Michigan Dept of Natural Resources
Newberry Customer Service Center
Newberry, MI

BID PACKAGE #02
2210 PLUMBING & HVAC

Project No. 210080

Issued 05/18/2023.

Walbridge

Contents

INVITATION TO BIDDERS 2
BID PROPOSAL NOTES 3
INSTRUCTION TO BIDDERS 4
SCOPE OF WORK 9
PROJECT SCHEDULE AND LOGISTICS PLAN 29
SCHEDULE AND PHASING 29
DRAWINGS & DOCUMENTS FOR BID PACKAGE ISSUE 31
WALBRIDGE SUBCONTRACT 32
OWNER & WALBRIDGE – GENERAL & SUPPLEMENTAL CONDITIONS 33
SPECIAL CONDITIONS 33
SAFETY 37
INSURANCES 38
BONDS 39
EQUAL EMPLOYMENT OPPORTUNITY 40
PERMITS 41
SUSTAINABILITY 42
BIM 43
APPENDIX A 52
INVOICING PROCEDURES 54
SUBCONTRACTOR'S WARRANTY/GUARANTEE 55

INVITATION TO BIDDERS

Newberry CSC, Newberry, MI

BP 2210 - PLUMBING & HVAC

Owner: Michigan Department of Natural Resources

Architect: **Lord Aeck Sargent**

Construction Manager: Walbridge
950 Trade Centre Way, Suite 230
Portage, Michigan 49002

Due Date: **06/08/2023 at 2:00 PM EST**

Bids to be submitted via Building Connected

Submit with Proposal:

- Completed Proposal Form
- Bid Form Breakdown
- Alternates
- Labor Rates
- Unit Prices

Pre-Bid: May 25, 2023 at 10 AM

LMAS District Health Center

Basement Conference Room

14150 Hamilton Lake Road, Newberry, MI

Non Mandatory

Questions/RFIs Due: 06/01/2023 at 2:00 PM EST

Questions to be submitted via Building Connected

Project Location: **5801 Newberry Ave (M-123), Newberry, MI 49868**

You are hereby invited to submit your lump sum proposal for this bid package in accordance with the enclosed documents. Bid Proposals for these Bid Packages are to be received by the date and time listed above and will be opened publicly.

BID PROPOSAL NOTES

1. Bid Proposals for this Bid Package shall be submitted by the date and time listed above. All proposals must be submitted via Building Connected.

2. Proposals received after the due date and time will not be accepted. Changes to Bid Proposals will be accepted if received before the time and date due.

3. The documents and their design ideas are the exclusive property of the Owner for the express purpose of providing the necessary information to quote the work. This information is not to be shared with other companies without written permission.

4. Bidders shall receive bid documents electronically via the Building Connected website. Reproduction costs are the responsibility of the Bidder.

5. Review and comply with all parts of the bid documents including the Instructions to Bidders, Proposal Form, Drawings, Specifications, General Conditions, Special Conditions, Walbridge Contract, and the Safety Program Information. All parts of the proposal form are to be completed.

6. The Bid Documents are available today, upon receipt of this Invitation to Bid. The bidding clock starts now, not at the Pre-Bid. It is the responsibility of each Bidder to show up to the Pre-Bid, when scheduled, having reviewed the project. The Pre-Bid will not serve as an introduction to the project. A bid extension will not be considered for Bidders who access the Building Connected Site after the Pre-Bid.

7. Proposals are to indicate the bidding company's name and shall remain firm for no less than ninety (90) days from the bid date.

END OF SECTION

INSTRUCTION TO BIDDERS

A. The Project

The Bidder is requested to submit a bid for the Subcontract work as described in the Bid Documents. Refer to Scope of Work contained in the assigned Bid Package.

B. Type of Contract

Bids will be received for the complete work including all labor, material, equipment and bond cost where indicated. The Subcontract Agreement will be entered into between the successful Bidder and the Walbridge Company, the Construction Manager, also referred to within this document as "CM". Refer to "Subcontract", contained in the Bidding Documents. This is a Lump Sum Subcontract.

C. Delivery of Bids

Bids shall be emailed to Building Connected in time to reach the designated location on or before the specified date and time.

D. Date for Receiving Bids

Unless extension is made by written addendum, bids received after the specified time and date may be returned unopened at the option of the Owner.

Bidder shall assume full responsibility for timely delivery at location as designated for receipt of bids.

E. Definitions

All definitions set forth in the General Conditions, Special Conditions or other contract documents are applicable to the Bidding Documents.

- Bidding Documents include the Bid Package in its entirety and all documents referenced therein.
- A Bid is a complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- **A 5% bid bond is to be included with the proposal.**
- The Base Bid is the sum stated in the bid for which the Bidder offers to perform the work described in the Bidding Documents, to which work may be added or from which work may be deleted for sums stated in alternate bids.
- An Alternate Bid (or alternate) is an amount stated in the bid to be added to or deducted from the amount of the base bid if the corresponding change in the work, as described in the Bidding Documents, is accepted.
- A Unit Price is an amount stated in the bid, when requested, as a price per unit of measurement for materials or services as described in the Bidding Documents.
- A Bidder is a person or entity that submits a bid for a Subcontract with the CM for the work as described in the Bidding Documents. The bidder is also referred to as the "Subcontractor or Subcontractor".
- A Sub-Bidder is a person or entity that submits a bid to a Bidder for materials or labor for a portion of the work as described in the Bidding Documents. This entity is referred to as a Subcontractor.

F. Bidder's Representation

The Bidder by making their bid represents that:

They have read and understand the Bidding Documents and their bid is made in accordance therewith.

Tour to site:

All bidders are encouraged to tour the site of the proposed project to acquaint themselves with the actual conditions. No allowances or extra compensation concerning any matter or thing about which the bidder might have been fully informed himself will be allowed.

Their bid is based upon the specific materials, systems and equipment (products) described in the Bidding Documents without exception.

G. Pre-Bid Site visit

All bidders are strongly encouraged to attend the Pre-Bid Meeting prior to bid submission, to ensure their knowledge of the site conditions.

H. Subcontractor Proposal Review Conference (SPR)

Selected Bidders will be required to meet with the CM to review their proposal and the scope of work prior to contract award.

I. Interpretation or Correction of Bidding Documents

Bidders shall promptly notify the CM of any ambiguity, inconsistency or error, which they may discover upon examination of the Bidding Documents or of the site and local conditions.

Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and the Bidder shall not rely upon such interpretations, corrections and changes.

Services not covered in the Bidding Documents will not be required unless it is consistent therewith and is reasonably inferable therefrom as being necessary to produce the intended results.

Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the CM, which must reach the CM at least three (5) working days prior to the date for receipt of bids.

J. Substitutions

No substitutions will be considered during the bidding period unless written request for approval has been submitted by the Bidder and has been received by the CM at least Three (3) working days prior to the date for receipt of bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including drawings, catalog cuts, performance and test data and any other information necessary for an evaluation.

A statement setting forth any changes in other materials, equipment or work that incorporation of the substitution would require shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Owner's decision of approval or disapproval of a proposed substitution shall be final.

If the Owner and Architect approve any proposed substitution, such approval will be set forth in an addendum. Bidders shall not rely upon approvals made in any other manner.

K. Bidder Proposed Alternates

The Bidder shall base their bid on the Bidding Documents. The Bidder, however, is encouraged to present voluntary alternates which may be beneficial to the project. Any such voluntary alternates must be presented on the Proposal. Voluntary alternates shall not be considered or included in the base bid lump sum price. Alternates may be accepted or rejected at the discretion of the Owner.

L. Addenda

Requirements contained in the Bidding Documents shall apply to all addenda, and the general character of the work called for in the addenda shall be the same as specified in the Bidding Documents for similar work, unless otherwise specified in the Addenda. Incidental work necessitated by Addenda shall be included in the bids, even though not particularly mentioned.

Addenda shall become a part of the Bidding Documents and shall be acknowledged in the Bidder's Proposal.

M. Form and Style of Bids

Bidders shall submit a signed copy of the Bid and this must be on the bid forms provided.

Each copy of the bid shall include the legal name of Bidder and a statement that the Bidder is a sole proprietor, a partnership, a corporation, or any other legal entity. The person or persons legally authorized to bind the bidder to a contract shall sign each copy in ink. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A bid submitted by an agent shall have a current power of attorney attached certifying agent's authority to bind Bidder.

All blanks on the Proposal shall be filled in by printed ink.

Where so indicated by the makeup of the Proposal, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written amount shall govern.

Any interlineation, alteration or erasure shall be initialed by the signer of the bid.

All requested alternates and separate prices should be bid. If alternate price does not involve a change in the base bid, enter "NO CHANGE".

Bidder shall make no additional stipulations on the Bid or qualify their bid in any other manner.

N. Modification or Withdrawal of Bid

A bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of bids, and the Bidder so agrees in submitting their bid.

O. Rejection of Bids

The CM and Owner reserve the right to reject any or all bids and to reject a bid not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.

P. Acceptance of Bid (Award)

The CM and Owner shall have the right to waive any informality or irregularity in any bid received and the right to accept alternates, or separate prices, in any order or combination and to determine the low bidder on the basis of the sum of the base bid and the alternates and separate prices accepted.

It is the intent of the CM and Owner to award a contract to the lowest responsive, responsible bidder, provided the bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the budgeted funds.

Q. Time of Starting and Completion

The Bidder, if awarded the contract, will be required to agree to commence work immediately upon receipt of an Interim Agreement from the CM. The Bidder shall perform their work in a manner to coordinate with the Overall Schedule, and to complete all work within the calendar days indicated.

R. Right to Require Bonds

The CM and Owner may require the Bidders to furnish performance and payment bonds covering the faithful performance of the contract and the payment of all obligations arising there under in such form and amount as specified and with such sureties, secured through the Bidder's usual sources, as may be agreeable to the parties.

Bonds are to be on AIA Form A-311 and as in the trade-contract item Article XXV and shall have an A.M. best rating of "B" or higher.

Bids in excess of $50,000 shall include a 100% Performance and Payment Bond in lump sum bid.

S. Time of Delivery and Form of Bond

The Bidder shall deliver the required bonds to the CM not later than the date of execution of the Subcontract, or if the work is commenced prior thereto in response to an Interim Agreement, the Bidder shall, prior to commencement of the work, submit evidence satisfactory to the CM that such bonds will be furnished.

The bonds shall be written in a form that is acceptable to the Owner. The "Performance Bond and Payment Bond" will be equal to one hundred (100%) percent of the total amount payable by the terms of the contract.

T. Subcontractor/Supplier

The Bidder shall list in their proposal, subcontractor(s) or suppliers to be utilized in performance of the work and shall further indicate for each the type of work contracted dollar values and whether the sub-bidder is a Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women's Business Enterprise (WBE).

The Selected Bidder shall be required to submit for each major sub-bidder/material supplier a completed SUBCONTRACTOR QUALIFICATION STATEMENT. It shall be forwarded to the CM during the pre-award meeting.

The use of diverse businesses is very important. However, it is not our intent to increase costs to attain minority participation.

U. Assignment and Delegation

Only as provided for within this Contract between the Construction Manager and Owner, Construction Manager may assign, with the Owner's consent, and delegate to Owner all of its rights, duties and interest in any Subcontract(s), Purchase Order(s) and Change Order(s) for performance of any part of Subcontractor(s) work. All Subcontract(s), Purchase Order(s) and Change Order(s) shall expressly provide for the aforementioned Assignment and Delegation by Construction Manager to Owner.

V. LEED Requirements

Not applicable.

W. Labor Agreement

Not applicable.

X. Prevailing Wage Rates

Contractor to comply with State of Michigan requirements for State Funded Projects using current official rates for Luce County.

SEE NEXT PAGE

Y. Bid Opening

Bids will be opened publicly via Microsoft Teams. Please note the link below to attend this meeting:

Bids Due: June 8, 2023 02:00 PM Eastern Time

Microsoft Teams meeting

Join on your computer, mobile app or room device

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGIxZjU0ZTUtNzY2Zi00ZTIwLWEyYTQtMDEzYTUxZDE2MTli%40thread.v2/0?context=%7b%22Tid%22%3a%228a1a22cc-89b4-4132-a7ec-8b01e90b5c64%22%2c%22Oid%22%3a%22a224e676-ec24-40b0-a3db-bdbc8ed5fb3f%22%7d

Meeting ID: 280 686 540 749

Passcode: zVPUms

Or call in (audio only)
+1 313-326-2312,,181847059#

Phone Conference ID: 181 847 059#

The CM reserves the right to enter into an Agreement for all or any portion of the requirements proposed by this request; or, if deemed in the best interest of the Owner, to reject any and all proposals, re-solicit for proposals, or temporarily or permanently discontinue the process for selection and award. If the CM enters into an Agreement, it will be with the subcontractor firm, whose proposal is the most advantageous to the CM/Owner and offers the best value, considering the evaluation factors set forth in the bid package.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this bid package. Emphasis should be on completeness, clarity of content, responsiveness to the requirements and an understanding of the Owner's needs.

END OF SECTION

SCOPE OF WORK

BID PACKAGE NO. 2210 - PLUMBING & HVAC

The following scope of work is intended to be general in nature. The intention is to have the successful Subcontractor perform all related work shown on the Contract Documents other than those items specifically indicated below to be excluded. Attention is called to the "Special Instructions" for additional information. The Summary of Work takes precedence over the drawings and specifications in the event of a conflict in trade assignment or responsibility.

Schedule

- Time is of the essence in the execution of the work of the agreement. Therefore, sufficient labor and materials must be provided at all times to meet the Project Schedule. The subcontractor shall take whatever steps necessary, including additional manpower, equipment, overtime, shifts, etc. at its sole cost and expense, to perform its work in a time frame and sequence to meet the schedule.
- Subcontractor is to submit to Walbridge a detailed construction schedule prior to commencement of work on site showing its plan for accomplishing the work within the times required as described on the attached schedule. Schedule should indicate shop drawing submittals, procurement times, start of construction, construction duration for all elements of work, and anticipated completions.
- The Last Planner Schedule System will be utilized on this Project and participation by ALL Subcontractors is mandatory. Subcontractors are required to attend the daily huddles where a live six (6) week look ahead schedule will be maintained and updated. Training will be provided by Walbridge - post contract award. On site supervision must attend the training course, as well as any Subcontractor personnel responsible for scheduling. Cooperation and collaboration between all Subcontractors and Walbridge will be essential to the success of the last planner system. Full commitment is requested and expected. If on-site supervision is not committed to the process, Walbridge will mandate replacement of personnel by the Subcontractor.

Safety

Subcontractors (including tier subcontractors) are required to meet the minimum WA safety requirements. The minimum requirements are as follows:

- EMR of 1.0 or less

Post-Award Documents Required Before Start of Work

- Safety Records (EMR)
- Safety Documents includes (Org Chart, Site Safety Plan, Corporate Safety Plan)
- Pre-task Plan Submittal List
- Employee Drug and Alcohol Test Results (10-panel test)
- SDS Sheets

Trade Specifications

The Subcontractor is responsible for trade specifications not specifically listed but required by reference in the contract specifications or as required to perform the scope of work described herein, as well as the Front-End specifications and Attachments and the use of the Construction Documents as a whole.

Division 00 PROCUREMENT AND CONTRACTING REQUIREMENTS (COMPLETE)

Division 01 GENERAL REQUIREMENTS (COMPLETE)

Scope of Work

The subcontractor shall provide all necessary supervision, equipment, labor, materials, layout, and services necessary to complete the items described below including all items incidental thereto or necessary to complete the work properly even though not specifically mentioned, in accordance with the contract documents. This work shall include, but not be limited to:

Specifications

07 84 13 - PENETRATION FIRESTOPPING

07 92 00 - JOINT SEALANTS

08 91 00 – LOUVERS

DIVISION 20 – MECHANICAL GENERAL REQUIREMENTS – Complete

20 05 00 – Mechanical General Requirements

20 05 10 – Basic Mechanical Materials and Methods

20 05 13 - Motors

20 05 16 – Pipe Flexible Connectors, Expansion Fittings and Loops

20 05 19 – Meters and Gages

20 05 29 – Hangers and Supports

20 05 47 – Mechanical Vibration Controls

20 05 53 – Mechanical Identification

20 07 00 – Mechanical Insulation

20 29 23 – Variable Frequency Controllers

DIVISION 22 -- PLUMBING – Complete

22 05 23 – General Duty Valves for Plumbing

22 11 16 – Domestic Water Piping

22 11 19 – Domestic Water Piping Specialties

22 11 23 – Domestic Water Circulation Pumps

22 13 16 – Sanitary Waste and Vent Piping

22 13 19 – Drainage Piping Specialties

22 34 10 – Condensing, Fuel-Fired Domestic Water Heaters

22 42 00 – Plumbing Fixtures

22 47 00 – Drinking Fountains, Water Coolers and Cuspidors

DIVISION 23 -- HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC) - Complete

23 05 00 – Common Work Results for HVAC

23 05 23 – General-Duty Valves for HVAC

23 05 93 – Testing, Adjusting, and Balancing

23 09 33 – Temperature Controls

23 11 23 – Fuel Gas Piping

23 21 13 – Hydronic Piping

23 21 23 – Hydronic Pumps

23 23 00 – Refrigerant Piping

23 25 10 – Piping Systems Flushing and Chemical Cleaning

23 25 13 – Water Treatment for Closed-loop Hydronic Systems

23 31 13 – Metal Ducts

23 33 00 – Duct Accessories

23 34 13 – Axial Fans

23 34 17 – Fan Arrays

23 36 00 – Air Terminal Units

23 37 13 – Diffusers, Registers, and Grilles

23 37 23 – Air Intake and Relief Hoods

23 41 00 – Particulate Air Infiltration

23 51 00 – Breeching, Chimneys, and Stacks

23 52 16 – Condensing Boilers

23 62 00 – Packages Compressor and Condenser Units

23 73 24 – Semi-Custom Air Handling Units

23 81 26 – Split-System Air-Conditioning Units

23 82 16 – Heating and Cooling Coils

23 82 33 – Convection Heating Units

23 82 40 – Centrifugal Fan Cabinet Unit Heaters (Hot Water)

23 82 41 – Propeller Fan Unit Heaters – Steam, Hot Water, Electric

Scope of Work

1. Furnish and install (F&I) a complete plumbing system, including but not limited to, plumbing equipment, plumbing fixtures, plumbing specialties, piping (domestic, storm, sanitary, condensate, and related venting), valves, pumps, backflow preventers, hangers, etc. as identified on drawings and in Division 22 specifications.
2. All fasteners used to anchor in any Mass Timber product are to be galvanized and / or have an approved coating to prevent corrosion or moisture damage to finish timber.
3. Furnish cut out templates for countertop sinks to 0610 General Trades subcontractor.
4. Install water meters furnished by AHJ (City of Newberry, Pentland Township)) and pay for all related fees. All other components related to water service are F&I by this Bid Package. All components related to the fire suppression riser(s) are by BP 2110 Fire Protection.
5. Provide all excavation and backfill related to underground plumbing. BP 3120 Earthwork & Site Utilities contractor will install sanitary utilities to within 5'-0" of the building perimeter, and water to flange at 1'-0" AFF in the riser location(s). Bid Package 2201 Plumbing & HVAC is responsible for all specified piping, valves, and other components, starting at this flange. Piping related to fire suppression service riser is by BP 2110 Fire Protection.
6. Coordinate with BP3120 Earthwork & Site Utilities for elevations, depths, lengths, etc. of excavations to install sanitary connections.
7. All excavation by this bid package shall include backfill and compaction, as well as on-site disposal of remaining spoils, in accordance with specifications. F&I bedding materials for underground plumbing where applicable.
8. All underground plumbing systems shall be inspected/tested and flushed to ensure they are clear of obstructions/debris, prior to placement of slab-on-grade concrete. All piping shall be capped off (stub-ups, etc.) until final connection to system.
9. All piping shall be stored/staged properly on dunnage and capped to ensure cleanliness is maintained.
10. Provide temporary measures during sanitary pipe installation to prevent sewer gas infiltration into the building. Cap/plug all open lines.
11. F&I all control valves, flow switches, flow meters, etc. for equipment supplied by this bid package.
12. Furnish and install complete temperature controls system as indicated.
13. F&I all facility service natural gas piping as shown, including connection to gas main utility connection. This work shall include, but not be limited to, all valves, control valves, meters, regulators, connections, and all final equipment connections. Verify that the gas pressure is correct for all systems.
14. F&I a complete HVAC system, including but not limited to ductwork, dampers (manual and automatic), fire and/or smoke dampers, mechanical equipment, steam/hydronic piping, air inlets/outlets, etc. for a complete and operational system.
15. F&I ductwork in specified materials, including but not limited to, stainless steel, aluminum, galvanized, PVC, etc. See drawings/specifications for more details.
16. F&I all venting/stacks for equipment as shown. Provide all necessary guy wires and coordinate with roofing contractor as needed.
17. F&I all curbs related to plumbing and HVAC roof penetrations, including all blocking as indicated in drawing details. Provide temporary protection of curbs to ensure weathertight seal until completion of work.
18. F&I all vibration isolation requirements as specified.
19. F&I firestopping and/or joint sealants of all plumbing and HVAC penetrations as shown or specified. Include escutcheons at penetrations where indicated.
20. F&I all labeling and identification of plumbing and HVAC systems as shown or specified.
21. Provide all access hatches/doors per code and specifications for work of this trade. Coordinate and mark all access hatch/door locations with other trades and Walbridge prior to installation of finishes. Provide layout of all hatch locations and sizes in wall/ceiling framing. Coordinate delivery, layout, and installation with BP 0920 Drywall/Ceilings and. Confirm final location of access hatches/panels to ensure sufficient access is provided.
22. Protect all piping and ductwork cleanliness. All piping shall be kept clean prior to installation and all ductwork openings shall be protected with temporary plastic film or filter media.

23. F&I all plumbing and mechanical insulation and jacketing identified in Contract Documents.
24. Provide Testing and Balancing of all plumbing and HVAC systems as shown or specified.
25. Facilitate overhead system coordination meetings. This Bid Package shall integrate information provided by Walbridge and other trades into coordination documents and the BIM. Provide & coordinate layout of all penetrations in the mass timber structure with the mass timber supplier in the BIM.
26. Perform all BIM-related activities as indicated in BIM section of this bid package's Scope of Work document.
27. F&I all water hammer arrestors with access doors where shown.
28. F&I all chemical treatment of all HVAC systems as shown or specified.
29. Provide starters, maintenance disconnect switches, and necessary fuses, if they are required by the plumbing or HVAC equipment specification sections. Equipment provided shall be in accordance with NEC code; corrections will be at this contractor's expense. AII electrical equipment will be labeled by BP 2610 Electrical. Coordinate any electrical information with BP2610 Electrical.
30. Furnish all Variable-Frequency Motor Controllers (VFCs) associated with the plumbing and HVAC equipment provided by this contract. Installation of these to be by BP2610 Electrical. Delivery of VFCs will be made at the direction of BP2610 Electrical. Store off-site until ready for installation. Protection of installed VFCs from dust and damage is by the electrical contractor, including VFC filter media replacement/maintenance as required. All programming of VFCs supplied under and assigned to this contract will be the responsibility of this contract.
31. Provide all cutting of roof deck associated with this Bid Package's equipment, piping, and duct penetrations. Provide temporary weather protection as needed until permanent work is in place. If required, provide OSHA-approved railings around penetrations until completion of work.
32. This Bid Package is responsible for all plumbing and mechanical penetrations. F&I all related wall and floor sleeves and seals as shown or specified. If penetrations are required after completion of wall/floor assembly or partition, the opening shall be cut by this Bid Package. All openings in concrete or masonry must be core-drilled or saw-cut. Any openings in structural assemblies (masonry, precast, etc.), not coordinated during shop drawing process, will need to be scanned prior to core-drilling/saw-cutting, and Walbridge shall be notified prior to making penetration.
33. Once permanent power is available and HVAC equipment is functional, permanent equipment will be used for building temperature and humidity control. This Bid Package will be fully responsible for all maintenance, including but not limited to, general maintenance of equipment, changing of permanent air handling unit filters, temporary filtration on equipment and ductwork, and all other maintenance recommended or required by manufacturers. This Bid Package will be responsible for any extended warranties required to accommodate this.
34. All equipment warranties shall begin at the date of substantial completion. In the event the manufacturers' warranty begins at day of delivery, installation, or startup, this Bid Package will be responsible for any additional warranty so that specified warranty periods initiate at date of substantial completion.
35. F&I all louvers, including head and sill flashings.
36. F&I all joint sealants / caulking related to louvers.
37. F&I all hangers, supports, brackets, and miscellaneous metal fabrications related to installation of plumbing and HVAC systems.
38. Include all blocking and carriers for plumbing fixtures and equipment. Verify toilet carrier sizing with wall depths during coordination.
39. All floors and walls must be protected from cutting oil, hydraulic oil, motor oil, etc. Diapers, wheel covers, and other drip protection MUST be used for all cutting machines, hoists, etc. Cardboard will not suffice as adequate protection. Any floor repair cost to correct any staining or other damage resulting from failure to adequately protect the floor will be the responsibility of this contract.
40. Provide temporary protection of any/all adjacent finishes at new work, including restoration of any subsequent damage caused by this trade's work or actions.
41. Comply with all requirements of Authorities Having Jurisdiction (AHJ).
42. Test all systems as required by manufacturers, specifications, or AHJ.

43. Install equipment in a manner that provides adequate service clearance (i.e., coil pull clearance, etc.) as needed or as specifically shown on drawings.
44. Provide layout of all housekeeping/equipment pads and coordinate locations with BP 0330 Concrete.
45. Furnish, Install, and maintain a temporary HVAC system once the building is enclosed. Monitor and maintain a log of temperature and humidity levels within the building while the temporary HVAC system is in operation. Temperature and humidity fluctuation will need to occur slowly to allow the mass timber frame structure to acclimate. Provide a comparable temporary heating system to that outlined in the referenced quote provided by Mobile Air to Walbridge dated 5/16/2023. See Exhibit below.

Excluded

1. Concrete housekeeping and equipment pads (by BP 0330).
2. Site utilities beyond 5'-0" from the building (by BP 3120).
3. Installation of access hatches/panels (by BP 0920).

SEE EXHIBIT BELOW

MOBILE Air & Power Rentals
a division of Resolute Industrial

QUOTE ONLY

Quote date: 5/16/2023
Valid for 30 days
Proposal: 001-00-8240627
Project: Walbridge DNR Mass Timber

Contact Jason Kuckuk
(517) 304-7075
jkuckuk@walbridge.com

To:
Walbridge
950 Trade Center Way Suite 140
Kalamazoo, MI 49002

Delivery:
Walbridge
DNR
5801 Newberry Ave
Newberry, MI 49868

Dear Jason Kuckuk,

Thank you for the opportunity to present Mobile Air & Power Rental as your partner for temporary climate control and power. Below for your consideration you will find our proposal for equipment and services. Thank you for the opportunity to earn your business!

Est. Rental Start Date: 10/02/2023 **Est. Rental End Date: 10/29/2023**

Recurring Charges

Equipment Description	Rental Term	Quantity	Unit Price
500,000 BTU IDF HEATER *Forman 500 - 120volt 30 amp start. runs on 14 amp running.*	Seasonal	3	$3,264.00
16" Heat Duct - 25FT	Seasonal	3	$90.00
1-1/4" Gas Hose - 50FT	Seasonal	3	$55.00
22" PORTABLE HIGH VELOCITY FAN	Seasonal	3	$300.00

Product Total:	$11,127.00
MA-RPP:	$1,557.78
Environmental Fee:	$333.81
Period Total	**$13,018.59**

One-Time Pricing	Rental Term	# Periods	Quantity	Unit Price	Extended
Delivery/Freight:	One Time				$0.00
			One-Time Total		**$1,500.00**

MOBILE
Air & Power Rentals
a division of Resolute Industrial

Proposal: 001-00-8240627
Project: Walbridge DNR Mass Timber

QUOTE ONLY

Your seasonal cost is $13,018.59

By signing below, I agree to pay the amount indicated to Mobile Air in exchange for the products listed on this agreement. By signing this agreement, you also accept Mobile Air's terms and conditions (Available upon request).
By signing this agreement, I agree to make all payments on time. I understand that each payment is due within 30 days of the invoice date.

_____ (Y/N) I accept MARPP damage waiver.

Damage waiver will automatically be added if COI is not provided in a timely manner.

	Extended Total
Sub-Total:	$14,518.59
Estimated Tax:	$871.12
Grand Total:	**$15,389.71**

Currency: USD

Customer Signature:_____ Date:_____

Quote#: 001-00-8240627

Terms and Conditions

- Provide a temporary climate design tailored to the request and needs of the customer for the project.
- Delivery to the project site. Assistance from customer may be required to include lifting and positioning on site by machinery as required.
- Start-up of units. Included gas pressure leak test and safety run testing of units for proper operation.
- Tool Box Safety Talk. Introduce related safety practices and identify emergency procedures of equipment.
- Pick-up of equipment at end of rental. Assistance from customer may be required to include lifting and positioning on site by machinery as required.

Customer Responsibility

- Maintenance charges will apply for a problem ocurring with a rental unit due to any of the following conditions;
- No power, poor power, low running voltage or reverse polarity. Debris obstructing the air intake of the unit, no fuel or low fuel pressure and/or physical damage stopping the rental unit from operation. An invoice will be created to include travel time, mileage, parts and labor at the following rates.
- $125.00 per hour straight time (8 AM - 4 PM Monday-Friday)
- $250 per hour (Saturday, Sunday & after 4 PM Monday-Friday) (Door to door charge) with 4-hour minimum charge
- $350.00 per hour (Holidays) (Door to door charge) with 4-hour minimum charge
- $1.75 per mile travel charges (added to labor above)
- Provide full replacement cost insurance on all rental equipment on project site.
- Standby Charges for delivery/pick-up for standby time at $ 125.00 per hour during delays
- Customer is required to provide all Permits that may be required by the city, state or local codes if any.
- Customer provides any and all required union labor
- All lifting/off-loading of equipment (as applicable)
- State and local taxes (Tax exempt customers must provide a tax exempt certificate with purchase order)
- Purchase orders and this proposal (signed) are required prior to delivery.
- All equipment and services provided by Mobile Air are subject to the "Mobile Air, LLC Rental Agreement Terms & Conditions." Document online at: https://www.mobileair.com/terms-and-conditions Customer accepts these Terms & Conditions.

Rental Protection Plan

- Mobile Air, LLC Rental Protection Plan, MARPP, is not insurance, it is to offset possible damages or theft that may occur during the rental. The cost of this plan is 14.00% of the rental. To opt out of this plan a certificate of insurance can be provided. MARPP covers repairs and replacements up to the first $75,000. The customer would be responsible for all rental charges, cost of rental protection, 10% of repairs/replacement up to $1000. Any damage over $75,000, Mobile Air, LLC will work with the customer and their insurance company. The rental contract must be paid in full for an MARPP claim to be approved. For additional information and limitations please refer to the MARPP Terms and Conditions.

Environmental Fee

- To promote a clean and sustainable environment, Mobile Air takes various measures to comply with certain environmental regulations. Mobile Air also incurs a wide range of environmental related expenses (both direct and indirect) which may include services such as construction and maintenance of cleaning facilities, water disposal as well as labor costs and administration costs, etc. To help recover these and other costs, Mobile Air assesses an Environmental Fee, plus applicable taxes thereon in connection with certain rentals. The Environmental Fee is not a tax or governmentally mandated charge, and is not designated for any particular use or placed in an escrow account, but is a charge that Mobile Air collects as revenue and uses at its own discretion.

Terms

- Payment Terms: Invoiced same month as delivery of equipment, net 30 day terms. All monthly pricing is based on a 28 day billing cycle.
- Proposals are valid for 30 days and equipment selection is contingent upon availability.

I look forward to providing you with our best climate designs and our personal attention for your project site. Please provide me with a completed and signed proposal form, along with a P.O. to start your climate control order. Contact me with any questions at (616) 481-7954 (cell).

Sincerely,

Chad Therriault

Chad Therriault | Mobile Air
Technical Sales Representative
2846 Northbridge Drive NW Walker, MI 49544
(616) 481-7954 | ctherriault@mobileair.com

Initials _____

Quote#: 001-00-8240627

Work Authorization and Proposal Acceptance

❑ STEP 1: Complete Purchase Order Information (If Company to use Purchase Order to Lease Equipment)

Purchase Order #: _____

Purchase Order Amount: _____(If amount unknown, write 'Per Invoice" or "To Advise")

_____ Initial here if a Purchase Order is "not required" for payment

Is order exempt from sales tax? Yes ___ No __X

Accounts Payable Contact: _____

Contact Name | Contact E-mail | Contact Phone

Bill To Address: 950 Trade Center Way Suite 140, Kalamazoo, MI 49002

❑ STEP 2: Read the following statement and sign below (Must complete and sign as Lessee of equipment)

By executing this Acknowledgement, I certify that I am authorized to enter into this agreement on behalf of Lessee and accept the Mobile Air, LLC Terms and Agreement. Additionally, I acknowledge that since the Purchase Order Amount (or Credit Card amount) identified on this Work Authorization and Proposal Acceptance may not reflect the cost of services to be determined after the commencement of the work (i.e. additional rental term, labor, repair etc.) any amount so stated shall not be deemed a restriction on Mobile Air's right to charge customer for continued obligations identified in this proposal.

Signature | Date | Printed Name | Title

❑ STEP 3: Complete the following information (Must complete)

Requested Delivery Date: 10/02/2023

Delivery Contact: Jason Kuckuk

Delivery Contact Phone: _____

Ship To Address: Walbridge

DNR, 5801 Newberry Ave, Newberry, MI 49868

❑ STEP 4: Return this entire signed proposal along with a hard copy of:

❑ Purchase Order

❑ Sales Tax Exempt Certificate (if applicable)

MOBILE
Air & Power Rentals
a division of Resolute Industrial

RENTAL PROTECTION PLAN

The Rental Protection Plan (RPP) from Mobile Air & Power Rentals (MAPR) limits your liability in case of equipment damage, loss or theft.

BENEFITS

- Low cost option to manage the unexpected
- Saves money on repairs or replacement
- Waives rental fees during repair time COVERAGE*
- Accidental damage
- THEFT and/or VANDALISM

HOW IT WORKS

- RPP covers the first $75K of damage or loss when an authorized user incurs an unintentional damage, loss or theft of rental equipment.
- Purchase RPP for 14.00% of the rental fee. Fee will be automatically added to the rental unless the customer provides MAPR a Certificate of Insurance (COI) naming MAPR as additional insured. This must be property insurance not liability. Email completed COI to your MAPR sales manager.
  If a covered loss occurs, pay a deductible of (a) 10% of the cost to repair/replace or (b) $1,000 max;
- whichever is less
  For repair or lost costs over $75K, MAPR will work with the customer and their insurance company
- to recover the remaining balance.
  For Example:

Pay less if something goes wrong ...		
	With RPP	Without RPP
Generator Rental	$500	$500
RPP Cost (14%)	$0	$0
Out-of-Pocket Cost	$560	$500
Cost to Replace	$75,000	$75,000
Deductible*	$1,000	$0
RPP Benefit	$74,000	$0
Total Cost to Customer	**$1,570**	**$75,500**

More details related to our Rental Protection Plan can be read on our website at
https://mobileair.com/wp-content/uploads/2022/08/RPP-Terms-and-Conditions.pdf

Rental Protection Plan Covers…	
Damage To Equipment	Accidental damage if the damage does not result from intentional abuse or negligence of equipment.
Damage to vehicles	Accidental damage if the damage does not result from intentional abuse or negligence of vehicle.
Damage to Ancillary	Accidental damage if the damage does not result from intentional abuse or negligence of ancillary.
Theft	Theft of equipment and vehicles*
Rental Protection Plan does NOT cover…	
Damage to tires	Damage to tires and tubes cause by blow out, bruised, cuts, punctures or other causes inherent in the use of the equipment.
Damage from abuse	Damage to equipment resulting from intentional abuse
Theft	Theft of ancillary items.

**Customer is responsible for the care and safekeeping of the rental equipment from the time of delivery until retrieval by the company per MAPR's Rental Agreement TErms and Conditions. Customer agrees that it will use its best efforts to protect the equipment from loss, theft or damage at all times during the rental period, and until the equipment is retrieved and in MAPR's possession.

MARPP Restrictions and Exclusions:

- Damaged Equipment -When a customer rents equipment covered under the RPP program, the customer will not be required to fill out a claim form for damages less than $15,000.
- If damage to a piece of equipment exceeds $15,000, the customer is required to complete an incident report form for the RPP Claims Management team to review. Claims will be subject to denial if the damage is determined to be due to: striking an overhead object while in motion, acts of God such as floods, hurricanes, wind, storms, earthquakes or fires, overloading rated capacity, exposing equipment to corrosive material, damage to tubes and tires, overturning equipment, claims history, filling a reservoir with the wrong type of fluid, situations where equipment is used outside the intended purpose or capacity of the machine
- Stolen Equipment -When equipment covered by RPP is stolen from a customer a valid police report must be provided for the RPP claim to be approved. If a police report is provided and Mobile Air's investigation determines no evidence or suspicion of customer conversion, the claim will be approved.
- Claims may also be denied if: a valid police report is not provided, the customer did not safely secure the equipment or provide the keys to the branch, evidence or suspicion of conversion, claims history.
- RPP claims may be denied or put on hold if customer account balance is significantly past due.
- The RPP and Rental contract must be paid in full for an RPP claim to be approved.

* MARPP covers the first $75K of damage or loss. For repair or lost costs over $75K, MA will work with the customer and their insurance company.
* MARPP claims may be denied or put on hold if customer account balances are significantly past due.
* The RPP and Rental contract must be paid in full for an RPP claim to be approved.

L.B.WHITE

FOREMAN® 500 INDIRECT-FIRED HEATERS

FOREMAN®	500 DF	500 OIL
BTU/H RATING	500,000	500,000
FUEL TYPE	LP, NG	DIESEL
FUEL CONSUMPTION LP MAX. (LBS./HR.)	23.0	-
FUEL CONSUMPTION NG MAX. (CU.FT./HR.)	500.0	-
FUEL CONSUMPTION DIESEL 1 OR 2 MAX. (GAL./HR.)		3.6
INLET GAS PRESSURE LP MIN./MAX. (IN W.C.)	8/13.5	-
INLET GAS PRESSURE NG MIN./MAX. (IN W.C.)	8/13.5	-
OUTLET STATIC PRESSURE (IN W.C.)	2.5	2.5
TANK SIZE / OPERATING TIME	-	42 GAL / 11 HRS
BLOWER FAN OUTPUT (CFM)	3,457	3,457
AMPS (STARTING / CONTINUOUS OPERATION)	32.2 / 13.5	32.2 / 13.5
ELECTRIC SUPPLY (VOLTS/HZ/PHASE)	120/60/1	120/60/1
MOTOR HORSEPOWER	1.5	1.5
LENGTH (IN.)	94.0	94.0
WIDTH (IN.)	32.0	32.0
HEIGHT (IN.)	53.0	53.0
SHIPPING WEIGHT (LBS.)	850.0	1000.0
BURNER TYPE	RIELLO	BECKETT
SINGLE POINT LIFTING BALE	S	S
FORK LIFT HOLES	S	S
SELF-DIAGNOSTIC SYSTEM	S	S
TWO 12" OUTLETS*	S	S
20" AIR RECIRCULATION INLET	S	S
U.S./CANADIAN CERTIFICATION	YES	YES
S=Standard O=Optional	TWO YEAR WARRANTY	

*One 16" air outlet sold separately.

Heaters ship standard to run at 0-2000 feet. To operate at higher altitudes, please note in order process to allow for appropriate deviation.

CA RESIDENTS:
WARNING
Cancer and reproductive harm. See www.P65Warnings.ca.gov.

CONTRACTOR APPROVED

WORLD PROVIDER OF INNOVATIVE HEATING SOLUTIONS

411 Mason Street, Onalaska, WI 54650
(800) 345 7200
(608) 783 5691
(608) 783 6115, fax
www.lbwhite.com

MADE IN USA
OF U.S. & IMPORTED PARTS

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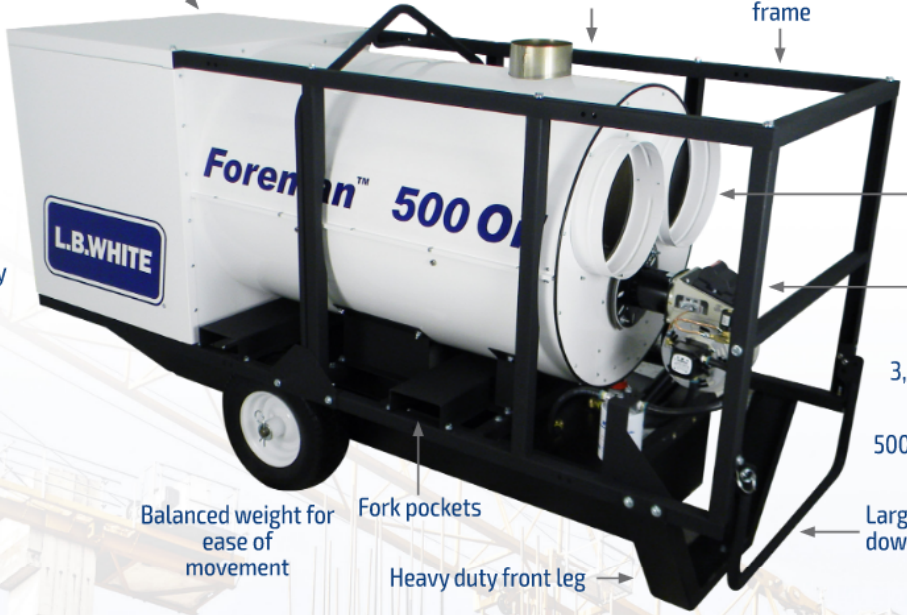
L.B.WHITE FOREMAN® 500 INDIRECT-FIRED HEATERS



Easy access rear panel for maintenance and air recirculation option; just add 20" duct

Farm duty motor

Uses two 12" ducts standard or one 16" duct (sold seperately).

Multiple diagnostic feeds for better information

ACCESSORIES:

Thermostat (#30125)

Chimney, Raincap (#30161, #30162)

16" Duct Adapter (#30902)

Stacking Kit (#30903)

Contact your local sales representative for a demo and more information TODAY!

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411 Mason Street, Onalaska, WI 54650
(800) 345 7200
(608) 783 5691
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www.lbwhite.com

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General Instructions (All Trades)

1. The Vendor / Subcontractor is responsible for all taxes, fees, permits etc., as may be required. Sales tax for materials permanently installed in this project shall be included.
2. Provide 1-year warranty following the date of substantial completion.
3. All Potential Cost Issues (PCI's) must be backed up with the PCI Pricing Breakdown Form included as an attachment with this bid package.
4. All permits, licenses and inspections, including all related cost, except where specifically excluded.
5. Pay for and/or arrange for any Federal, State, City, County, etc. and other agency required notification permits and approvals.
6. Each Subcontractor shall comply with the requirements of the latest BOCA code, the City of Newberry, State of Michigan, NFPA, and all other authorities having jurisdiction over the work.
7. Subcontractors shall include provisions for completing the following items prior to commencement of work.
    a. Update vendor prequalification page.
    b. Submit Certificate of insurance.
8. If applicable, Walbridge, Lord Aeck Sargent, and Michigan Department of Natural Resources are all to be named as insureds on the subcontractor's insurance policy for the project. The subcontractor is to advise Walbridge 30 days prior to cancellation of this policy or a change to another insurer.
9. Each Trade Contractor shall submit to Walbridge a construction schedule prior to commencement of work on Site. This schedule should indicate the shop drawing submittal, material and equipment lead times for delivery, start of construction, construction duration for all major elements of work, and the anticipated construction completion. This schedule must coordinate and comply with the governing sequence of the main project schedule prepared by Walbridge.
10. Provide all hoisting, unloading, receiving, distributing, protecting, and cleaning required for your trade.
11. Provide all horizontal and vertical controls and layout from benchmarks provided; include all verification of any and all existing conditions affecting the work prior to commencement of the work.
12. WA will furnish site control prior to commencement of work. It is the subcontractor's responsibility to protect benchmarks throughout construction. WA will establish 3 control points and 3 benchmarks. Coordinate locations with Construction Manager.
13. Perform daily clean-up of identifiable debris and remove debris on a regular basis, to dumpsters provided by WA. Properly sort in designated dumpster if applicable. Failure to properly clean up after your work will result in Construction Manager working on Saturday on overtime at the subcontractor's expense to address this issue. Your bid must include all means and methods for removing the debris. Refer to the Project Site Logistics Plan.
14. No parking, stopping, unloading, or otherwise restricting the traffic lanes will be permitted.
15. "Limited laydown area" - Just-in-time deliveries of materials, equipment and removal of spoils, excess materials is required.
16. All trade contractors are required to schedule material deliveries 48 hours in advance. The Construction Manager will provide an interactive delivery schedule, so deliveries are not turned away. All unscheduled deliveries will be rejected. Lay down space "if available" will be assigned by the Construction Manager. All material must be just-in-time deliveries and excess material stocking will not be allowed. All trade contractors are to plan for offsite storage and delivery as needed. The site contractor must remove all spoils as they are extracted, and fill materials must be used up within 48 hours.
17. All deliveries must be between the hours of 8:00 AM and 3:00 PM, Monday through Friday, and Subcontractors are responsible for escorting all trucks and equipment, as well as unloading of their own materials and equipment.
18. Provide signage and barricades for rerouting people and traffic to safely permit trucks and equipment to get into the proper position for operation of your respected trade category and as required to meet all state and local requirements, including flag persons to direct traffic entering and leaving the site.
19. Coordinate your work with other Trade Contractors to ensure timely scheduling of the work, including trades requiring guaranteed size openings. Special coordination is required with the cast-in-place concrete,

masonry, glass and glazing, roofing, mechanical and electrical Trade Contractors to maintain continuity of work at all times.

20. The responsible supervisor for each Trade Contractor is to be present at all times that work is being performed on the jobsite for hours of operation from 7 a.m. to 5 p.m.
21. Daily foremen huddles will be mandatory and held on site @ 7:30 AM. Weekly Trade Contractor Coordination meetings will be mandatory and held on site on Thursday's at 9:00AM.
22. Construction documents will be available online and can be accessed through Bluebeam software. Hard copies of documents will be the responsibility of each subcontractor to obtain if needed.
23. Overtime and shift time may be necessary to meet the required schedule durations for certain activities set forth in the project schedule. The cost for overtime and shift time shall be included in the trade's base bid. Construction Manager will have supervision available to support all overtime and shift time activities.
24. All overtime and shift time necessary to make all cut-in and cut-overs and avoid interference with the owners and construction operations, including but not limited to equipment energization and start up, underground utility installation or tie-ins, temporary requirements, final clean up, etc. All utility shutdowns affecting NBR occupied facilities shall be scheduled using overtime.
25. All shutdowns, cross overs, etc. required for MEP systems, fire alarms, elevators, etc. shall be scheduled with the Construction Manager a minimum of 20 days prior to the required date.
26. All work activities shall be scheduled to conform to City of Newberry ordinances and/or noise restrictions.
27. Provide all core drilling, cutting, patching, sleeve layout drawings and sleeves as required to complete this trade's work at new and existing walls, floors, decks etc. All trade contractors will be required to locate existing rebar/structural support elements prior to coring, cutting, and patching. Actual coring and cutting locations to be field verified and notify Construction Manager prior to coring & cutting through any structural element. Coordinate with CM / architect prior to work, if any adjustments to the architectural layouts are required.
28. All penetrations made by each trade contractor will be sealed by that trade contractor. This will include for acoustic and/or fire ratings per specification. ALL PENETRATIONS WILL BE SEALED.
29. This trade contractor shall comply with Walbridge Health & Safety Program, along with any other requirements as outlined in the Project Manual for this project. Highlights of the Project specific safety program:
    a. MUST or equivalent drug testing.
    b. Minimum of one Full Time onsite safety representative at all times. Representative will meet a minimum of the 30-hour OSHA and Current CPR / First Aid Training.
    c. Crew size equal or greater to 20 people requires a full-time, non-working dedicated safety representative onsite at all times. (Head count includes all responsible tier trade contractor people onsite)
    d. Cell phone usage – restricted to foreman in designated areas.
    e. Fall protection -100% tie-off above 6'. No Lanyards are allowed.
    f. Class 4 Cut Resistant Gloves are required at a minimum.
    g. Crane Action plan and Certified Crane Operator.
    h. Underground Action Plan
30. This trade contractor is responsible for the removal and replacement of all fall protection at all floor openings as required to access your work area.
31. As required for this Trade Contractor's work, remove, dispose, and salvage any temporary construction (i.e., guardrails, toe boards, plywood protection, etc.) where this Trade Contractor's permanent work negates the need for the temporary measure.
32. Temporary protection that is OSHA compliant will be required at any penetrations, holes, etc. within the building envelope by trade contractors creating the opening. Including maintenance for openings made by this trade.
33. It is understood that this trade contractor has visited the site, has made investigations it deems necessary and has carefully examined the Contract documents and thereby understands the conditions under which

the work will be done. Lack of such understanding will not constitute a basis for any claims whatsoever for extra compensation or extension of time.

34. Gas powered equipment is prohibited within the enclosed building. Only diesel-powered equipment with appropriate scrubbers will be considered. Air monitoring is required for any machinery operated in building.
35. The entire construction site is tobacco free. Smoking (including electronic cigarettes) is only allowed in workers' personal vehicles.
36. Contractor shall provide a safety representative/foreman to attend the mandatory Walbridge weekly safety meeting held on Fridays at 9:00AM.
37. The Subcontractor shall participate in a Monthly Corporate Project Safety Walk with a corporate safety person or equivalent.
38. Walbridge will schedule a Preconstruction Conference before starting construction. Authorized representatives of the subcontractor's staff shall be in attendance, including but not limited to, any Design Professionals, and their consultants, the subcontractor and its Project Manager, Superintendent, and any major subcontractors. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work. The purpose of the conference is to discuss items to start the work, and to review project processes and procedures, scope, safety requirements, etc.
39. The Subcontractor is to provide weekly material status reports for all material and includes percentage complete of delivery.
40. The Subcontractor certifies that all work performed by the Subcontractor and its subcontractors will be performed and completed with a proper standard of care and quality.
41. Note that no unescorted visits at the site are allowed.
42. The Subcontractor and its subcontractors are to reference and use all included Drawings and Specification documents, General and Special Condition documents, Safety and Site-Specific documents, and Schedule documents and to comply with all governing codes, ordinances, rules, and regulations of the various agencies which have jurisdiction over the Project.
43. The Subcontractor will be required to submit for approval a detailed Pre-task Analysis (PTA) Plan a minimum of one week prior to starting any work. Detailed work method statements are required for high-risk activities like demolition, abatement, earthwork, structural steel, rigging, mechanical, and electrical work.
44. The Subcontractor will be required to submit a Daily-Task Analysis (DTA). The DTA is to be communicated to the work crew during Daily Safety Huddle(s). All employees must sign off on the Safety Huddle portion of the DTA.
45. The Subcontractor shall provide a full-time qualified staff as the project requires. The staff shall be authorized to act on behalf of the Subcontractor and shall attend all required project meetings. The designated superintendent shall not be substituted or replaced without prior approval of Walbridge. The Subcontractor shall staff project with a full-time qualified field superintendent for full duration of your work. The designated superintendent shall not be replaced without prior approval of Walbridge. A company representative shall be in attendance to all meetings deemed necessary by the Walbridge Site team, including the weekly Safety and weekly Project Subcontractor Coordination Meetings as well as the daily morning foremen's huddle.
46. Coordination with Owner-provided items is the responsibility of this Subcontractor.
47. Provide any and all temporary shoring, bracing, temporary handrails, ladders, platforms, etc. as required to complete this scope of work.
48. All crane operators are required to have a Crane Operator's Certification from the National Certification Commission. Subcontractor(s) must comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes.
49. All equipment to be certified before commencement of work, and maintenance logs maintained with equipment.
50. The subcontractor shall be responsible for its own Health and Safety Program, including exposure monitoring of its workers and subcontractors. The Owner or agent, and Walbridge, will have the authority to stop work in cases where visible, obvious, and egregious safety hazards are observed by qualified

personnel. The subcontractor shall develop and maintain for the duration of this project, a safety program that will effectively incorporate and implement all required safety provisions of OSHA, state-specific worker safety requirements, and site-specific safety programs in place by the Owner and Walbridge.

51. All trades are required to have drug tests current within one (1) year of orientation / start date and participate in a one-hour safety orientation before starting work.
    - All pre tasks, method statements, and logistic plans shall be submitted and approved before starting work.
    - The Subcontractor shall have a full-time Safety Representative on Site. There shall be a minimum of one full-time non-working Safety Representative for each Subcontractor that has 20 workers or more. Each Subcontractor company shall provide one additional full-time, on-site, Safety Representative for each additional 20 workers/employees a subcontractor brings on site, even if the workers are under separate contracts to the Subcontractor. The Subcontractor's full-time Safety Representative shall be trained, experienced, and capable of identifying any existing or potential hazard in surroundings or working conditions that are hazardous or dangerous to an employee and who has the authority and knowledge to take prompt corrective measures to eliminate the hazards. All safety representatives to have an OSHA 30-Hour Construction Training Certificate with three (3) years minimum and verifiable construction safety experience as a primary duty.
    - The subcontractor shall understand and acknowledge the requirements of the Walbridge Health and Safety Program. This program identifies a Readiness for Work Stretch and Flex Program that stresses the importance of performing job duties in a safe, effective manner by enabling the employees to be physically ready for the demands of the job. The subcontractor shall include all required costs for their tradesmen to participate in this daily pre-work stretch and flex program (at a minimum, 15 minutes per tradesmen per day) in their subcontract price. This program should take approximately fifteen minutes to complete. Walbridge will assist in coaching the trades, initially, with running these sessions. Following the initial coaching, the session shall be led by the subcontractor's superintendent and/or foreman. The subcontractor shall be provided with a PDF poster which outlines the stretches to be performed during this session.
    - The subcontractor shall be responsible for security within the contract boundaries, including equipment, waste materials, and other items. Neither the Owner nor Walbridge shall be responsible for damage, vandalism, or theft to SUBCONTRACTOR items.
52. The subcontractor shall cooperate and coordinate with Walbridge or the Owner regarding other work being conducted within or surrounding the project work limits and shall sequence this work accordingly. The subcontractor shall be required to field check existing conditions and to coordinate work so as to avoid interference with existing facilities, facilities and installations under construction, or other ongoing production or construction work.
53. Provide applicable surveying/layout, verifying grades, structures, and U/G utilities to complete this scope's work. Subcontractor to follow the Walbridge Underground Utility Action plan and utility/dig policies. Prior to any excavations this subcontractor shall utilize available tools and methods including Ground Penetrating Radar, hand excavation, or hydro-excavation for the location of any existing underground utilities.
54. Provide all services in accordance with the project schedule and/or sequencing schedule. All scheduling, logistics, coordination, shop drawings, and all associated costs to provide a complete package. Provide adequate manpower and equipment to perform concurrent operations in all phases of the work. The assumed sequence of installation will be per Walbridge schedule and include multiple areas of construction proceeding at the same time.
55. Provide any necessary winter protection for your trade work as required with the schedule. This includes any provisions for temporary weather or wind protection, winter conditions for earthwork, masonry or concrete installation, provisions for frost laws, etc. The Subcontractor shall review the schedule and include as necessary.

56. The Subcontractor shall exercise care and diligence to prevent the migration of regulated substances and associated materials. The Subcontractor will be backcharged for all costs associated with the remediation, transportation, and disposal of materials under the following circumstances:
    - Materials contaminated by the operations of the Subcontractor or his subcontractors.
    - Materials which should have been decontaminated for disposal as general demolition debris.
    - Improper waste management or disposal.
57. All non-disclosure agreements must be signed prior to commencing work.
58. This subcontract will include all/any inferred documentation, design documents, and construction for a complete installation.
59. This Subcontractor is to include design, coordination, construction documents, permits, applications required by the local, federal, other regulatory and customer requirements.
60. All subcontractors and their related subcontractors are subject to approval from the Owner and Walbridge.
61. Anything called for in the Specifications and not shown on the Drawings or shown on the Drawings and not mentioned in the Specifications, shall be of like effect as if shown or mentioned in both, provided however to the extent any Drawings and Specifications are inconsistent or in conflict. Subcontractor shall promptly notify Walbridge in writing of such inconsistency or conflict.
62. For tracking and information purposes the following reports, at a minimum, are required. This list may be amended as necessary:
    - Invoices and Application for Payments
    - Weekly Progressed Bar-Chart Schedule
    - Weekly Meeting and Schedules as Required
    - Daily Reports and Daily Progress Reports
    - Equipment Receiving Reports
    - Environmental Spill Reports
    - All Safety and Accident Reports.
63. Materials/equipment will not be signed by Walbridge Project Management personnel unless previous arrangements have been made.
64. Subcontractors shall include all escalation costs for material and labor pricing for the duration of the project. Payments for materials stored off-site will be allowed provided proof is submitted that said materials are in a secure, insured, bonded warehouse.
65. Any trade- and/or scope-specific testing required by the Specifications shall be provided by this Subcontractor. Any retesting caused by this Subcontractor's actions will be charged to this Subcontractor.
66. Dust control, road maintenance and cleaning required as a result of your respective trade operations and deliveries.
67. Provide existing roadway protection as required for your respective trade operation.
68. All phasing shall be included as required, including unlimited mobilizations or as agreed upon in detailed scope.
69. The Subcontractor is responsible for parking for their trades. Jobsite parking may be limited. A drawing will be issued indicating available laydown and parking areas on the site.
70. This Subcontractor shall include fees related to use of the Textura Billing System. Refer to Building Connected, Folder 4 - "Bid Package Attachments".

All Potential Cost Issues (PCIs) or Change Order Requests (CORs) are to be transmitted for review by Walbridge through Extracker. All work being performed on a time and material basis will be tracked via Extracker, digital T&M tickets are to be submitted to Walbridge for review on a daily basis.

Unit Prices

The unit price bid for this work will be used to adjust the Contract Amount up or down based on the actual number of additional units used. Units to be furnished and install.

Please provide costs on the bid form. This can be found in "Folder 8 - Subcontractor Proposal Forms" on Building Connected.

Not Applicable

Allowances

All allowances in this Scope of Work include materials, labor, general conditions, bonds, insurances, markups, and fees. The subcontractor must provide proof of all costs and receive approval from Walbridge prior to putting the work in place. 100% of any unused allowance money will be returned to the Owner through this contract as a change order at completion of all work.

Please provide costs on bid form. This can be found in "Folder 8 - Subcontractor Proposal Forms" on Building Connected.

Time may only be charged to the allowances with the prior approval of the Construction Manager.

Not Applicable

Mandatory Alternates

All voluntary alternates will be accepted and reviewed at the time of the bid and may be accepted or rejected at the owner's discretion.

Alternate One:

END OF SECTION

PROJECT SCHEDULE AND LOGISTICS PLAN

A Project Schedule and Logistics Plan has been uploaded to the Walbridge Building Connected Site.

SCHEDULE AND PHASING

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

A. Attention is directed to Bidding and Contract Requirements, and to Division 1, General Requirements, which are hereby made a part of this Section.

1.02 MILESTONE SCHEDULE

A. The milestone schedule dates shown on "Attachment A" following this section for the listed work has been developed for construction planning only and is provided as part of the contract documents. Each Subcontractor is responsible to review the Supplementary General Conditions for additional scheduling requirements. The master construction schedule will be developed after award of contracts with Contractor input.

B. It is expressly agreed that time is critical for the completion of work under the contract and each Subcontractor agrees to perform the work within the allotted time and in the manner specified. A Subcontractor shall be liable for any damages suffered by the Owner or Construction Manager due to failure of said Subcontractor to perform the specified work within the specified time.

1.03 CONSTRUCTION SCHEDULE DEVELOPMENT PROCESS

A. Each Subcontractor agrees to commence work in the field within five (5) calendar days after being notified to do so by the Construction Manager. The Subcontractor shall diligently perform and fully complete all the work to the satisfaction of the Construction Manager, Owner, and Architect.
The work shall begin at such points as the Construction Manager may designate and shall be carried to completion with the utmost speed.

B. Each Subcontractor shall submit to the Construction Manager within fifteen (15) calendar days of award of contract, an outline with detail to follow within thirty (30) calendar days, of all necessary scheduling information using the Construction Manager's specified coding of all activities contained in the Subcontractor's scope of work. This schedule shall include activity descriptions and durations in working days, for shop drawings, fabrication, delivery and installation of products, materials and equipment, identify precedent relationships between the Subcontractor's activities and those of other Subcontractors, the dollar value, necessary manpower loadings, and precedent activities from other Contracts. The activities on the schedule must be at a level of detail approved by the Construction Manager and agree with the terminology and building sequencing established by the Construction Manager. The Construction Manager will compile all Subcontractors' schedules and develop a Project Master Construction Schedule.

C. A project master construction schedule will be prepared by the Construction Manager with Subcontractor review and input after the award of contracts. Special requirements and/or sequencing questions should be brought to the attention of the Construction Manager. It is intended the milestones remain in effect and all bidders agree to accept the dates. The Construction Manager reserves the right to revise the project master construction schedule as deemed necessary with prior approval from the Owner.

D. The Construction Manager shall periodically update the project master construction schedule and display same at the job site. Each Subcontractor will be responsible to be familiar with the schedule and how it will affect or modify their operations, including their coordination with the Activities of other Subcontractors. Minor changes in sequencing, durations and phasing are to be expected with each project update. These changes will be made at no additional cost.

E. If it is apparent a Subcontractor is unable to perform their work in the sequence indicated or the time allotted, said Subcontractor must notify the Construction Manager within five (5) calendar days after

publication of the project master construction schedule. Subcontractors schedule of activities may be re-sequenced, and the schedule adjusted, provided all work is completed within the stated milestone dates and if the Construction Manager and affected Subcontractors are notified of the change within five (5) calendar days of receipt of the schedule; otherwise, the project master construction schedule shall be deemed accepted by all parties and becomes a contractual requirement for each Subcontractor.

F. Subcontractor shall submit Progress Reports on a monthly basis. The update shall provide revised information based on to date and logic changes incurred since the previous update. Monthly update Progress Reports shall show the activities completed during the reporting period. The report shall state the percentage of each activity the Subcontractor completed as of the reporting date, and the progress along the critical path in terms of days ahead or behind the latest allowable dates. The report shall include a narrative description which includes, but is not limited to, a description of work activities completed, activities completed during this period, activities that are behind schedule, anticipated problems, delaying factors, their impact, and a description of corrective construction actions taken on contemplated. Changed work as a result of Change Orders shall be addressed in monthly progress Reports in full accordance with the Contract requirements.

G. If a Subcontractor delays progress for any reason other than those allowed by the General Conditions, said Subcontractor will take all necessary steps to expedite their contract work to maintain milestone target dates at no expense or additional cost to Owner or the Construction Manager.

H. Subcontractor may be required to furnish to the Construction Manager a short interval schedule of their work showing location, number of men and crew required to meet the agreed upon master construction schedule. If the Subcontractor fails to maintain and meet the short interval schedule submitted to the Construction Manager, the Construction Manager reserves the right to take whatever steps necessary to put the work back on schedule at the Subcontractor's expense. The Subcontractor shall employ such means as overtime work, multiple work shifts, and additional equipment, without additional compensation and shall continue to do so until the progress of the work is, in the opinion of the Construction Manager, in conformance with the master construction schedule.

I. Each Subcontractor agrees that it shall have no claim against the Owner, Architect or the Construction Manager for an increase in the contract price nor for a payment or allowance of any kind for damage, loss, or expense resulting from delays regardless of whether the delay is the basis for an extension of time. Each Subcontractor shall have no claim for damage, loss, or expense resulting from reasonable interruptions to, or necessary suspension of, their work to enable other Subcontractors to perform their work.

END OF SECTION

DRAWINGS & DOCUMENTS FOR BID PACKAGE ISSUE

Reference	***Title***	***Rev. Date***
	Lord Aeck Sargent Drawings	04/21/2023
	Lord Aeck Sargent Specifications	04/21/2023
Attachment A	Sample Standard Trade Contract Terms.pdf	
Attachment B	Clean Construction Manual.pdf	
Attachment C	Labor Rate Breakdown Sheet.doc	
Attachment D	Subcontractor Trade Contractor Warranty.pdf	
Attachment E	Textura - Key Info to Share with your Subcontractors.pdf	
Attachment F	Walbridge Corporate HSE Program 5-1-23.pdf	
Attachment G	Walbridge Structural Steel Erection Action Plan 1-1-17.pdf	
Attachment H	PCI Pricing Breakdown-EXAMPLE.pdf	
Attachment I.1	Last Planner Weekly Planning Rules.pdf	
Attachment I.2	Last Planner Scope Language.pdf	
Attachment J	Walbridge Quality Control Plan.pdf	
	WA Schedule – Building Connected Folder 06	
	WA LOGISTICS Plan - Building Connected Folder 07	

END OF SECTION

WALBRIDGE SUBCONTRACT

A Walbridge Sample Subcontract has been uploaded to the Walbridge Building Connected Site - Folder 04.

OWNER & WALBRIDGE – GENERAL & SUPPLEMENTAL CONDITIONS

Documents have been uploaded to the Walbridge Building Connected Site.

SPECIAL CONDITIONS

The work shall be performed subject to, and in strict accordance with, the following Special Conditions:

1. CONSTRUCTION UTILITIES
    i. The Subcontractor shall arrange for and pay all temporary utility services required in the performance of the work including but not limited to furnishing and installing of water, gas, and telephone; except as specifically identified in the Instruction to Bidders. Subcontractor shall provide its own task lighting if required.
    ii. Consumption fees are paid for by the owner.
2. CONSTRUCTION PERMITS
    i. Confirm with the CM who is responsible for the general building permit. Trade specific permits are by the subcontractor. The site management is the responsibility of Walbridge (CM). There will be a Building Permit for this project. The Subcontractor is responsible for coordinating all inspection required in the production of the work with the CM and the City of Newberry.
3. ACCESS TO CONSTRUCTION
    i. The Subcontractor shall allow access to the site, at all times to the Owner, CM, Architects and regulative authorities. The Subcontractor shall not permit access to the project site for any individual or representative without notifying the CM's field superintendent and receiving authorization. The Subcontractor will promptly notify the CM of any unauthorized persons on the site. The Subcontractor, whenever regulative authorities i.e., OSHA, Building Department Inspector, Fire Department, Police Department, union officials request access to the site, will direct such individuals to the CM's field offices.
    ii. Parking - No vehicles will be allowed on-site except for deliveries and/or as authorized by Walbridge. Subcontractors are responsible for their own transportation to and from this lot to the job site.
    iii. Storage - Generally, storage space is at a premium on the site. Subcontractors shall note this when preparing their Proposal. Walbridge will allocate storage areas for construction materials, equipment and debris through a site logistics plan.
    iv. Construction Area
        i. Each Subcontractor must coordinate all its work with the placement of construction site barricades, gate openings, personnel and material hoists, as required for the proper completion of Subcontractor's work. The Subcontractor shall make himself fully aware of the restricted areas in which they will be working.
        ii. Schedule of deliveries and storage on site of any of Subcontractor's equipment and/or materials as required for the completion of Subcontractor's work must be carefully coordinated with Walbridge so as not to cause any delays or impede the progress of the owner and others. Delivers must be scheduled a minimum of two days in advance.
        iii. Each Subcontractor must provide for the safety and protection of its own work, including the covering of any holes, shaft openings, etc. to avoid all safety hazards. Subcontractor shall also be responsible for the security and protection of its own equipment, materials and supplies.
        iv. Each Subcontractor will maintain and replace any toe boards, barricades, railings, and/or other floor opening protection damaged, loosened or removed by their work force or their operation.

v. Each Subcontractor shall be responsible for the structural integrity of the building during its material stockpiling and installation operation.
vi. All structural modifications and concentrated loading of material must have prior approval of the Engineer.
vii. Each Subcontractor includes all special lifts, platforms and scaffolds as required for the proper completion of work.
viii. Each Subcontractor must secure and protect all materials delivered to site from the weather and wind conditions.
ix. Each Subcontractor shall interface and coordinate all work including its deliveries of material and equipment so as not to impede the other Project work. Continuity of labor must be maintained to meet the requirements of Walbridge.
x. All Building work removed and/or damaged by Subcontractor shall be replaced and/or repaired by same Subcontractor at that Subcontractor's expense.
xi. All tools, equipment and material necessary for the Construction are to be stored and remain within the Construction area, except with prior approval from Walbridge.

4. CONSTRUCTION LOGS AND REPORTING
   i. The Subcontractor will record all daily activities on a Construction Daily Log Appendix "A" and will submit a completed and signed copy of the log to the CM no later than 9 A.M. of the following morning. The Subcontractor shall submit reports as required by the CM from time-to-time outlining job progress and performance.
5. CONSTRUCTION PROGRESS MEETINGS
   i. Walbridge will establish and maintain a project control system. The Subcontractor shall submit details of the staff, supervision, and skilled labor they shall have on-site to meet the project installation schedule. The Subcontractor shall conduct a minimum of one Construction Progress meeting each week for the purposes of coordinating the work, tracking progress and projecting near term work activities. The Subcontractor shall require the attendance of representatives from each of its Subcontractors performing work at the site at that time.
6. HOURS OF WORK
   i. Standard hours of work shall be 7:00 A.M. to 3:30 P.M., Monday through Friday, unless otherwise noted or approved by Walbridge site team. If overtime and shift work is required to make the schedule it shall be included in the bid. Overtime and shiftwork shall be included for cut-ins and tie-ins. Weekend shifts may be required to perform the work.
   ii. In the event the Subcontractor or any of its Subcontractors finds it necessary to work outside of the standard work hours, in order to regain schedule or perform utility cut overs the Subcontractor shall notify in writing the CM 48 hours in advance. The CM will not unreasonably withhold authorization for work outside the standard hours, however, the CM will have the right to back charge the Subcontractor or its field staff premium costs in any instance where the Subcontractor's request is due to the Subcontractor's failure to properly coordinate the work.
7. SAFETY NOTIFICATION
   i. The Subcontractor's field superintendent will immediately notify the CM's field office in the event of a serious injury accident or unsafe conditions. The Subcontractor in any event will report all time loss accidents to the CM and will file with the CM a written report on all reported injuries or accidents within 24 hours.
   ii. The Subcontractor shall immediately report to the CM the presence of any suspected hazardous substances and will not permit any individuals' access to the suspected area until the area has been cleared of hazardous concerns.
   iii. All Subcontractors shall be required to obtain Daily Burning, Cutting, and Welding permits as required by the Owner.
   iv. All Subcontractors will comply with the requirements of Walbridge and Owner's Safety Program.

8. CONTRACTOR SUBMITTALS
    i. See Architects project manual division 01 33 00 Submittal Procedures.
9. STANDARD CARE AND QUALITY
    i. The Subcontractor certifies that all work performed by the Subcontractor and its Subcontractors will be performed and completed with a proper standard of care and quality. The Subcontractor understands the special quality requirements of the Owner and will use extraordinary care in achieving Owner satisfaction.
    ii. The Subcontractor irrespective of insurance coverages, shall assure the prompt repair of any adjacent systems or property damaged by the Subcontractor's operations. The CM shall have the right to cause damages to be corrected which are proven to be the responsibility of the Subcontractor upon Subcontractor's failure to proceed forthrightly and shall be entitled to deduct the cost of such repairs from the Subcontractors contract amount.
    iii. Walbridge has authority in an emergency to stop the progress of the work whenever, in their opinion, such stoppage may be necessary to ensure the safety of life, or of the structure, or neighboring property.
    iv. The Subcontractor shall provide flagmen whenever the work requires the Subcontractor or its Subcontractors to work within public rights of ways. The CM shall have the right to immediately stop any work, at the Subcontractor's expense, not attended by a flagman until the work is satisfactorily manned.
    v. The Subcontractor shall maintain at all times the integrity of the soil erosion control system in accordance with the provisions of the soil erosion permit. Any portion of the soil erosion control system impacted or damaged by the Subcontractor or its Subcontractor shall be immediately repaired by the Subcontractor at the Subcontractors expense.
10. ALLOWANCES
    i. The Subcontractor shall include in the Bid amount any Allowances in the full amount specified. The Subcontractor shall include in the Bid amount overhead and profit for the Allowance. The Subcontractor will not be allowed to include handling, overhead or profit charge on the charges made against the Allowance as long as the Allowance is not exceeded. Handling, overhead and profit will be allowed on charges exceeding the Allowance amount. Unused portions of Allowances will be deducted from the Subcontractor's contract amount.
11. CLEAN-UP
    i. All Subcontractors will place their trash at designated location(s) daily. The work area is to be left broom cleaned. All hazardous materials must be removed by that Subcontractor and the cost must be included in their bid. This will not be for the disposal of any hazardous materials or building debris created by the demolition contractor.
    ii. Each Subcontractor shall clean up all waste materials, rubbish, and debris resulting from its own operations at such frequencies as required, leaving all areas “broom clean”. Each Subcontractor will be required to remove all rubbish and debris created by its operations from the project area. Each Subcontractor will coordinate the usage of the designated dumpster.
12. HOISTING
    i. Each Subcontractor shall perform all hoisting, rigging, and final placement of equipment designated to be installed by said Subcontractor.
13. LAYOUT
    i. All layouts shall be done and paid by the Subcontractor. Control points shall be provided by the Subcontractor, including elevation benchmarks and site lines.
14. AS-BUILT DOCUMENTS
    i. The Subcontractor shall submit electronic as-built documents showing:
        i. As-built dimensions and elevations
        ii. Underground utility locations and elevations
        iii. Construction detail modifications

ii. The Subcontractor shall maintain as-built documents on a monthly basis and submit with the monthly billing. An electronic copy is required to be submitted with each billing. With the final billing, submit an electronic copy showing all changes to the bid documents. The Subcontractor shall maintain as-builts monthly and deliver proof of such with payment application, failure to do so shall resort in rejection of the application for payment.

15. OPERATION AND MAINTENANCE MANUALS
    i. At the time of Substantial Completion, the Subcontractor shall submit four (4) sets of operation and maintenance manuals.
    ii. Organize operation and maintenance manual information into suitable sets of manageable size and bind into individual binders properly identified and indexed (thumb-tabbed). Include emergency instructions, spare parts listing, and copies of warranties, wiring diagrams, recommended "turn-around" cycles, inspection procedures, shop drawings, product data, and similar applicable information. Bind each manual of each set in a heavy-duty three (3)-ring vinyl-covered binder and include pocket folders for folded sheet information. Mark identification on both front and spine of each binder.
16. CONFIDENTIALITY
    i. The Subcontractor and their Subcontractors will not use any information, designs or drawings provided by Subcontractor otherwise than for the purpose of which they are provided and will keep secret and confidential all such drawings, designs and information and will not disclose the same other than to their directors, officers and employees engaged directly or indirectly in the design, manufacture or construction of the particular equipment for the purpose of which the said information designs and drawings were provided.
    ii. The Subcontractor shall take all necessary steps to ensure that its said directors, officers, employees and any such suppliers to whom it shall disclose any of the said information, designs or drawings of the Engineer as herein before provided, shall not disclose the same or any part thereof to any unauthorized persons and, in the case of such suppliers of components, that they shall not use the same except for the purposes they were provided.
    iii. The provisions of this Clause shall not apply to technical information already known to the Subcontractor with free right of dispersal or which becomes public knowledge otherwise than through the default of supplier.

END OF SECTION

SAFETY

Documents have been uploaded to the Walbridge Building Connected Site.

INSURANCES

Reference Walbridge Sample Subcontract that has been uploaded to the Walbridge Building Connected Site.

BONDS

PART 1 – GENERAL

1. RELATED DOCUMENTS
    a. Attention is directed to Bidding and Contract Requirements, and to Division 1, General Requirements, which are hereby made a part of this Section.
    b. Specific attention is directed to the requirements described in Section 00200 Instructions to Bidders regarding preparing a Bid Security to be delivered at time of bid.

PART 2 - BOND REQUIREMENTS

2. PERFORMANCE BONDS AND PAYMENT BONDS
    a. The Owner and Construction Manager may require the Subcontractor to furnish a Performance Bond and a Payment Bond, with the amounts equal to the contract price, by a qualified surety. All sureties providing bonds on this project must be listed in the Department of Treasury's Circular 570, entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" with the bond amount less than or equal to the underwriting limitation, and/or have an A.M. Best rating of B+ or better. Bonds shall be duly executed by the Subcontractor, as principal, and by a surety that is licensed in the state in which the work is to be performed.
    b. The Subcontractor shall deliver the required bonds to Walbridge prior to execution of the contract. If the work is to be commenced prior thereto in response to a letter of intent, the bidder shall submit evidence to Construction Manager that such bonds will be furnished prior to commencement of the Work.
    c. The attached Performance Bond and Payment Bond form provided, must be used for this project (see Section 01610 – Forms).
    d. The proposed bonding company of the bidder must be acceptable to the Owner and Construction Manager. If, at any time, after acceptance of the Subcontractor's bond, the surety fails to meet the criteria stated in Paragraph 2.01A above, the Subcontractor must, as a precondition to continuing work and receiving further payments, replace the bond with a bond from a surety that meets the stated criteria.
    e. The Performance and Payment Bond penal sums (i.e., the contract amount) must be listed as a separate line item in the schedule of values described in Section 01290 Payment Procedures in the Project Manual.

END OF SECTION

EQUAL EMPLOYMENT OPPORTUNITY

The Subcontractor and CM are committed to nondiscrimination in employment. All qualified applicants are welcome to apply for jobs with the Subcontractor and CM. The Subcontractor and CM will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, physical impairment, national origin, height, weight or marital status.

The Owner is committed to strive for the goal of providing economic opportunities, to the greatest extent feasible.

The provisions set forth herein are part of this Subcontract, and the Subcontractor shall comply in full therewith. Subcontractor shall comply with all requirements of the CM including without limitation, inspections, reviews and reports, to ensure Subcontractor's compliance with these provisions.

END OF SECTION

PERMITS

The Construction Manager will obtain and pay for the General Building Permit.

Other than the general building permit, each Subcontractor shall provide and pay for all other permits, assessments, governmental fees, bonds, connection charges, licenses and inspection fees and any other charges necessary for the proper execution and completion of the Subcontractor's scope of work.

Each Subcontractor is to provide, pay for and coordinate all other permits; fees, inspections and city, county, state, federal and governing authority approvals required for the successful completion of the work contained within their respective bid package and deliver required certificates of inspection and approvals to the Construction Manager.

This project is under the jurisdiction of the City of Newberry and all authorities having jurisdiction.

Site water and sewer utilities are under the jurisdiction of the City of Newberry.

END OF SECTION

SUSTAINABILITY

1. PART 1 – GENERAL
   RELATED DOCUMENTS
   Requirements of the contract documents, including the Project Master Specification, apply to work of this section.

   Environmental & Sustainability Policy:
   Walbridge recognizes that we have a responsibility to the environment and to the community. We are committed to providing quality service in a manner to ensure a safe and healthy workplace, minimizing potential environmental impacts.

   The subcontractor will operate in compliance with all relevant environmental and sustainability goals and objectives set forth by the client and provide construction related techniques and solutions that reduce environmental impact.

   Provide copy of Environmental and Sustainability Policy

2. PART 2 – PRODUCTS
   MATERIALS
   Materials of construction shall comply with the following.
   A. The Subcontractor Environmental and Sustainability Program.
   B. Applicable laws and Regulations
   C. Project Master Specifications

3. PART 3 – EXECUTION
   A. Support relevant client requirements and comply with regulatory obligations in relation to environmental management, pollution control, and waste management.
   B. Minimize any impact the construction operations may have on the environment locally or globally.
   C. Integrate the consideration of environmental concerns and impacts to all decision-making processes and activities.
   D. Reduce environmentally undesirable outputs, excessive greenhouse discharges, avoidable pollution, and other environmentally negative outputs from our activities.
   E. Protect, preserve and conserve the natural environment where possible.
   F. Ensure the awareness of all employees to understand the environmental and sustainability policy by providing appropriate training programs.
   G. Encourage the purchase of products and services that have the least amount of impact on the environment and influence Subcontractor in the pursuit of environmental protection.

END OF SECTION

BIM

1. PART 1 – GENERAL

RELATED DOCUMENTS

Requirements of the contract documents, including the Project Master Specification, apply to work of this section.

OVERVIEW

The use of 3D/BIM for Shop Drawings is encouraged/ required for this project. The subcontractor whose scope includes sheet metal ductwork/ Walbridge (Model Manager) will be responsible for the coordination of the cad files from subcontractors and combining models for review and coordination.

The standards set forth in this manual are subject to be superseded by specific customer standards when appropriate.

2. PART 2 – PRODUCTS

CAD Software

Walbridge will use the AutoCAD 2009 file format, created through one or both of the vertical applications AutoCAD - Arch2009 and or MEP 2009.

For all Revit based projects Walbridge will use the Revit 2009 file format. All models being created, modified, or submitted to Walbridge must be in either or both application formats dependent on project parameters.

All project models produced for or modified by Walbridge must be in an AutoCAD recognizable format (DWG, DXF), Revit Format, or an approved alternate. Alternate platform must be approved during the bid process. Subcontractors are encouraged to use software that is compatible with the manufacturing and fabrication equipment.

Subcontractors shall have a version of AutoDesk NavisWorks Manage to be used for clash detection.

3. PART 3 – EXECUTION
    a. This section outlines the properties and implementation of said properties to assigned 3D objects within the project model.
        i. **Project Model Scaling**
        All Project models created by or for Walbridge will be created dimensionally accurate. Project model will be produced in English standard units, with the dimensional format being set for architecture. Project models may be created in metric units or with the dimensional format being set to engineering only if specified by owner or Walbridge. All models created in the engineering dimensional format must be converted and saved prior to insertion into project model.
        ii. **Project Model Procedure**
        A multiple discipline model strategy for the creation of project models is to be used. The project model is a combination of multiple discipline models, linked together for the

purpose of representing a comprehensive project. The project model is created and maintained in a collaborative CAD application.

The project model file contains all the information from the individual discipline models that are linked to the project model through the CAD application. Discipline models are comprised of individual system models. System models are fully functioning models containing all required information on a specific portion of a design discipline, such as the mechanical HVAC or the mechanical piping.

In some cases, the systems models will need to be further broken down into system types, whereas a model will be produced for each system type such as the steam piping, or domestic water piping. Naming convention for all these situations is covered in the Project model naming conventions section of this document.

The level of separation of the discipline models will be determined on a project basis and will be affected by the size and type of project, but also by the level of detailed needed to accurately represent the project for coordination on construction purposes. The level of separation in the discipline models will be set by the project design team prior to project model coordination.

The project model is stored on either the project prolog site or a project FTP site. In addition to the project model, all individual discipline models will be stored in the same location.

The Model Manager will be responsible for managing the project model file. Subcontractors will be responsible for creating and maintaining the accuracy of their discipline model or models. Discipline models will be created with the basic understanding that all objects will be dimensionally accurate, and placed with the correct X, Y, and Z coordinates as related to the overall project model. Discipline model elevations are based on the project's ground level finished floor elevation as a datum point. The X and Y datum point will be set by the project team on a project bases and will be tied directly to the project model.

The subcontractors will be given a frequency, a minimum of once a week, for the model updates to be transferred to the project model location. The construction team will establish this frequency prior to project model coordination begins and will be based on the frequency of coordination meeting between the team members.

When updates are made, the subcontractor will upload their specific model to the project model location. Once the discipline models have been uploaded to the project model location, the project model will be updated by the Model Manager with the new information and reposted to the same location. The Model Manager will also send notification of the posting to all team members. Contractors will be responsible for maintaining a current version of the project model for their own in-house coordination purposes.

The project model file will be saved to a central location, and then uploaded to the project site for the team to review. All discipline models will be saved to the same location. Once the project model file has been updated, a 3D published file will be created by Model Manager and posted to the same location as the project model. The published files will be in 3D DWF and/or Navisworks formats. The names of the published files will include the normal project information along with the date it was created.

The field personnel will go to the project model location, download the latest version of the published files, and extract any needed information. These files should also be much more manageable to download and work with for field computers than the native model files.

A Walbridge standard 3D column marker and a 3D north arrow designation is required to aid with navigation inside the model. The column marker and north arrow are to be placed

in the structural steel model and located at all column line intersections. A non-standard Column marker and north arrow designation may be used with Walbridge approval.

iii. Project Model External referencing and Linking files.

In the creation of a project model all discipline models will be externally referenced (AutoCAD) or Linked (Revit) together along with all system and sub-system models to create a master project model.

In AutoCAD based projects, model files will externally reference based on 0,0,0 being the origin for all models. The save path option will not be used. All files must reside on the same directory to maintain file integrity, and ease of use when migrating to a project model location.

In Revit, based projects model files will be linked together using the origin-to-origin positioning option. All files must reside on the same directory to maintain file integrity, and ease of use when migrating to a project model location.

iv. Project Model Naming

Walbridge has developed a standard file naming convention for all project model files. All model files, either project, discipline, system or sub system will comply this naming convention. This naming convention was developed to maintain the ease of use and the retrieval of project models and related files.

Project model file names will contain the Walbridge Project/Quote number followed by a project name abbreviation, then the letters PM to designate these files as project models. The following is an example of this naming convention.

X-XXXX-Gen Proj-PM

Discipline, system, and sub-system models will follow a similar convention, with added suffixes to designate discipline, systems, and sub-systems. The following is an example of this naming convention.

X-XXXX-Gen Proj.-M-Pipe-Steam

v. Project Model Setting

All 2D drawings produced will be created using a standard template file that resided in the template directory. Other templates files may be used or created only with Walbridge approval.

vi. Project Model Detail Level Outline

In addition to physically accurate data, 3D objects will need to include engineering data, any available manufacturer's information on the object, Uniformat Code imbedded into the object's properties, costing data, and unit pricing when available. Any project striving for LEED certification will also include all necessary LEED information on relevant objects.

It is also understood that some discipline models require more or less detail than others.

The following is a list of discipline specific objects and the expected level of detail for these objects in regard to nominal sizes to be modeled and to what level of real-world detail Walbridge requires.

This list is a baseline for objects to be included in discipline model, which will in turn be part of Walbridge's project model.

A. Civil
   a. Site
      i. Soil boring
      ii. Property lines

iii. Easements
iv. Zoning
v. Fences and Gates
vi. Signage

b. Terrain/ Topography
   i. Existing
   ii. New

c. U/G pipe
   i. Sanitary sewer
   ii. Storm sewer
      1. catch basins
   iii. Gas
   iv. Site Fire Protection
      1. hydrants
   v. Irrigation systems
   vi. Septic tank systems

d. Site Electrical
   i. Site elec. Equipment

e. Storm water retention/swales
   i. Ponds
   ii. Swales
   iii. Ditches

f. Parking
   i. Striping
   ii. Traffic flow

g. Roadways
   i. Curbs
   ii. Ramps

h. Sidewalks

i. Site lighting
   i. Type
   ii. Poles

j. Railroad elements

k. No foliage (Unless for LEED Cert.)
   i. Trees
   ii. Bushes
   iii. Flowers

~~B.~~ Structural
   a. Columns
   b. Beams
   c. Braces
   d. Girts
   e. Girders

f. Trusses
g. Joists
h. Footing
i. Pre-Cast walls
j. Framing steel
k. Grade beam
l. Rebar
m. Caissons/piles
n. Slabs
o. Pits
p. Catwalks
q. Equipment Curbs
r. Gusset plates
s. Floor decking/
t. Cladding steel
u. 3D column markers
v. O.H. crane rails
w. Connection plates
    i. Angel iron
    ii. channels
x. No Connection components **
    i. No nuts
    ii. No bolts
    iii. No welds

C. Architecture
    a. LEED cert. data
    b. Interior walls
        i. Fire rated/non fire rated
        ii. Bearing/nonbearing
        iii. No detailed millwork
    c. Exterior walls
    d. Doors
        i. Type
        ii. Hardware
    e. Windows
        i. Glass
        ii. Type
        iii. Frame
    f. Curtain walls
        i. Glass
        ii. Type
        iii. Frame
    g. Skylights

i. Glass
ii. Type
iii. Frame

h. Ceilings
i. Roof/Penthouses
i. opening
ii. access
j. Furniture
k. Plumbing fixtures
i. Basic fixtures
l. Toilet stalls
m. Mezzanines
n. Canopies
o. Bollards/Guard rails
p. Stairs and handrail
q. Hatches
r. Kitchen/Cafeteria Equipment
s. Siding
t. Louvers
u. Laboratory Equipment
v. Elevators
w. Cranes/Hoists
x. Truck docks
i. Levelers
y. Train wells
z. Mesh enclosures
aa. Draft curtains
bb. Movable partitions

D. Piping

a. All sizes of process piping and non-process piping greater than 2" will be modeled critical areas of the project model may require smaller pipes to be modeled. These situations will be determined on a case-by-case basis.
b. Hangars/supports location
c. Clear space for maintenance or safety
d. Valves
i. Normal handle position
e. Fittings
f. Equipment
i. Pumps
ii. Backflow preventor
g. Drains
i. Floor
ii. Roof

iii. Industrial waste

Note: All pipe objects and piping components will also include pipe material, connection type, system definition, and any tagging information.

E. Mechanical
   a. Ductwork
      i. Hard
      ii. Flex
      iii. Fittings
   b. Hangars/support
      i. Unistrut
      ii. Threaded rod
      iii. hangars
   c. Fire dampers
   d. Grilles
   e. HVAC equipment
   f. Diffusers
   g. VAV boxes
   h. Clear space for maintenance or safety

Note: All mechanical objects and equipment will also include material, connection type, system definition, and any tagging information.

F. Electrical
   a. 2" conduit and larger **
   b. Cable tray
   c. Hangars/support
   d. Clear space for access or safety
   e. Process power
      i. To connection point
   f. Electrical Panels
   g. Pull boxes
   h. Light fixtures
      i. type
   i. Bus duct
   j. Building grounding wires
   k. Electrical equipment
      i. Substation
      ii. Transformer
      iii. Distribution system
      iv. generators
   l. Duct Banks
   m. A/V equipment
   n. Detection and alarm devices

G. Fire Protection
   a. Piping
   b. Valves
   c. Sprinkler head location
   d. Hangars/support
   e. Sprinkler coverage

H. Process Equipment
   a. Equipment type
   b. Service connections
   c. Tag numbers
   d. Manufacturers data
   e. Limited model detail

vii. <u>Project Model Plotting Configuration</u>

1. <u>Sheet Sizes</u>
   The following is a list of acceptable plotted sheet sizes for Walbridge project models.

• Layout	Up to plotter limits	Industrial layouts as required by specific project
• E-size	30″ x 42″	All plans and general layout drawing
• D-size	24″ x 36″	Scalable plans, general, and concept drawing
• C-size	18″ x 24	Preliminary and concept drawings
• B-size	11″ x 17″	Diagrams, sketches, and preliminary drawings
• A-size	8 ½″ x 11″	Diagrams, sketches, and preliminary drawings

2. <u>Plotting</u>
   A standard Walbridge or a predetermined standardized project related title block is required for all drawings. All plotted sheets must have a completed standardized title block.
3. <u>Layers</u>
   Layer properties including names for AutoCAD project models will conform to the most resent version of the AIA standards unless specified by the client. All drawings should contain only the layers that are in use, except in the case of x-referenced drawing. All drawing layers that do not contain information must be purged.
4. <u>Line Type Scale</u>
   All standard Walbridge line types and scales are listed in this document.
   (See Appendix A). Other accepted line types will be predetermined on project specific nature.
   prior to start up.
5. <u>Line Widths</u>
   Line widths for all Walbridge drawings will conform to the most recent version of the AIA standards. Other accepted line widths will be determined on a project specific nature prior to start up.

6. Text Styles
   All Walbridge text styles are listed below.

Style Name	Font Name	Height	Width Factor	Application
Standard	Simplex	0'-0"	.8	General notes, dimension
TB-Text	Simplex	0'-0"	.8	Title Block information
Title	Roman	0'-0"	1.0	Drawing Titles
W-A	Times New Roman	0'-0"	1.0	Project Name and Client

7. Dimension Styles
   All drawing created by Walbridge will conform to the following dimension style variables to maintain the accuracy and integrity of drawing information within.

Variable	Setting
Dimension scale	See Appendix A
Test style	Standard
Text color	Bylayer
Text height	1/8"
Text placement	Centered over dimension line
Text alignment	Align with dimension line
Text fit	Either text or arrows
Primary units	Architectural - Unless engineering is approved
Precision	1/8" for architectural .00 for engineering
Measurement scale	1.0
Zero suppression	0 feet
Angular dimension	Decimal degree
Precision	.0
Alternate units	None
Tolerances	None Unless specified by customer

8. Drawing Orientation
   The Origin for all project model files will be (0,0). All title blocks will have their lower left corner set at (0,0) and will be set in paperspace (layout mode).
   In circumstances where a building's orientation is not square to the site plan, all plan view drawings are to be set up so that they are on the XY axis working plane, and square to the axis. A Project North will be established and designated on all plans. The origin of these drawings will remain at (0,0) and will be tied to a specified point on the site or the building.

9. Drawing Special Insertions
   AutoCAD allows special insertion of non-AutoCAD files. One or more scanned files may be inserted into a drawing. In a case where raster image files are being

inserted TIFF or JPEG file formats should be used to limit the size of the drawing file.

10. Model Space / Paper space
    All drawings are to be originally set up in model space, with a standard title block inserted into paper space at full scale. The viewport zoom scale will be set to a standard recognizable scale depending on the size of the drawing in model space. All drawings are to be saved ready to plot, with all necessary layers and title block information turned on and saved with a zoom all command.
    Overall, plan view drawing data and related contents such as room information and other core drawing information must be present in model space. General notes, drawing titles and drawing information such as legends and north arrows are to be in paper space in their appropriate layers. All Mview windows are to be in defpoints layer and are to be zoomed to match the paper space scale and locked.
11. Blocks
    The use of AutoCAD blocks in the project model is limited to 2D blocks for the purpose of annotation in creating plotted sheets.
12. Attributes
    AutoCAD attributes are not used at Walbridge except for title block information and for any block which are inserted through a block/detail library where they are created with native attributes, such as block name and description. These attributes should not be changed or altered at any time.

APPENDIX A

ARCHITECTURAL SCALES				
SCALE	SCALE FACTOR	LT. SCALE	DIM SCALE	TEXT SIZE
1/64=1'-0"	768	576	768	96
1/32=1'-0"	384	288	384	48
1/16=1'-0"	192	144	192	24
3/32=1'-0"	128	96	128	16
1/8=1'-0"	96	72	96	12
3/16=1'-0"	64	48	64	8
¼=1'-0"	48	36	48	6
3/8=1'-0"	32	24	32	4
½=1'-0"	24	18	24	3
¾=1'-0"	16	12	16	2
1=1'-0"	12	9	12	1.5
1 ½=1'-0"	8	6	8	1
3=1'-0"	4	3	4	0.5
6=1'-0"	2	1.5	2	0.25
1'-0"=1'-0"	1	0.75	1	0.125

ENGINEERING SCALES

SCALE	SCALE FACTOR	LT. SCALE	DIM SCALE	TEXT SIZE
1"=5000'	60,000	45000	60,000	7500
1"=4000'	48,000	36000	48,000	6000
1"=2000'	24,000	18000	24,000	3000
1"=1000"	12,000	9000	12,000	1500
1"=500'	6,000	4500	6,000	750
1"=400	4,800	3600	4,800	600
1"=300'	3,600	2700	3,600	450
1"=200'	2,400	1800	2,400	300
1"=100'	1,200	900	1,200	150
1"=50'	600	450	600	75
1"=40'	480	360	480	60
1"=30'	360	270	360	45
1"=20'	240	180	240	30
1"=10'	120	90	120	15

METRIC SCALES				
SCALE	SCALE FACTOR	LT. SCALE	DIM SCALE	TEXT SIZE
1=5000	5,000	3750	5,000	625
1=4000	4,000	3000	4,000	500
1=2000	2,000	1500	2,000	250
1=1000	1,000	750	1,000	125
1=800	800	600	800	100
1=500	600	450	600	75
1=400	500	375	500	62.5
1=200	200	150	200	25
1=100	100	75	100	12.5
1=80	80	60	80	10
1=50	60	45	60	7.5
1=40	40	30	40	5
1=20	20	15	20	2.5
1=10	10	7.5	10	1.25
1=8	8	6	8	1
1=5	5	3.75	5	0.625
1=4	4	3	4	0.5
1=2	2	1.5	2	0.25
1=1	1	0.75	1	0.125

END OF SECTION

INVOICING PROCEDURES

Invoices and their attendant supporting documents must be prepared in accordance with the requirements of the documents. The following is a summary of the requirements. Each Subcontractor must follow this procedure; failure to do so will result in the forfeiture of the respective Subcontractor's right to invoice for the given period.

INITIAL INVOICE

Prior to processing the initial invoice, each Subcontractor will be required to have on file the following:

1. An approved schedule of values.
2. An executed contract.
3. A proper insurance certificate:
   a) With coverage levels per the Walbridge Subcontract
   b) Naming the appropriate additional insured parties
      - Department of Natural Resources
      - Lord Aeck Sargent
      - Walbridge Aldinger, LLC
4. A complete list of material/equipment suppliers and Subcontractors (Company, Contact, Phone Numbers).

ALL INVOICES

Prior to processing any invoice, each Subcontractor will be required to adhere to the following:

1. Proposed percentage completion's must be reviewed and approved by the Walbridge Field Superintendent on the 20th day of each month.
2. Each invoice will utilize the forms included in this section.
   a) G702 and G703 (Invoice and Schedule of Values).
   b) Sworn Statement listing all Subcontractors, material suppliers and trade unions. Each line item must contain its respective current contract amount with the Subcontractor.
   c) Partial Conditional Waiver for the invoice being submitted.
   d) Waiver from the prior month's payment
3. Work completed and stored to date will reflect progress through the 25th of each month.
4. 25th day of each month:
   One original and one copy of the approved invoice must be received by the Walbridge Project Manager.

PAYMENT

Prior to payment being released and processing the current invoice, each Subcontractor will be required to adhere to the following:

1. Partial Unconditional Waivers must be signed in the Walbridge Main Office upon receipt of payment.
2. Partial Unconditional Waivers from each Subcontractor, material suppliers and trade unions involved in the latest payment must be submitted with each subsequent invoice

END OF SECTION

DTMB-0437 (R 04/19)

GUARANTEE AND INDEBTEDNESS STATEMENT

RETURN TO: DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

State Facilities Administration

Design and Construction Division

Mailing Address: P.O. Box 30026, Lansing, MI 48909

Street Address: 3111 W. St. Joseph Street, Lansing, MI 48917

This form is required to receive final payment for the contract. Upon completion, submit a completed form to the address above. Authority: 1984 PA 431

The undersigned provides the following statements covering the work defined in the contract dated:

SIGMA CODING	AGENCY NUMBER	FILE NUMBER	CONTRACT NUMBER

DEPARTMENT/AGENCY

PROJECT NAME

GUARANTEE

We guarantee that all labor and materials furnished and the Work performed by us in connection with the subject work are in accordance with the plans and specifications, authorized alterations and additions that should any defects develop or become apparent for a period of _____ year(s) from date of acceptance _____ the same shall, upon written notice, be made good by us without expense to the Owner, and that any other Work, affected in correcting such defects shall also be made good. In addition to the above guarantee, the following additional items are guaranteed as noted:

INDEBTEDNESS STATEMENT

We certify that all payrolls, material bills, and other indebtedness connected with the work on the subject project have been paid in full.

COMPANY NAME AND CONTRACTOR'S SIGNATURE DATE

WITNESS SIGNATURE DATE

cc: Agency

Designer

END OF SECTION