transportation for all demo debris removal for all demolition.
3. Include all road clean-up required by demolition activities.
4. Provide all barricades, traffic control and flagmen required by demolition activities.
5. All asbestos materials will be abated and removed by the Owner outside of the scope of this contract.
6. All materials removed under this scope of work will be disposed of on a daily basis. Any materials to be salvaged shall be turned over to the Owner and delivered to a location on site as designated by the Owner. Reasonable care shall be exercised in removing any and all items to be retained.
7. Protect adjacent materials, finishes and structures. Damage of such will be repaired at the expense of the demolition contractor.
8. Ensure utilities are disconnected prior to the commencement of demolition activities.
9. Coordinate demolition sequence with the project superintendent.
10. Include all necessary temporary waterproofing for exterior walls and roof to prevent entry of water into the existing building. Temporary shelters and partitions must be maintained under this bid package until new construction allows for removal, or as dictated by the Construction Manager.
11. Include all means and measure to protect existing finishes, materials, structures and equipment from damage and dust due to demolition activities. Damage of such will be repaired at the expense of the demolition contractor.
12. Remove building foundations below grade as required by contract documents. Backfill and compact to bring up to the elevation of the surrounding grade.
13. Include all temporary shoring and bracing of any structures or devices which are affected by demolition activities. When necessary, engineering of shoring/bracing plan to be included in this package.
14. Demolition must be performed in strict coordination with Mechanical and Electrical trades and in strict accordance with the Owner to minimize disturbances or interruptions to operations. Note that

demolition of electrical, plumbing, mechanical and fire sprinkler services is not included in this bid package and is included with those trades in their respective bid packages.

15. Leave job site “shovel clean” in areas of building demolition.
16. Leave jobsite “broom clean” in areas of interior demolition.
17. Include sanding, adhesive and mastic removal at existing floors to bare concrete.
18. Include watering of debris before, during and after demolition as needed to keep the dust to a minimum.

Section B: Project Specific Requirements:

1. Include all demolition general notes, notes, and keynotes.
 - a. Salvage and return items to owner as noted and/or as applicable.
2. Include demo at existing stairs and handrails as noted on A-102.
3. Remove all doors as noted on door schedule on A-502.
4. Include demolition of items noted in general notes, notes and keynotes on MEP drawings as required.

This includes but not limited to ceilings where MEP work is occurring and where ceilings layouts are show in the electrical drawings.
5. Include demo at existing ceilings and lights.
6. Include temporary bracing of openings.
7. Include temporary shoring of existing roof and masonry walls during the wall demolition and new lintel construction.
8. Include all salvaged items as noted on the documents.
 - a. All hand sanitizers to be removed and returned to the owner for reinstallation as noted on G-002/P
9. Include demolition of floor coverings shown to be removed on the architectural drawings.
10. This contractor is to carry at \$7,500 allowance in their base bid for unforeseen construction items that occur. This \$7,500 will be used at the construction managers discretion.
11. This project is a mandatory 10 hours a day, 6-day work week.
12. A mandatory pre-bid attendance will be required to bid this project

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. Alternate 1.

Section E: Unit Pricing:

1. Unit Price 1

END OF BID PACKAGE

02.1 Asbestos Abatement

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Refer to Section 3, *Instructions for Procurement*, for general requirements.
2. Note that your participation will include, but not be limited to, the following activities.
3. compliance with and protection of Erosion and Sedimentation Control Plan
4. separation of construction debris into waste and recycling containers provided by Construction Manager
5. documentation of recycled content of installed materials
6. protection of stored or installed absorptive materials from moisture damage
7. In accordance with Oklahoma State Law, smoking, the use of tobacco, or the use of products containing tobacco in any form is prohibited within any public building or fuel center.
8. Subcontractor agrees to follow all safety procedures and safety regulations of Nabholz, including those that are more stringent than Subcontractor's own safety policy or OSHA standards.
9. All employees must wear hard hats, eye protection, and high visibility vests at all times on site.
10. Deliveries of building materials will give right of way to public traffic.
11. Subcontractor is responsible for the protection of the SWPPP devices in place. If Subcontractor is required to move a SWPPP device in order to complete work, Subcontractor must replace that device as installed. Coordinate removal and replacement of SWPPP device with Project Superintendent.
12. Construction Manager will provide layout to building corners. Subcontractor is responsible for layout beyond these points.
13. Coordinate on-site employee parking with Project Superintendent.
14. Coordinate location of on-site storage containers with Project Superintendent.
15. Employees shall avoid all types of harassment. Employees who violate this requirement may be removed from the jobsite by Project Superintendent.
16. Subcontractor will actively participate in the Nabholz Quality Management System.
17. Subcontractor agrees to follow the Project Schedule and meet the milestone dates as indicated in the attached schedule. Certain areas may be made earlier than originally indicated on Schedule. Subcontractor must be prepared for any minor adjustments to the Schedule as work progresses.
18. Subcontractor must attend weekly coordination meetings. Employees attending meetings must have the authority to make commitments on manpower to maintain Project Schedule or meet milestone dates.

Section B: Project Specific Requirements:

Bidder agrees to fully comply with all Federal, State and Local Authorities having jurisdiction over Asbestos Work.

1. Provide all: material, labor, equipment, tools, consumables, permits, reporting, inspections, monitoring and testing to complete the hazardous material abatement within buildings and building systems.
2. Proper disposal of all hazardous materials
3. All air quality testing and reporting
4. This package is to include cost to complete the full scope of work located at room 220 starting in April. This room will be a mockup for the school to view prior to the overall project start date.
5. Demolition and abatement of all flooring per plans. This includes glue and all other adhesives and materials need to be removed to complete the abatement process.

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. None

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

03.0 Building Concrete

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Prepare and construct all building concrete assemblies, including but not limited to drilled piers, wall and column foundations, pile caps, footings and mats, grade beams, slabs on grade, ramps, trenches, pits, equipment pads, below-grade walls, structural slabs, columns, beams, and slabs on deck as indicated in the construction documents. Prepare and construct all site concrete assemblies, including but not limited to concrete paving, drainage swales, curbs and gutters, curb inlet caps, pedestrian paving, steps, ramps, stoops, mow strips, equipment and transformer pads, light pole bases, light bollard bases, flag bases, site foundations and slabs as indicated in the construction documents.
2. Furnish and install all expansion and construction joints including keyways, dowels and saw cutting as required.
3. Include all associated excavation, backfill, and compaction (both interior and exterior perimeters). Remove spoils off-site unless Construction Manager indicates they can remain onsite.
4. Backfill compaction must meet requirements of specifications.
5. Include formwork, bedding and leveling materials, reinforcing steel and mesh, tie wire, bolsters and supports, void forms, board insulation, concrete ready-mix, methods of conveyance (i.e. pumps, buggies), admixtures, curing and hardening compounds, concrete accessories, joints and weeps, sleeves, drain boxes and covers, filter fabrics and moisture membranes, finishing, and rubbing.
6. Install all embedded items (including bollards, sleeves, bolts) furnished by others.
7. Furnish, install, and compact gravel base at concrete flatwork where required.
8. Provide and install truncated warning devices if required.
9. Provide integrally colored concrete if required by construction documents.
10. Provide termite treatment in accordance with specifications.
11. Grout all base plates as required.
12. Contractor to set elevation of one nut per base plate prior to finalizing work.
13. Install and maintain a designated concrete wash down area.
14. Provide all cold weather and/or hot weather protection as required to maintain Project Schedule in accordance with ACI standards.
15. Provide generator power if electric is not readily available.
16. Unless more stringent requirements are specified, maintain maximum flatness tolerance of 1/8 inch in 10 feet for all floor slabs.

17. Final surfaces shall be as specified and free from cracks, voids, and spalls. Positive drainage of water shall be provided on traffic surfaces, without ponds or water stands. Should final surfaces contain any of the above mentioned, items shall be repaired at no additional cost to the Owner.
18. Replace grades to original condition in affected areas adjacent to work performed.
19. Concrete curing shall be in accordance with the construction documents and ACI.
20. Include temporary shoring of metal deck as required to support concrete materials.
21. Include foundation layout with base line established by professional surveyor. Check and maintain survey control points and layout anchor bolts.
22. Coordinate with plumbing and electrical trades regarding work that is under or in concrete.
23. Coordinate city inspections.

Section B: Project Specific Requirements:

1. Include concrete ramp as noted.
2. Include foundations, walls, slab work, dowels, grout, etc. complete at the freezer and loading dock areas.
3. Include all infill as noted on all floor plan keynotes at walls and patch adjacent finish.
4. Include saw cut and remove existing wall for new door after lintel installation.
5. Include all earthwork and subgrade preparation at ramp section as shown on A-104.
6. Include all earthwork and subgrade preparation associated with the new freezer and dock foundations and slabs.
7. This contractor is to carry at \$7,500 allowance in their base bid for unforeseen construction items that occur. This \$7,500 will be used at the construction managers discretion.
8. This project is a mandatory 10 hours a day, 6-day work week.
9. A mandatory pre-bid attendance will be required to bid this project

Section C: Project-Specific Exclusions:

1. Sales Tax.

Section D: Project Alternates:

1. None

Section E: Unit Pricing:

1. Provide unit price for existing concrete slab demolition, measured per square foot.
2. Provide unit price for concrete slab on grade install, measured per square foot. (MEP Pourback)

END OF BID PACKAGE

05.2 Miscellaneous Steel (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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. All steel work shall be fabricated and erected from approved shop drawings. Confirm that you are working from the latest approved “field use” drawings prior to start of work.
2. Supply & Erect all structural and miscellaneous steel furnished in this bid package.
3. Include all freight to the jobsite and off-loading of materials. Coordinate the delivery schedule and all lay down and staging areas with Project Superintendent at least 48 hours in advance of all material deliveries.
4. Protect surfaces from welding equipment and activities.
5. Provide temporary bracing and shoring as needed to perform this scope of work.
6. Include all materials and equipment for stud welding if required including power source.
7. Include base plate elevations.
8. All steel exposed to view shall be oil free, have welds ground smooth, and be of sufficient quality for an exposed and finished surface.
9. Provide copies of current welder’s certifications prior to the start of any work. Keep those records on file at the job trailer and keep them current at all times.
10. Fabricate and deliver all structural steel columns, beams, tube framing, brace frames, gusset plates, bridging, joists, decking, edge and other angles, bent plates, connectors, studs, and fasteners as indicated in the construction documents.
11. Fabricate and supply anchor bolts, loose lintels, wheel guards, railings, and pipe bollards as indicated in the construction documents.
12. Furnish and install all rough hardware, bearing and leveling plates, miscellaneous steel trim, shelf and relief angle, tread plate and supports, railings and handrails and metal pan stairs.
13. Furnish and install elevator pit ladder, hoist beam, and sump pit grate.
14. Furnish and install miscellaneous framing/support for mechanical, plumbing, and electrical equipment.
15. Fabricate and deliver metal deck closures.
16. Provide all sleeve anchors and any anchors that connect steel to other materials.
17. Include prime painting (galvanized where required by the bid documents) and touch-up (where required) as indicated in the construction documents.
18. This package shall be responsible for transferring all submittals and shop drawings owner rights and copyrights for this project to Nabholz should this package be transferred to another company on the

basis of default, without delay, in accordance with the Master Contract between Nabholz and the awarded bidder.

Section B: Project Specific Requirements:

1. Provide and install shop primed handrails complete. Coordinate installation with the Concrete Subcontractor and the Construction Manager
2. Grind all welds for a smooth and seamless finish.
3. Provide all sleeving/coring and concrete work associated with the installation of the handrails.
4. Special attention is being called to detail 2/A-105

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. None

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

08.0 Doors, Frames, Hardware (Supply)

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Division 08100 – Steel Doors & Frames
- Division 08200 – Wood Doors
- Division 08710 – Door Hardware
- Division 08715 – Finish Hardware Schedule

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Furnish and install all FEMA Doors, frames, controls, and accessories for a fully functional, completely operating system.
2. Include all necessary materials to connect doors to structure.
3. Provide all necessary blocking or supports that may be required for this work that is not shown on drawings.
4. All hardware supply and install for aluminum storefront and curtain walls is to be provided by other bid package. Include cores only.

Section B: Project Specific Requirements:

1. This package is to include cost to complete the full scope of work located at room 220 starting in April. This room will be a mockup for the school to view prior to the overall project start date.
2. This contractor is to field verify existing door frames prior to ordering materials and providing submittals/shop drawings.
3. All doors with glass are to be ordered as pre-installed prior to being delivered at jobsite.
4. A mandatory pre-bid attendance will be required to bid this project.
5. Provide and install all FEMA rated doors, frames, anchors, hardware and accessories required.
6. FEMA doors including hardware to be installed by mfg. certified or approved installer.
7. All field measurements.
8. This contractor to supply all power supply equipment or low voltage transformers for access control, mag locks, hold opens, etc.
9. All materials must be individually wrapped and protected, and clearly labeled and tagged.
10. All frames and doors must be rated as required and carry the appropriate underwriters label.
11. Furnish, deliver, and install temporary construction cores.

12. 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.
13. Include provisions for final keying. Include cost for coordination meeting with Owner Representative(s).
14. Any discrepancy between the door schedules shall be immediately brought to the attention of Project Superintendent.

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106.

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

08.1 Doors and Hardware (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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Division 08100 – Steel Doors & Frames
- Division 08200 – Wood Doors
- Division 08710 – Door Hardware
- Division 08715 – Finish Hardware Schedule

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Include all off loading, storage, and shakedown of materials.
2. Immediately upon discovery, bring any damage to the wood doors incurred during to the attention of Project Superintendent.
3. Immediately upon discovery, bring any discrepancy between the hollow metal, hardware and wood door schedule to the attention of the Project Superintendent.
4. Install all hollow metal and solid core wood doors.
5. Install all rated doors according to the appropriate underwriter's label.
6. Install all commercial door and electromechanical hardware.
7. Install all door cylinders except cylinders for aluminum or glass doors.
8. Install temporary cores for use during construction. Permanent cores and keys are installed by Owner.

Section B: Project Specific Requirements:

1. Include allowance for documented cleanup labor at .5 hour/\$1,000 of bid value. Anticipated labor rate for cleanup is \$16.50 per hour including burden.
2. Contractor to include all modifications needed to accept new hardware at existing jambs. Contractor to include filling of wood jambs and bondo at metal jambs. Coordinate all modifications and repairs with Construction Manager.
3. This contractor is to carry at \$7,500 allowance in their base bid for unforeseen construction items that occur. This \$7,500 will be used at the construction managers discretion.
4. This project is a mandatory 10 hours a day, 6-day work week.
5. A mandatory pre-bid attendance will be required to bid this project

Section C: Project-Specific Exclusions:

2. Furnish of doors and hardware.

Section D: Project Alternates:

2. Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106.

Section E: Unit Pricing:

2. None

END OF BID PACKAGE

08.3 Storefront, Glass, Glazing

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Verify actual field measurements from installed rough openings.
2. Clearly identify all tolerance requirements on dimensioned shop drawings. Initiate on-site coordination meetings with the Project Superintendent to ensure the proper fit and scheduling of this work with the work of others.
3. Clearly dimension stile heights and widths on shop drawings.
4. Furnish and install required scaffolding in strict accordance Construction Manager's safety policy. Comply with tie-off rules when working higher than 6 feet above grade. Provide necessary grade work as required to accommodate areas with steep slopes for erection of scaffolding systems
5. Provide hoisting and material handling.
6. Provide any blocking required for the installations associated with this package that may not be shown on the drawings.
7. Provide all aluminum and glass storefront systems, curtainwall systems, and entrances.
8. Provide all sills, trims, transoms, cladding, etching, associated exterior caulking, sealants, and adhesives, weather stripping, brake metal, etc.
9. Provide all miscellaneous flashings integral with storefront, curtainwall, or entrance systems.
10. Include steel reinforcement within aluminum framing if required.
11. Include fire safing insulation at floors if required for work covered by this trade scope.
12. Furnish and install all related hardware. Cores will be provided by Hardware supplier
13. Furnish and install aluminum metal, wood, plastic or clad windows including weather stripping, hardware, misc. related aluminum, trim, thresholds, anchors, bracket attachments, sealants and other accessories necessary for a complete installation.
14. Provide all glass products according to glass type schedules in the documents and as required by Code.
15. Furnish and install glass at hollow metal window frames and doors, wood frames and doors, plastic laminate doors and FRP doors. Include all sealants and gaskets.
16. Provide all non-framed glass mirrors.
17. Include final adjusting per contract documents.
18. Remove all labels and stickers from all components after installation.
19. Include final cleaning and install security tape across windows immediately after installation.

20. Prior to final Application for Payment, schedule and perform for Construction Manager a water (hose) infiltration test on all exterior work deemed complete and ready for Owner acceptance.

Section B: Project Specific Requirements:

1. This project is a mandatory 10 hour day, 6 day work week.
2. A mandatory pre-bid walk attendance will be required to bid this project.
3. Include removal of all existing glazing in demolition drawings and keynotes
4. Provide and install all type II glazing including glass stops.
5. Include clear silicone bead or other non-visible means to keep installed glass from rattling.
6. Provide glass protection on all installed work.
7. Furnish and install lite kits in existing storefronts as required to accept type II glazing.
8. Include cost of final cleaning installed glass. Removal all protective/safety coating and marking materials including excess sealants, from glass and frames. Scheduling of this should be coordinated with and approved by construction manager.

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. None

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

09.0 Light Gauge Framing, Drywall, Acoustical

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Section 09261 – Gypsum Board Assemblies
- Section 09511 – Acoustical Tile Ceiling

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Except where found to be in conflict with contract documents, adhere to requirements of the latest edition of the U.S. Gypsum Handbook for installation of gypsum board materials. Advise Construction Manager of all such discrepancies or conflicts in writing immediately.
2. Coordinate with pre-engineered metal building contractor all miscellaneous steel installations that are integral with light gauge framing systems. Coordinate with other trades for installations encapsulated by drywall or drop ceilings. Coordinate any and all framing inspections with local jurisdictions.
3. Include layout for metal stud walls and ceilings.
4. Furnish and install all load-bearing and light-gauge steel studs and joists, steel runner, lintels, clip angles, hold-downs, furring channels, brackets, Z-furring, reinforcement, fasteners, and other accessories as required by the construction documents and as required for a complete metal framing system.
5. Include taping and finishing of drywall surfaces to a level 4 finish unless otherwise noted.
6. Install all framed openings and block-outs in drywall partitions, ceilings, furrdowns, and enclosures as required for the work of other trades.
7. Provide sheathing and gypsum board, moisture-resistant board, drywall control joints, acoustical caulking, high impact gypsum, shaftwall, weather resistant barriers and tile backerboard.
8. Provide UL listed fire rated assemblies as shown.
9. Furnish and install all firestopping, sealant or caulking in fire rated walls, fire rated enclosures above light fixtures, fire safe insulation if required and fire stop between floors. Excludes MEPF penetrations.
10. Furnish only weather barrier material at brick ties.
11. Furnish and install weather barrier system on exterior sheathing. Including window flashing per manufacturer's recommendations.
12. Inspect all penetrations through the weather barriers system for proper sealing and bring all non-conforming penetrations to the attention of the superintendent.
13. Provide expansion joints in walls and ceiling joint systems as shown or required by industry standards.
14. Furnish and install FRP and accessories where required.

15. Furnish and install all batt, blanket type and acoustical insulation per construction documents.
16. Insulate at steel beams where shown on construction documents.
17. Furnish and install board insulation (except where installed by concrete and masonry bid packages).
18. Provide complete suspended ceiling framing systems, including all furring channels, hanger rods, flat hangers, wire, grid system, axiom trim, grid wires for light fixtures and other accessories.
19. Maintain true and level ceilings at heights indicated in the construction documents.
20. Coordinate installation of sprinkler heads, light fixtures, speakers, HVAC devices, access doors, and other appurtenances in ceilings.
21. Acoustical sound panels to be provided and installed per construction documents.
22. Provide all blocking (plywood, lumber, or metal strap) for millwork, doors, windows, frames, louvers, toilet accessories, marker boards, aluminum storefront systems, toilet partitions, fire extinguishers, roof blocking, panel boards for telephone system, or Owner-furnished items.
23. Set and install hollow metal frames (provided by others) in metal framing systems, wood stud framing walls and CMU walls.

Section B: Project Specific Requirements:

1. Include allowance for documented cleanup labor at 1.5 hour/\$1,000 of bid value. Anticipated labor rate for cleanup is \$16.50 per hour including burden.
2. Provide tackable wall surface.
3. Include framing, infill and wall protection as noted on the construction documents.
4. Include all work noted in floor plan notes and keynotes
5. Include all wood blocking as shown on the construction documents
6. Repair adjacent walls to remain as necessary where demolition occurred.
7. Contractor should carry an allowance of \$5,000 to provide and install all required access panels. Coordinate quantity and location with Construction Manager.

Section C: Project-Specific Exclusions:

1. Sales Tax.

Section D: Project Alternates:

Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106.

Section E: Unit Pricing:

1. Provide ceiling replacement of acoustical ceiling system in existing building, measured per square foot.
2. Additional 75 LF of a temp wall to ceiling as listed in bid the drywall bid package

END OF BID PACKAGE

09.2 Tile and Commercial Flooring

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Section 09310 – Porcelain-Ceramic-Quarry Tile
- Section 09650 – Resilient Base and Flooring
- Section 096513 – Stair Treads
- Section 096519 – Resilient Homogeneous Vinyl Sheet Flooring
- Section 09680 - Carpet

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Furnish to Construction Manager a seaming layout plan for approval by Architect.
2. Inspect substrates prior to installation. The start of installation of floor covering will be construed as the applicator's acceptance of the finish floor surface conditions.
3. Perform moisture test and give results to construction manager prior to commencement of work.
4. Provide all surface preparation, leveling, bonding agents and adhesive, carpet tack strips, patterns, transition strips, and other accessories required.
5. Furnish and install all carpet and padding.
6. Furnish and install all resilient flooring and resilient base including treads and risers, transition strips, and stair nosings.
7. Furnish and install porcelain, ceramic, quarry, stone and marble tile.
8. Provide and install pre-formed cove base outside corners.
9. Furnish and install thin brick pavers.
10. Provide and install all floor-to-floor expansion joint covers as required.
11. Include waterproofing at showers or shower pans.
12. Provide initial cleaning of resilient materials, carpet, and tile upon completion of installation in strict accordance with the manufacturer's recommendations.
13. Remove visible adhesive, seam sealer, and other surface blemishes using cleaner recommended by carpet manufacturer. Remove protruding yarns from carpet surface.
14. Protect flooring against mars, marks, indentations, and other damage from construction. Use protection methods indicated or recommended by tile manufacturer.
15. Provide "extra stock" materials as identified in the construction documents.
16. Surface preparation, provide and install up to 1 lb. of floorstone per 30SF of flooring. Floorstone not used in one area may be added to another area. Prime surfaces per mfg.'s directions if required.

17. Furnish and install minor floor patching of slab at the following rates:
 - Resilient or sheet vinyl flooring- One 10lb bag of patch for every 300sf of new construction and 200sf of remodel (used to skim coat)
 - Carpet- One 10lb bag of patch for every 500sf of new construction and 400sf of remodel.
 - Ceramic- One 10lb bag of patch for every 200sf of new construction and 100sf of remodel.
18. The patch materials shall meet every flooring manufacturer's requirements for the project. The quantities shall be held as an allowance and returned to the owner at the end of the project if not used. Document and coordinate all usage with the onsite superintendent.
19. Install floor protection for all materials during and after installation. Remove protection when directed by construction manager.

Section B: Project Specific Requirements:

1. Include allowance for documented cleanup labor at .5 hour/\$1,000 of bid value. Anticipated labor rate for cleanup is \$16.50 per hour including burden.
2. Include floor protection for all newly installed floors.
3. Include removal of 6" wood base at corridors and classrooms and replaced with RB-2. – DO we want to have demo subcontractors remove wood base or flooring??? JF
4. Include removal of 4" wood base in library and adjacent rooms and replace with 4" RB-1.
5. Include patch and repair for all floors and wall base as necessary where demolition occurs.
6. Include rubber base as shown/noted on the construction documents at millwork.
7. Include all work noted on the floor plan notes and keynotes.
8. Include removal of rubber stair treads and risers on interior stairs and replace with Johnsonite rubber stair treads as noted on A-501. – Demo or flooring subcontract to remove???
9. This contractor is to carry at \$3,500 allowance in their base bid for unforeseen construction items that occur. This \$3,500 will be used at the construction managers discretion.
10. This project is a mandatory 10 hours a day, 6-day work week.
11. A mandatory pre-bid attendance will be required to bid this project

Section C: Project-Specific Exclusions:

1. Sales Tax.

Section D: Project Alternates:

1. Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106

Section E: Unit Pricing:

1. Provide additional floor patch above the quantities identified in the Bid Package, measured per bag
2. Provide unit price (material and labor) for masonite flooring protection

END OF BID PACKAGE

09.4 Painting and Wallcovering

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Section 09900 – Paints and Coatings – Existing Schools

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Include surface preparation.
2. Preparation – before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of various coatings, remove oil and grease before cleaning. Do not begin to apply paint until unsatisfactory conditions have been corrected and surfaces are thoroughly dry. Remove efflorescence before painting cementations and masonry materials. Prepare and paint all miscellaneous metals include handrails, stairs, ladders and metal flashing which are not pre-finished.
3. Protect all adjacent surfaces against painting.
4. Provide all interior and exterior painting and staining of all surfaces shown to be field finished. Scope includes, but is not limited to, gypsum board, doors, frames, millwork, wood surfaces, metals, exposed concrete, and CMU.
5. Include painting of open structure ceilings as noted on finish schedule.
6. Paint mechanical and electrical equipment, ductwork, conduit and piping as required.
7. Include painting of open structure ceilings as noted on finish schedule.
8. Include glaze coatings as needed.
9. Includes touch up of walls, ceilings, and all other painted surfaces as required by industry standards.
10. Include interior caulking at hollow metal frames, window frames, storefront frames, sills, millwork and other beauty caulking as needed.
11. Furnish and install wall fabrics and cork wall coverings.
12. Include painted graphics.
13. Include painting of exterior steel lintels
14. Tint each undercoat a lighter shade to simplify identification of each coat when multiple coats of the same material are applied. Tint undercoats to match the color of the finish coat but provide sufficient difference in the shade of undercoats to distinguish each separate coat.

Section B: Project Specific Requirements:

1. Include allowance for documented cleanup labor at .5 hour/\$1,000 of bid value. Anticipated labor rate for cleanup is \$16.50 per hour including burden.

2. Include painting at exposed ceiling and installed new LED lights.
3. Include prepping and painting of existing millwork as shown on the construction documents.
4. Include paint at all reinstall wood trim as noted on A-104.
5. Included all paint at interior and exterior stair and ramp railings.
6. Include prep and paint as shown on the A-502/door schedule.
7. Include paint at all tackboards.
8. This contractor is to carry at \$7,500 allowance in their base bid for unforeseen construction items that occur. This \$7,500 will be used at the construction managers discretion.
9. This project is a mandatory 10 hours a day, 6-day work week.
10. A mandatory pre-bid attendance will be required to bid this project

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. Provide alternate price on Lump Sum Proposal form for field finishing wood doors in lieu of prefinished wood doors.

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

10.1 Building Specialties (Supply)

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Division 10100 – Visual Display Boards
- Division 10170 – Toilet Partitions
- Division 10800 – Toilet Accessories

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. All accessories shall meet the performance specifications in the construction documents.
2. This is an all-inclusive bid package. Supplier agrees to furnish all items covered by the Sections referenced above and describe herein.
3. Furnish all toilet compartments, screens, accessories, and hardware as indicated and specified.
4. Furnish all toilet and bath accessories and hardware as indicated and specified.
5. All material will be handled, inventoried and protected by Construction Manager. Construction Manager will provide a secure lockup for storage.
6. All warranties shall commence on the date of Substantial Completion of the Project.
7. All accessories shall meet the performance specifications in the construction documents.
8. Supply all portable fire extinguishers and fire extinguisher cabinets as indicated and specified.
9. Supply all material, equipment, and associated hardware to provide a complete installation
10. Coordinate type and capacity of fire extinguishers with fire protection cabinets to ensure fit and function.
11. All fire extinguishers are to be tagged by this contractor.
12. All material will be handled, inventoried and protected by Construction Manager. Construction Manager will provide a secure lockup for storage.
13. Provide maintenance data of fire protection cabinets and fire extinguishers to be included in maintenance manuals.
14. All warranties shall commence on the date of Substantial Completion of the Project.

Section B: Project Specific Requirements:

1. Furnish all 4x8 magnetic whiteboards and 4x8 tack boards where called out.
2. Furnish 1 each flag holders per room per key note C/A101.1.

3. This package is to include cost to complete the full scope of work located at room 220 starting in April. This room will be a mockup for the school to view prior to the overall project start date.
4. Furnish and install hand dryers per plans and specifications.

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

10.2 Building Specialties (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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Division 10100 – Visual Display Boards
- Division 10170 – Toilet Partitions
- Division 10800 – Toilet Accessories

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Install all curtain tracks, curtain carriers, cubicle curtains, toilet compartments, urinal screens, shower dividers, grab bars, sanitary-napkin vendor, sanitary-napkin disposal unit, mirror unit, fold down purse shelf, shower curtain rod, shower curtain, folding shower seat, surface soap dish, towel pin, electrical hand dryer, utility shelf, and mop and broom holders.
2. Install fire extinguishers and cabinets. Coordinate type and capacity of fire extinguishers with fire protection cabinets to ensure fit and function.
3. Coordinate layout and installation of projection screens with adjacent construction, including ceiling suspension systems, light fixtures, HVAC equipment, fire-suppression system, and partitions.
4. Install visual display surfaces. Keep perimeter lines straight, level, and plumb. Provide grounds, clips, backing materials, adhesives, brackets, anchors, trim, and accessories necessary for complete installation.

Section B: Project Specific Requirements:

1. Include allowance for documented cleanup labor at .5 hour/\$1,000 of bid value. Anticipated labor rate for cleanup is \$16.50 per hour including burden.
2. Install all work noted in floor plan notes and keynotes.
3. Install all salvaged hand soap dispenser as noted on documents.
4. Install new toilet partitions
5. Install new toilet accessories and plumbing fixtures
6. Include installation of all building specialties as shown on schedule A-506.
7. Project specific requirement 3.

Section C: Project-Specific Exclusions:

3. Hand Soap Dispensers
4. Sales Tax

Section D: Project Alternates:

3. Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106

Section E: Unit Pricing:

3. Unit Price 1.

END OF BID PACKAGE

10.3 Signage (Supply & Install)

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements
- Section 10430 – Interior Signage

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Furnish and install signage that complies with the ADA-ABA Accessibility Guidelines.
2. Provide dimensional characters from specified manufacturer.

Section B: Project Specific Requirements:

1. Include work of all key notes and general notes as shown on the construction documents.
2. Project specific requirement 2.
3. Project specific requirement 3.

Section C: Project-Specific Exclusions:

1. Exclude applicable Sales & Use Tax from bid.

Section D: Project Alternates:

Provide cost for work associated with Restroom 1R13 & Closet 01A detail on A-106

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

12.0 Window Treatment

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Furnish and install material, equipment, and associated hardware to provide a complete installation for window treatments.
2. Field verify dimensions prior to fabrication and delivery of window treatment. Dimensions will not be guaranteed.
3. Provide special warranty for each section of this package, as specified; commencing on the date of substantial completion of the project.

Section B: Project Specific Requirements:

1. Furnish and install 2" horizontal blinds where indicated or required.
2. Furnish and install manual cloth-roller shades where indicated or required Project specific requirement.

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. None

Section E: Unit Pricing:

2. None

END OF BID PACKAGE

22.1 Plumbing

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. In the case of discrepancy between drawings, specifications, codes, local and state laws, ordinances, or contract documents, the most stringent governs.
2. Because of the drawing scales it is not possible to indicate all fittings and accessories that may be required. Include any and all fittings, offset, valves, etc., for a complete system.
3. Include temporary water supply.
4. Include water and sewer connections to the job trailer as required.
5. Plumbing contractor is to lay out all lines and elevations associated with this scope of work.
6. It is the responsibility of the plumbing contractor to verify the locations of all existing utilities and services as indicated on the drawings that are to be tied into prior to submitting a bid proposal. Failure to do so will result in the plumbing contractor assuming responsibility for any deviations of existing utilities from the construction documents.
7. Furnish all pipe bedding, cushion materials and thrust blocks per construction documents.
8. Provide gradation plan if required. Check all sewer line gradations with existing utilities prior to installation to ensure the required flow is achieved.
9. Upon completion of plumbing contractor's underground work, plumbing contractor is responsible to re-grade area, back fill and compaction to restore slopes and elevations to prevent standing water. Remove all spoils off site. Restore areas to the same state or better before work was commenced.
10. Dewater excavations associated with this trade as required to preserve structural integrity and workability.
11. Include removal and replacement of concrete and masonry as required to tie into existing services and utilities.
12. Verify locations of services prior to submitting a bid proposal.
13. Prior to placement of the concrete slab, all stub ups are to be capped to prevent any concrete debris from falling into sanitary waste and vent lines. After installation of all concrete slabs on grade provide camera inspections of all sanitary sewer and vent lines to verify that lines are free and clear of debris.
14. Furnish and install complete plumbing system per construction documents.
15. Include complete sanitary sewer system.
16. Include all natural gas piping required for this scope of work.
17. Furnish and install all domestic water piping required to complete this scope of work.
18. Include any utility company fees, impact costs, metering or vault costs Include penetration sleeves, saw cutting, and coring required for this scope of work.

19. Furnish on site storage as required by the construction manager for the storage of fixtures and equipment.
20. Include a plumbing representative to be on site during slab pours to ensure plumbing lines remain in place.
21. Include all hoisting and scaffolding as required.
22. Furnish and install all plumbing fixtures including but not limited to urinals, urinal carriers, toilets, sinks and drinking fountains.
23. Include shower and bath units including shower pans as required.
24. Include backflow preventers and tests.
25. Tie new sanitary sewer lines in the existing sanitary sewer system per construction documents.
26. Include selective demolition required to install work in existing building. Remove plumbing items per plumbing plans shown to be removed and legally dispose of off site. Cap existing lines.
27. Include all associated blocking, anchors, stenciling and tagging for this scope of work.
28. Include pipe supports associated with this scope of work. All miscellaneous steel, uni-strut, all thread rod and accessories required for pipe support, wall or floor penetrations and blocking as required.
29. Coordinate with other trades to locate sleeves and to ensure plumbing does not interfere with any other items.
30. Include all plumbing identification including color coding, stencil, labels tags, etc. per construction documents.
31. Include cutting, coring and patching required for plumbing installations.
32. Coordinate requirements for access doors needed for access to plumbing installation. Access panels to be provided and installed by drywall contractor.
33. Install flashing or sealant at each exterior weather barrier penetration per weather barrier manufacturer's recommendation.
34. Include all final connections to Owner-furnished equipment.
35. Include final plumbing connections to laboratory equipment, food service equipment and casework. Coordinate with those trades for tie-in of plumbing items relating to those trade.
36. Furnish and install all appliance related plumbing as required.
37. Supply roof drains to be installed by roofing contractor. Include roof drain piping and connection to roof drains.
38. Furnish and install solid and/or grease intercepts per construction documents.
39. Include fire-stopping for penetrations created by this scope of work.
40. Include sealants (color selected by Architect) around all plumbing fixtures, sinks and lavatories.
41. Provide video scoping of all sanitary sewer lines to the outside of building prior to substantial completion and correct any blockages or deficient piping found.
42. Include cleaning, purging and flushing of all lines when complete as related to this scope of work.
43. Ensure all equipment has adequate maintenance access when in place.
44. Clean up waste and debris generated by this scope of work and dispose on a daily basis and as directed by the construction manager.
45. Include documented instructional training to the owner's representative regarding the operation and maintenance of the plumbing systems.
46. All warranties for fixtures, devices, and equipment begin at date of Substantial Completion of Project.

Section B: Project Specific Requirements:

1. Include allowance for documented cleanup labor at 1 hour/\$1,000 of bid value. Anticipated labor rate for cleanup is \$16.50 per hour including burden.
2. Include all MEP noted and keyed notes as shown on the construction documents.
3. Provide all final plumbing connections as required to equipment furnished and installed by this bid package and other bid packages.

4. Include demolition of plumbing piping and fixtures per plans. Cap existing plumbing lines per plans.
5. All items that are to be demolished and salvaged are to be stored and protected by this bidder.
6. Protect all materials before, during and after installation.
7. Include all associated excavation, backfill, and compaction for demolished plumbing items. Backfill and compact to bring up to the elevation of the surrounding grade. Move spoils off-site or to area designated by Construction Manager. Backfill compaction must meet requirements of specifications.
8. Include sleeving and seal for all pipes passing through masonry walls, footings, or foundations.
9. Include replacement sink with new sink S-1.
10. This contractor is to carry at \$7,500 allowance in their base bid for unforeseen construction items that occur. This \$7,500 will be used at the construction manager's discretion.
11. This project is a mandatory 10 hours a day, 6-day work week.
12. A mandatory pre-bid attendance will be required to bid this project.

Section C: Project-Specific Exclusions:

1. Sales Tax.

Section D: Project Alternates:

1. As noted on P-101/8. Provide alternate cost to install new toilet WC-3 and new lavatory L-1.

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

23.1 Heating, Ventilation, Air Conditioning

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 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. HVAC contractor to provide equipment and ductwork shop drawings for coordination with other trades. Shop drawings are to include the locations and sizes of all duct work, equipment and equipment maintenance access.
2. Provide layout locations as needed for roof curb, exhaust fans, vents etc. during steel erection phase.
3. In the case of discrepancy between drawings, specifications, codes, local and state laws, ordinances, or contract documents, the most stringent governs.
4. Include all selective demolition required to install work in the existing building. Remove all HVAC items per HVAC or demolition plans and legally dispose of off site.
5. Furnish and install a complete HVAC system.
6. Scope includes, but is not limited to equipment, supports, anchors, curbs, flashings, piping, duct work, insulation, controls, stenciling and labeling, VFD's, equipment disconnect switches, air venting devices, air exhausting devices, flow switches, condensation lines, dampers, diffusers, detectors, interconnection of instrumentation I/O control wiring systems, fuels, refrigerants and lubricants, supports for mechanical equipment, and other materials and devices as required for a complete HVAC system as per plans and specifications.
7. Because of the drawing scales it is not possible to indicate all fittings and accessories that may be required. Include any and all fittings, offset, valves, etc., for a complete system.
8. Provide conditioned air at the earliest possible date, as directed by Construction Manager, including all temporary and final air filters as required.
9. Coordinate requirements for access doors needed for access to HVAC installation. Access panels to be provided and installed by drywall contractor
10. Provide all sleeves, blocking, coring, and other associated caulking required for this scope of work.
11. Provide the necessary temporary air filters materials over permanent return air grills at all entrances to return air ducts weekly or as needed.
12. Include concrete cutting, coring and patching as required for the mechanical scope of work.
13. Include Automatic Temperature Controls and interlock wiring including control components and complete control wiring system in strict accordance with construction documents.
14. Furnish and install motor controllers and starters for mechanical equipment as specified.
15. Include roof curbs and penetration enclosures as required and per the roofing manufacturer's requirements to preserve the roof warranty.
16. Furnish and install louvers, access doors, grilles, and vents as required for this scope of work.

17. Include condensate piping.
18. Provide air filters including spare air filters for HVAC equipment. Furnish, install and maintain temporary filters during construction operations.
19. Furnish, install and maintain all roof penetrations, openings and curbs associated with this scope of work until all equipment has been installed and flashed in permanently. Remove and dispose of covers at the completion of work.
20. Include fire-stopping, fire sealing and caulking for penetrations created by this scope of work.
21. Duct detectors are to be furnished by the electrical contractor, installed by this scope of work, and terminated by the electrical contractor. Coordinate with the electrical contractor for wiring and terminations.
22. Coordinate with the electrical contractor for the location, size and installation of disconnects. The electrical contractor is to furnish and install disconnects. The locations are to be provided by the HVAC contractor.
23. Coordinate with food service or laboratory contractor for tie-in locations of mechanical items relating to their equipment.
24. Include all final connections to Owner-furnished equipment.
25. HVAC contractor shall provide the kitchen hood fire suppression system per plans and specifications.
26. Include testing, adjusting and balancing per contract documents.
27. Include Commissioning per construction documents as required.
28. Include documented instructional training to the owner's representative regarding the operation and maintenance of the plumbing systems.
29. All warranties for fixtures, devices, and equipment begin at date of Substantial Completion of Project.
30. Include warranty per construction documents on all equipment regardless if used temporarily during construction for climatization.

Section B: Project Specific Requirements:

1. Include allowance for documented cleanup labor at 1 hour/\$1,000 of bid value. Anticipated labor rate for cleanup is \$16.50 per hour including burden.
2. Project specific requirement 3.
3. Include all MEP noted and keyed notes as shown on the construction documents.
4. Include multiple mobilizations including crane/boom truck mobilizations as required. Crane and boom trucks are to remain on paved surfaces (there will not be crane pads built for installation of equipment).
5. All items that are to be demolished and salvaged are to be stored and protected by this bidder.
6. Protect all materials before, during, and after installation.
7. Include all concrete cutting, core drilling, and demolition as needed for this scope including accommodations for concrete roof decks.
8. This project is a mandatory 10 hours a day, 6-day work week.
9. A mandatory pre-bid attendance will be required to bid this project.

Section C: Project-Specific Exclusions:

1. Sales Tax

Section D: Project Alternates:

1. As noted on M-101/8. Provide alternate Cost #1 to install exhaust fan and roof termination for alternate toilet room. Fan equal to Greenheck SP-A200. Roof hood equal to Greenheck GRSR-8. Locate termination near RH-2.
2. As noted on M-101/12. Provide alternate cost #2 to install corridor hvac equipment.

Section E: Unit Pricing:

1. None

END OF BID PACKAGE

26.2 Electrical

As noted below, Subcontractor shall be responsible for the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Furnish all labor and supervision required to complete the work of this package. Unless noted otherwise, furnish all equipment, materials, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Introductory Information and Bidding Documents
- Division 1 – General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Provide all site power and/or lighting electrical work.
2. Provide all site trenching and duct banks needed for electrical and communication underground raceways and/or cables.
3. Provide any electrical meter fees or impact cost required by the local electrical service provider.
4. Provide any conduit, pull strings, j-boxes etc. for any Division 26, 27, or 28 empty raceway systems as required per plans and specifications.
5. Provide any building primary/secondary electrical switchgear, panels, emergency power and/or generator systems as per plans and specifications.
6. Provide all raceway, wiring and terminations of VFD's, motor controllers, dampers and/or starters that are furnished and installed by HVAC Subcontractor.
7. Provide any grounding systems, lightning protection systems, and certifications as required per plans and specifications.
8. Provide all temporary lighting and power distribution in buildings as required for construction activities.
9. Provide all final connections and terminations for Owner Furnished Equipment.
10. Provide all final electrical connections and terminations as required to equipment furnished and installed by other bid packages.
11. Provide equipment and device testing, checkout and/or load studies as required per plans and specifications.
12. Provide training of Owner's staff on electrical equipment.
13. Provide all raceway, wire, termination, poles, light fixtures, and grounding for site lighting. Concrete pole bases will be provided by others.
14. Deposit dirt spoils in area on site designated by the Project Superintendent.
15. In the case of difference between drawings, specification, codes local & state laws, ordinances or contract documents, the most stringent governs.
16. All warranties for fixtures, devices, equipment and gear begin at the date of the Project's Substantial Completion.
17. Include primary and secondary electrical service with manholes or pullboxes as required, re-grade area, back fill and compaction to restore slopes and elevations to prevent standing water. Remove all spoils off site. Restore areas to the same state or better before work was commenced.
18. Furnish and install concrete where required to encase electrical services or other electrical items.

19. Include utility fees for new or relocated transformers.
20. Include all necessary items and coordinate with the fire alarm contractor to ensure a complete and operable fire alarm system as it related to the electrical scope of work.
21. Include security systems, telephone, intercom addressable speakers call system, public address system, telephone, data and computer networking, per code and construction documents.
22. Include uninterruptable power supply system.
23. Include low voltage wiring at magnetic hold opens (coordinate with door and hardware suppliers).
24. Duct detectors are to be furnished by the electrical contractor, installed by this scope of work, and terminated by the electrical contractor. Coordinate with the electrical contractor for wiring and terminations.
25. Provide electrical for infrared flush valves and hand dryers.
26. Furnish and install disconnects at HVAC units and fans as indicated on mechanical drawings. Coordinate with HVAC contractor for disconnect locations.
27. Make electrical connections to lab equipment, food service equipment, casework, mechanical equipment, A/V equipment, cubicles and owner furnish equipment.
28. Furnish, install, maintain and remove temporary electrical services in accordance with OSHA requirements. Include temporary power to job trailer.
29. Include fire stopping and/or fire sealing at all fire walls and caulking of all electrical penetrations.
30. Include all sleeves and core drilling required.
31. Include all electrical identification including color coding, stencil, labels tags, etc. per construction documents.
32. Include the demolition of all electrical items shown to be removed and legally dispose of off site. Disconnect power to areas to be renovated as directed by superintendent.
33. Include temperature control wiring and auxiliary interlock control wiring.
34. Verify breaker and wire size for HVAC equipment within the equipment manufacturers specifications, notify the electrical engineer and adjust as needed.
35. Make required electrical connections and install conduit in slab at own risk as plumbing coring later of lab casework may cut conduit.
36. Install flashing or sealant at each exterior weather barrier penetration per weather barrier manufacturer's recommendation.
37. Coordinate requirements for access doors needed for access to Plumbing installation. Access panels to be provided and installed by drywall contractor

Section C: Project-Specific Requirements

1. Furnish and install two (2) minimum support wires from building structure to each electrical recessed fixture located in tee bar grid system.
2. Include emergency generator including fuel.
3. Salvage existing lighting and place in new ceiling.
4. Coordinate all connection requirements of owner-furnished equipment & equipment furnished by others. Provide necessary material and labor for a complete installation.
5. Remove and/or relocate all materials and items indicated on the drawings or required by the installation of new systems/equipment. All removals and/or dismantling shall be conducted in a manner to produce maximum salvage. Salvage materials shall be disposed of off-site, except that the owner reserves the right to select and retain any desired salvage items. Contractor shall verify with owner prior to removing salvaged materials from site. materials and/or items scheduled for relocation and which are damaged during dismantling or reassembling operations shall be repaired and restored to good operative condition. The contractor may substitute new materials and/or items of a like design and equal quality in lieu of materials and/or items to be relocated.
6. Include all MEP noted and keyed notes as shown on the construction documents.

7. Contractor shall remove all conductors in walls, above ceilings and below floors that will no longer serve equipment. Remove all unused conduits where possible.
8. Include removal and replacement of any items on walls to receive new wall treatment.
9. Furnish and install roofing manufacturer approved protective material under supports added on roof.
10. Include verification of existing conditions as noted in Electrical Outline Specifications and notify CM immediately upon discovery of issues.
11. Re-install existing lighting per construction documents.
12. Include all associated cost for temporary power for construction.
13. Kitchen equipment, fueling equipment, and gas valves shall be provided with shunt-trip breakers and emergency power off switches as required. This contractor shall coordinate additional required spaces in panels with panel manufacturer prior to ordering equipment. include all costs in base bid.
14. This project is a mandatory 10 hours a day, 6-day work week.
15. A mandatory pre-bid attendance will be required to bid this project.
16. This contractor is to carry at \$10,000 allowance in their base bid for unforeseen construction items that occur. This \$10,000 will be used at the construction managers discretion.

Section D: Project-Specific Exclusions

1. Sales Tax.

Section E: Alternate Pricing

1. As noted on E-202/6. Provide bid allowance of \$2000 for potential tree sculpture lighting.
2. As noted on E-203/3. Provide and install type A1 lighting fixtures one for one in corridor.
3. As noted on E-301/8. Provide dedicated circuit to exhaust fan from nearest existing panel using available spare breaker.

Section F: Unit Pricing

1. None

END OF 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. Interior Finishes: June 2023-August 2023
 - b. Site Improvements: June 2023-August 2023
 - c. Project Completion: June 2023-August 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

.03 Virtual Design Construction Protocol

Subcontractor's Virtual Design Construction ("VDC") Scope of Work and Spatial Coordination Requirements, as follows:

1. Alternate Section 1 language if Nabholz is providing the BIM services firm for the Project. Subcontractor shall agree to participate in the Project BIM coordination process by attending the BIM coordination and review meetings and provide guidance to the project BIM service firm as necessary to achieve the requirements below.
2. Subcontractor shall agree to provide Construction Manager an electronic three-dimensional (3D) model (such models are functionally referred to herein as "BIM" or "Building Information Models"). The models provided will be used to facilitate coordination, sequencing, and/or production of as-built depictions of the Project. The Subcontractor's costs of such participation shall be included in the lump sum Proposal unless explicitly outlined herein.
3. The BIM provided by Subcontractor shall be of sufficient detail (refer to Appendix A for details) to enable complete clash detection and shall be submitted to Construction Manager at a point in time that is reasonably in advance of Subcontractor's shop drawing submittals and the subsequent Project site construction of Subcontractor's Work. Each trade is required to submit six (6) copies of its respective, coordinated systems in two-dimension (2D) format as required by Subcontract, for approval through the regular approval process.
4. Construction Manager will make available its Project BIM website that will allow all parties to upload and download its respective "in progress shop models," manage electronic drawing files or models, and other documents used in the BIM coordination process.
5. Subcontractor shall attend Project kick-off meeting and participate in review and finalization of the Project BIM execution plan which will be signed by all participating parties.
6. Subcontractor shall participate in BIM coordination and review meetings as Construction Manager may require (usually once a week or 48 hours after the submissions of the BIM). As a result of such meetings, both the 2D (traditional method) and 3D (BIM) may be required to be changed by Subcontractor to achieve coordination with other elements of the Project that are provided by other parties. The anticipated duration of BIM spatial coordination is XX weeks.
7. Subcontractor agrees to promptly update and post changes to the BIM originating from RFIs, submittals, and bulletins throughout the course of the Project so that the BIM at the conclusion of the Project accurately depicts the Work as actually performed and installed. Such changes shall be accomplished at no increase in the price or time of completion.
8. All Subcontractors participating in the BIM must use the following file naming convention for their BIM/CAD files to track the version and date by each trade.

NCS Job #_Trade/Subcontractor Phase/Location

9. Subcontractors are responsible for providing a true 3D solid or surface model (not line and wireframe model) that represents the actual dimensions of the trade system elements and the equipment that will be installed. Individual pieces of equipment shall be modeled as a single complete element rather than connected lines and surfaces.
10. Subcontractor's drawing and model files shall be based on an origin point provided by Construction Manager. The cost of any changes required by Subcontractor to its drawings or models due to the use of an unauthorized origin shall be borne by Subcontractor.
11. All files supplied by Construction Manager will be as Autodesk .dwg, .nwc, .nwd or .rvt file format or other file format as necessary and agreed to by Construction Manager.
12. See the following spatial coordination requirements for BIM.

Spatial Coordination Requirements for BIM

1. Major Components.

a. HVAC Duct and Piping.

The **HVAC and Piping Subcontractor** will generate and provide in a timely manner BIMs of the HVAC systems including, but not limited to, duct work, piping, and all equipment installed in the HVAC scope of Work (fans, air handling units, built-up air handling units, pumps, tanks, valves, controls, heat exchangers, smoke and fire dampers, valves (including valve stems and handles), gauges and control valves, insulation on piping and ductwork, hangers and seismic bracing (if applicable), diffusers, registers, louvers, grilles, high and low point drains, starters, etc.). The HVAC and Piping Subcontractor shall also include in the BIMs all Owner or Construction Manager provided equipment that is installed under this Contract, concrete equipment pads, and inertia pads, and accessibility requirements for above listed items for code and maintenance purposes. The HVAC and Piping Subcontractor shall label the BIMs elements for all equipment under this contract as indicated in the Contract Documents.

b. Plumbing.

The **Plumbing Subcontractor** will generate and provide in a timely manner BIMs of the plumbing systems including, but not limited to, all piping systems and equipment installed in the Plumbing Subcontractor's scope of Work (domestic water, chilled water, steam, storm and roof leaders, pumps, tanks, water heaters, in-wall carriers, in-wall plumbing equipment, valves, gauges and control valves, insulation on piping, hangers and seismic bracing (if applicable), clean-outs, etc.). The Plumbing Subcontractor shall also include in the BIMs all Owner or Construction Manager provided equipment that is installed under this contract, concrete equipment pads, inertia pads, and accessibility requirements for above listed items for code and maintenance purposes. The Plumbing Subcontractor shall label the BIMs elements for all equipment under this contract as indicated in the Contract Documents.

c. **Fire Protection System.**

The **Fire Suppression System Subcontractor** will generate in a timely manner BIMs of the Fire Suppression Systems including, but not limited to, all risers, main and branch piping, heads, pumps, controllers, ATS, and equipment installed in the Fire Suppression System scope of Work (pre-action system, dry system, and main fire suppression systems, hangers and seismic bracing (if applicable), valve assemblies, drain valves, Fire Department valves, etc.) The Fire Suppression System Subcontractor shall also include in the BIMs concrete equipment pads, inertia pads, and access doors. The Fire Suppression System Subcontractor shall identify, under separate model element or drawing layer, access doors, and accessibility requirements for above listed items for code and maintenance purposes. The Fire Suppression Subcontractor shall label the BIMs elements for all equipment under this contract as indicated in the Contract Documents.

d. **Electrical.**

The Electrical Subcontractors, including, Low Voltage Subcontractor, Audio-Video Subcontractor, and Scoreboard-Ribbon Board Subcontractor, will generate in a timely manner BIMs of its respective electrical systems and/or devices including, but not limited to, all conduit systems, and equipment installation in its respective scopes of Work (individual conduits over 2", racks carrying more than 4 conduits 1" and smaller, panels, transformers, switch/paralleling gear, ATS', generators, cable tray, data racks, starters, VFD's, cast-in-place floor boxes, hangers and seismic bracing (if applicable), etc. for normal, emergency and isolated power systems or applicable specialty systems). Subcontractor shall also include in the BIMs equipment pads, inertia pads, light fixtures, exit signs, fire alarm components and devices, speakers, A/V equipment and devices, scoreboards, ribbon boards (and related devices), recessed electrical devices and access doors. Subcontractor shall identify under model element, or separate drawing layer access doors and accessibility requirements for above listed items for code and maintenance purposes. Electrical Subcontractor shall label the BIMs elements for all equipment under this contract as indicated in the Contract Documents.

e. **Structural.**

The **Structural Steel Supplier** will generate and provide in a timely manner BIMs of its scope of Work in addition to the contractually required 2D documentation. The BIMs will represent an "as fabricated" fully detailed level of information. The fabrication-level detailed model shall include, but is not limited to, major structural members such as trusses, beams, columns, etc., as well as secondary and miscellaneous steel connections including gusset plates, bracing, angles, knife plates, etc. necessary for the successful coordination of other building trades. These models shall be updated and maintained to reflect changes in

the Work as a result of coordination or design changes and shall be delivered at the end of the Project as an “as built” record model of the structural steel system in its entirety.

2. Minimum Hardware Requirements.

- a. TBD

3. Minimum Software Requirements.

- a. TBD

4. Structural / Architectural Features Required for Coordination

- a. Spatially accurate and dimensionally scalable building elements including but not limited to soffits, fixture locations, ceiling/floor tile locations, ADA clearances, interior wall framing, moment-frame side plates, cross bracing, gusset plates, beam stiffeners, miscellaneous steel framing, and other similar entities within the modeling space requiring coordination with the MEP trades.

5. Fully Annotated Installation Drawings.

- a. Fully annotated installation drawings shall include all text, dimensions, and annotations required for physical location of all elements shown on the drawings in the physical space at the time of their installation.

.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.