



## Canadian County Courthouse – Bid Package 02

**Project Address:**

Canadian County  
201 N. Choctaw Avenue  
El Reno, OK 73036

Trade packages for project include the following trade contracts:

**Sealed Bids per Public Bidding Act of 1974**

3-02 Structural Concrete  
5-01 Structural Steel Fabrication, Erection, and Misc. Metals  
5-02 Radiused Stairs and Ornamental Rails  
7-02 Roofing and Sheetmetal  
7-03 Metal Wall Panels  
8-01 Curtain Wall, Storefront, & Glazing  
14-01 Elevators  
21-01 Fire Suppression  
23-02 Total Mechanical  
26-01 Electrical and Lighting

**Owner:**

Canadian County Public Facilities Authority  
215 N. Evans  
El Reno, OK 73036  
405-295-6200

**Architect:**

MA+ Architecture  
4000 N. Classen Boulevard #100N  
Oklahoma City, OK 73118  
405-525-8806

**Construction Manager:**

Lingo Construction  
1135 N. Robinson  
Oklahoma City, OK 73103  
405-602-2100



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## Section 00 1000 Solicitation for Bids

October 22, 2025

Lingo Construction Services, Inc. hereinafter called the (CM), will receive bids for Canadian County Courthouse in care of Canadian County at location noted below at **2:00 pm Thursday, November 13th, 2025**, for the following trade packages:

### **Sealed Bids per Public Bidding Act of 1974**

- 3-02 Structural Concrete
- 5-01 Structural Steel Fabrication, Erection, and Misc. Metals
- 5-02 Radiused Stairs and Ornamental Rails
- 7-02 Roofing and Sheetmetal
- 7-03 Metal Wall Panels
- 8-01 Curtain Wall, Storefront, & Glazing
- 14-01 Elevators
- 21-01 Fire Suppression
- 23-02 Total Mechanical
- 26-01 Electrical and Lighting

### **Section 1.**

The bids shall be enclosed in a sealed envelope plainly marked and addressed in the upper right-hand corner to:

Lingo Construction Services  
Attn: Canadian County Courthouse  
Construction Manager  
1135 North Robinson Ave  
Oklahoma City, OK 73103

**Hand delivered Bid Submissions shall be delivered to the front desk of the Lingo Construction Services located at 1135 North Robinson Ave, Oklahoma City, OK 73103. Your bid is to be submitted to the receptionist prior to 2:00 pm bid time and the time received will be recorded.**

The name and address of the bidder shall appear on the lower right corner of the envelope along with the bid package number and description.

Subcontractors are welcome and highly encouraged to visit the project site at **201 N. Choctaw Avenue, El Reno, OK 73036.**

The bids will be publicly opened and read aloud at the above-mentioned office immediately following the closing time stated above. Bids received after the stated time or more than 96 hours, excluding Saturdays, Sundays, and holidays, before the stated time will not be accepted.

For bids more than \$50,000 a cashier's check, certified check, or surety bond in the amount of five

## Section 00 1000 Solicitation for Bids

percent (5%) of the bid shall accompany the sealed proposal of each bidder. After the scheduled closing time for bids for a period of sixty (60) days no bids may be withdrawn.

Plans and specifications may be obtained in the following formats:

1. Paper plans and specifications may be obtained from Reidprographics, 6800 N Shartel Ave, OKC, OK 73116 (405) 848-7274 at the cost of reproduction.
2. Plans and specifications are also available online through Building Connected. Please email the CM to arrange for access:  
[tyler.johnson@buildwithlingo.com](mailto:tyler.johnson@buildwithlingo.com)  
[dakota.wheeler@buildwithlingo.com](mailto:dakota.wheeler@buildwithlingo.com)
3. Plan rooms:

**Reidprographics**  
6800 N. Shartel Avenue  
Oklahoma City, OK 73103  
(405) 848-7274

**Southwest Construction News**  
Online Plan Room

**Building Connected**  
Online Plan Room

Complete, sign and include **Bid Form and attachments A, B, C, D, E, F & G** in the sealed envelope.

Lingo Construction Services, Inc. and the owner reserve the right to reject any or all bids or to waive any formalities or irregularities in any bid, and to accept the bid or bids which are in the best interest of the owner.

Requests for Information, clarifications, corrections, or changes of the Bidding Documents must be made in writing no later than **November 3rd, 2025**. Submit all questions in writing to Tyler Johnson [tyler.johnson@buildwithlingo.com](mailto:tyler.johnson@buildwithlingo.com) and Dakota Wheeler [dakota.wheeler@buildwithlingo.com](mailto:dakota.wheeler@buildwithlingo.com).

SUBSTITUTIONS: No substitutions other than what has already been allowed for in plans & specifications.

**End of Solicitation for Bids**

**Bid Form**  
**Canadian County Courthouse**  
**Bid Package 2**

To: Lingo Construction Services on behalf of Canadian County

From: \_\_\_\_\_

*Name*

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

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email address*

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Company Address*

**Project:** Canadian County Courthouse – Bid Package 2

**Bidders:**

1. The undersigned, having carefully reviewed the plans, specification, addenda, and related documents as well as the on-site field conditions and being familiar with the availability of materials and labor, hereby proposes to furnish all materials, equipment, and labor required to provide all work called for by said documents for the following bid package:

Trade Bid Package # \_\_\_\_\_ Description \_\_\_\_\_

2. For bids more than \$50,000 a cashier's check, certified check, or surety bond in the amount of five percent (5%) of the bid shall accompany the sealed proposal of each bidder. After the scheduled closing time for bids for a period of sixty (60) days no bids may be withdrawn.
3. Bidder acknowledges that in submitting this bid the Owner reserves the right to reject any and all bids. It is also agreed to that bid may not be withdrawn for a period of sixty (60) days after the date of bid opening. Work is to start within ten (10) days after receipt of Notice to Proceed.
4. Bidder acknowledges that bid does not include substitutions unless protocols outlined in specifications are followed and approved prior to the time of bid. After time of bid, substitutions will no longer be considered.
5. Bidder acknowledges that, if accepted by the Owner, this bid form and corresponding bid package becomes a part of the Contract Documents.
6. Bidder has included executed copies of CONTRACT ATTACHMENTS A, B, C, D, E, F & G.

7. Bidder acknowledges receipt of addenda numbers \_\_\_\_\_, and Clarification numbers \_\_\_\_\_, issued during the time of bidding and has included changes therein into bid.

**8. Base Bid (Including Bond Cost): Total Base Bid**

Words: \_\_\_\_\_

Dollars: \$ \_\_\_\_\_

**8a. Bid Alternates (including bond cost): Indicate Add or Deduct with each alternate.**

Alt 1: \_\_\_\_\_

Alt 2: \_\_\_\_\_

**9. Quantity Check (See bid package for instructions, if applicable):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Certifications:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Numbers: (office) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Fed ID Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

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

\_\_\_\_\_ Notary Public

\_\_\_\_\_ Commission Expires

## Bid Affidavits



Bidder acknowledges that by submitting this bid form they agree to follow has included executed copies of CONTRACT ATTACHMENTS A, B, C, D, E, F, and G.

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Numbers: (office) \_\_\_\_\_ (cell) \_\_\_\_\_  
Email: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_ Notary Public  
\_\_\_\_\_ Commission Expires

### Contract Attachment A: NON-COLLUSION AFFIDAVIT

The following Affidavit is submitted by the Bidder, or Bidder's Authorized Agent: The undersigned of lawful age, being first duly sworn on oath, affirms and says:

1. The undersigned is the Bidder or the duly authorized agent of the Bidder submitting this competitive bid and has the lawful authority to execute this Affidavit and the attached Bid. For the purposes of certifying the facts pertaining to the existence of collusion among bidders and between bidders and Owner's officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Bid to which this statement is attached:
2. The undersigned is fully aware of the facts and circumstances surrounding the making of the Bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Bidder nor anyone subject to the Bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - b. to any collusion with any official, agent or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract;

## Bid Affidavits

- c. nor in any discussion between bidders and any official, agent, or employee concerning exchange of money or other thing of value for special consideration in letting of a contract.
- 4. The undersigned certifies, if awarded this contract neither the Bidder nor anyone subject to Bidder's direction or control has paid, given, or donated or agreed to pay, give or donate to any officer or employee of Canadian County any money or other thing of value, either directly or indirectly, in procuring this contract.

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(contractor or supplier)

(signature)

### Contract Attachment B: BUSINESS RELATIONSHIP AFFIDAVIT

The following Affidavit is submitted by the Bidder, or Bidder's Authorized Agent: The undersigned of lawful age, being first duly sworn on oath, affirms and says:

A. I further certify that the nature of any partnership, joint venture or other business relationships presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party of the project is:

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(If none, so state; use additional sheet if necessary.)

B. That any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the Architectural or Engineering firm or other party to the project is:

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(If none, so state; use additional sheet if necessary.)

C. And that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are:

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(If none of the business relationships herein above mentioned exist, then a statement to that effect. Use additional sheet if necessary.)

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(contractor or supplier)

(signature)

## Bid Affidavits

### Contract Attachment C: FELONY & SEX OFFENDERS AFFIDAVIT

State of \_\_\_\_\_ )  
 ) SS.  
County of \_\_\_\_\_ )

The undersigned (Architect, Contractor, Supplier, Engineer, or Supervisory Official), of lawful age, being first duly sworn, on oath says that no employee allowed to be working on school premises under the authority of the undersigned, has been convicted in this state, the United States or another state of any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state/s or the federal sex offender registration provisions; or any felony offense except as provided in subsection C of Section 4, 70 O.S. 1991, Section 6-101.48, or when ten (10) years has elapsed since the date of the original conviction or the employee has received a Presidential or Gubernatorial pardon for the criminal offense.

\_\_\_\_\_  
(contractor or supplier) (signature)

Subscribed and sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

### Contract Attachment D: SAFETY POLICY AFFIDAVIT

The following Affidavit is submitted by the Bidder, or Bidder's Authorized Agent: The undersigned of lawful age, being first duly sworn on oath, agrees to abide by the following safety policies:

The Trade Contractor shall be responsible for compliance with all safety rules and regulations under the Occupational Safety and Health Act and other pertinent statutes and ordinances in connection with the work performed by the Trade Contractor. Trade Contractor will also abide by any site specific or hazardous material safety measures as requested and deemed necessary by Contractor's management and/or field supervision.

Trade Contractor acknowledges that hazards may be present, including but not limited to: silica, lead based paint, and asbestos, and will communicate with Contractor to understand jobsite hazard conditions prior to starting work. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses, and vests are required in accordance with site specific safety conditions.

Failure to comply with OSHA and site-specific safety requirements may, after one (1) written warning, result in expulsion from the site by the Contractor's project manager or on-site supervisor.

## Bid Affidavits

If applicable, Trade Contractor shall prepare, submit, and maintain a HAZCOM Program specific to the project, including identifying who will be the designated competent safety person on the job site.

*This bid will not be considered unless this form has been fully completed and signed and certified by the Bidder.*

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Name of Individual, Partnership, Limited Liability Company, or Corporation hereinafter called Bidder

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Signature of Bidder or Bidder's Authorized Agent

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Type or print name and title of person who signed above.

## Contract Attachment E: PROJECT MANAGEMENT AFFIDAVIT

\_\_\_\_\_ (contractor) hereby certifies that they agree to the following project management requirements:

1. Provide a Qualified Foreman - Subcontractor will assign full time **Responsible Person in Charge** (RPIC) with a minimum 5 years' experience to manage subcontractors crew(s) while on site. The responsible person in charge will have the authority to execute sub-contractors scope of work, order materials, answer questions, schedule work and secure workers. The RPIC will attend the project meeting every week as scheduled and at least one week prior to mobilizing on site. The RPIC will attend daily coordination and safety huddles (10-15 Minutes).
2. Provide Appropriate Crew Size – As qualified subcontractor on this project we understand the scope of work in the documents and the project size may require multiple crews working in several areas at the same time. We have the resources and intent to staff the job appropriately to keep up with the flow of work in all areas made ready by preceding subcontractors.
3. Good Housekeeping – Subcontractor will maintain a safe work site which starts with a clean work site. Contracts and good construction practice require that subcontractor's crews clean work areas at the end of each day. Poor housekeeping is unsafe for others, costs time in lost production and will not be tolerated. Housekeeping is in the documents, in the contracts and in the bid.

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(contractor or supplier)

(signature)

## Bid Affidavits

### Contract Attachment F: CONTRACT DRAWING, SPECIFICATIONS, REPORTS PACKAGE AFFIDAVIT

I hereby attest by signature that I have read and understand the drawing, specifications, project manual, and reports listed below. I also understand that they may be modified and updated at any time throughout the duration of the project, but not without notice to the selected bidders.

#### Drawings and Specifications

Architectural	AS1.1	ARCHITECTURAL SITE PLAN
Architectural	AS1.2	ARCHITECTURAL SITE PLAN
Architectural	A0.1	LEVEL 1 - OVERALL PLAN - PRECAST CONC
Architectural	A0.2	LEVEL 2 - OVERALL PLAN - PRECAST CONC
Architectural	A0.3	LEVEL 3 - OVERALL PLAN - PRECAST CONC
Architectural	A0.4	LEVEL 4 - OVERALL PLAN - PRECAST CONC
Architectural	A0.9	RAISED PLATFORM DIAGRAM
Architectural	A1.1	LEVEL 1 - OVERALL PLAN
Architectural	A1.1A	LEVEL 1 - AREA A - FLOOR PLAN
Architectural	A1.1B	LEVEL 1 - AREA B - FLOOR PLAN
Architectural	A1.1C	LEVEL 1 - AREA A - DIMENSION PLAN
Architectural	A1.1D	LEVEL 1 - AREA B - DIMENSION PLAN
Architectural	A1.2	LEVEL 2 - OVERALL PLAN
Architectural	A1.2A	LEVEL 2 - AREA A - FLOOR PLAN
Architectural	A1.2B	LEVEL 2 - AREA B - FLOOR PLAN
Architectural	A1.2C	LEVEL 2 - AREA A - DIMENSION PLAN
Architectural	A1.2D	LEVEL 2 - AREA B - DIMENSION PLAN
Architectural	A1.3	LEVEL 3 - OVERALL PLAN
Architectural	A1.3A	LEVEL 3 - AREA A - FLOOR PLAN
Architectural	A1.3B	LEVEL 3 - AREA B - FLOOR PLAN
Architectural	A1.3C	LEVEL 3 - AREA A - DIMENSION PLAN
Architectural	A1.3D	LEVEL 3 - AREA B - DIMENSION PLAN
Architectural	A1.4	LEVEL 4 - OVERALL PLAN
Architectural	A1.4A	LEVEL 4 - AREA A - FLOOR PLAN
Architectural	A1.4B	LEVEL 4 - AREA B - FLOOR PLAN
Architectural	A1.4C	LEVEL 4 - AREA A - DIMENSION PLAN
Architectural	A1.4D	LEVEL 4 - AREA B - DIMENSION PLAN
Architectural	A1.5	ROOF PLAN
Architectural	A2.1	ENLARGED VIEWS - RESTROOMS
Architectural	A2.2	ENLARGED VIEWS - RESTROOMS
Architectural	A2.3	ENLARGED VIEWS - HOLDING
Architectural	A2.4	ENLARGED VIEWS - HOLDING
Architectural	A2.5	ENLARGED VIEWS - RESTROOMS
Architectural	A2.6	ENLARGED VIEWS - RESTROOMS
Architectural	A2.7	ENLARGED VIEWS - WELLNESS ROOMS
Architectural	A2.8	ENLARGED VIEWS - HOLDING

## Bid Affidavits

Architectural	A2.9	ENLARGED VIEWS - HOLDING
Architectural	A3.1	LEVEL 1 - OVERALL REFLECTED CEILING PLAN
Architectural	A3.1A	LEVEL 1 - AREA A - REFLECTED CEILING PLAN
Architectural	A3.1B	LEVEL 1 - AREA B - REFLECTED CEILING PLAN
Architectural	A3.2	LEVEL 2 - OVERALL REFLECTED CEILING PLAN
Architectural	A3.2A	LEVEL 2 - AREA A - REFLECTED CEILING PLAN
Architectural	A3.2B	LEVEL 2 - AREA B - REFLECTED CEILING PLAN
Architectural	A3.3	LEVEL 3 - OVERALL REFLECTED CEILING PLAN
Architectural	A3.3A	LEVEL 3 - AREA A - REFLECTED CEILING PLAN
Architectural	A3.3B	LEVEL 3 - AREA B - REFLECTED CEILING PLAN
Architectural	A3.4	LEVEL 4 - OVERALL REFLECTED CEILING PLAN
Architectural	A3.4A	LEVEL 4 - AREA A - REFLECTED CEILING PLAN
Architectural	A3.4B	LEVEL 4 - AREA B - REFLECTED CEILING PLAN
Architectural	A4.1	EXTERIOR ELEVATIONS
Architectural	A4.2	EXTERIOR ELEVATIONS
Architectural	A4.3	EXTERIOR ELEVATIONS
Architectural	A4.4	EXTERIOR ELEVATIONS
Architectural	A4.5	EXTERIOR ELEVATIONS - PRECAST CONC
Architectural	A4.6	EXTERIOR ELEVATIONS - PRECAST CONC
Architectural	A4.7	EXTERIOR ELEVATIONS - PRECAST CONC
Architectural	A4.11	EXTERIOR ELEVATIONS - PRECAST CONC
Architectural	A4.21	EXTERIOR ELEVATIONS - PRECAST CONC
Architectural	A4.31	EXTERIOR ELEVATIONS - PRECAST CONC
Architectural	A5.1	BUILDING SECTIONS
Architectural	A5.2	BUILDING SECTIONS
Architectural	A5.3	BUILDING SECTIONS
Architectural	A6.1	WALL SECTIONS
Architectural	A6.2	WALL SECTIONS
Architectural	A6.3	WALL SECTIONS
Architectural	A6.4	WALL SECTIONS
Architectural	A7.1	STAIR VIEWS - STAIR 1 (MONUMENTAL STAIR)
Architectural	A7.2	STAIR VIEWS - STAIR 2
Architectural	A7.3	STAIR VIEWS - STAIR 3
Architectural	A7.4	STAIR VIEWS - STAIR 4
Architectural	A7.5	STAIR VIEWS - STAIR 5 (LOBBY STAIR)
Architectural	A7.6	ELEVATOR VIEWS - PUBLIC ELEVATORS 1 & 2, ELEVATOR SCHEDULE & NOTES
Architectural	A7.7	ELEVATOR VIEWS - DETAINEE ELEVATOR 3
Architectural	A7.8	ELEVATOR VIEWS - STAFF ELEVATOR 4
Architectural	A8.1	PARTITION TYPES
Architectural	A8.2	DOOR & FRAME TYPES & SCHEDULE - LEVEL 1
Architectural	A8.3	DOOR & FRAME TYPES & SCHEDULE - LEVEL 2
Architectural	A8.4	DOOR & FRAME TYPES & SCHEDULE - LEVEL 3
Architectural	A8.5	DOOR & FRAME TYPES & SCHEDULE - LEVEL 4

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Architectural	A8.6	DOOR & FRAME TYPES & SCHEDULE - DETENTION
Architectural	A8.7	FRAME TYPES & SCHEDULES
Architectural	A8.8	WINDOW TYPES & SCHEDULES
Architectural	A9.2	EXTERIOR DETAILS - PLAN DETAILS
Architectural	A9.3	EXTERIOR DETAILS - ELEVATION DETAILS
Architectural	A9.6	EXTERIOR DETAILS - ROOF DETAILS
Architectural	A9.7	EXTERIOR DETAILS - ROOF DETAILS
Architectural	A9.11	EXTERIOR DETAILS - TYPICAL
Architectural	A9.21	EXTERIOR DETAILS - PLAN DETAILS
Architectural	A9.22	EXTERIOR DETAILS - PLAN DETAILS
Architectural	A9.31	EXTERIOR DETAILS - PRECAST CONC ELEVATION DETAILS
Architectural	A9.32	EXTERIOR DETAILS - PRECAST CONC DETAILS
Architectural	A9.33	EXTERIOR DETAILS - PRECAST CONC DETAILS
Architectural	A9.41	EXTERIOR DETAILS - SECTION DETAILS
Architectural	A9.61	EXTERIOR DETAILS - ROOF DETAILS
Architectural	A9.62	EXTERIOR DETAILS - ROOF DETAILS
Architectural	A9.81	EXTERIOR DETAILS - DOOR AND FRAME
Architectural	A9.82	EXTERIOR DETAILS - DOOR AND FRAME AND CURTAIN WALL
Architectural	A10.1	INTERIOR ELEVATIONS - LOBBY
Architectural	A10.2	INTERIOR ELEVATIONS - LOBBY & FEATURE WALLS
Architectural	A10.3	INTERIOR ELEVATIONS - LOBBY
Architectural	A10.4	INTERIOR ELEVATIONS - SERVICE COUNTERS
Architectural	A10.5	INTERIOR ELEVATIONS - DEPARTMENTS
Architectural	A10.6	INTERIOR ELEVATIONS - DEPARTMENTS
Architectural	A10.7	INTERIOR ELEVATIONS - COURT FLOORS
Architectural	A10.8	MILLWORK - SECURITY SCREENING
Architectural	A11.11	INTERIOR DETAILS - DETENTION
Architectural	A11.21	INTERIOR DETAILS - PLAN DETAILS
Architectural	A11.31	INTERIOR DETAILS - CEILING DETAILS
Architectural	A11.41	INTERIOR DETAILS - SECTION DETAILS
Architectural	A11.51	INTERIOR DETAILS - VERTICAL CIRCULATION
Architectural	A11.52	INTERIOR DETAILS - VERTICAL CIRCULATION
Architectural	A11.53	INTERIOR DETAILS - VERTICAL CIRCULATION
Architectural	A11.61	INTERIOR DETAILS - PARTITION DETAILS
Architectural	A11.62	INTERIOR DETAILS - PARTITION DETAILS
Architectural	A11.63	INTERIOR DETAILS - PARTITION DETAILS
Architectural	A11.64	INTERIOR DETAILS - PARTITION DETAILS
Architectural	A11.71	INTERIOR DETAILS - DOOR AND FRAME
Architectural	A11.72	INTERIOR DETAILS - DOOR AND FRAME
Architectural	A11.73	INTERIOR DETAILS - DOOR AND FRAME
Architectural	A11.74	INTERIOR DETAILS - DETENTION DOOR AND FRAME
Architectural	A11.81	INTERIOR DETAILS - CASEWORK
Architectural	A11.82	INTERIOR DETAILS - CASEWORK

## Bid Affidavits

Architectural	A11.83	INTERIOR DETAILS - MILLWORK
Architectural	A11.84	INTERIOR DETAILS - MILLWORK
Architectural	A11.91	INTERIOR DETAILS - FINISH TRANSITIONS
Architectural	A11.92	INTERIOR DETAILS - FINISH TRANSITIONS
Architectural	A11.93	INTERIOR DETAILS - FINISH TRANSITIONS
Architectural	A12.0	FINISH SCHEDULE
Architectural	A12.1	LEVEL 01 - FINISH PLAN
Architectural	A12.1A	LEVEL 01 - AREA A - FINISH PLAN
Architectural	A12.1B	LEVEL 01 - AREA B - FINISH PLAN
Architectural	A12.2	LEVEL 02 - FINISH PLAN
Architectural	A12.2A	LEVEL 02 - AREA A - FINISH PLAN
Architectural	A12.2B	LEVEL 02 - AREA B - FINISH PLAN
Architectural	A12.3	LEVEL 03 - FINISH PLAN
Architectural	A12.3A	LEVEL 03 - AREA A - FINISH PLAN
Architectural	A12.3B	LEVEL 03 - AREA B - FINISH PLAN
Architectural	A12.4	LEVEL 04 - FINISH PLAN
Architectural	A12.4A	LEVEL 04 - AREA A - FINISH PLAN
Architectural	A12.4B	LEVEL 04 - AREA B - FINISH PLAN
Architectural	A13.1	LEVEL 1 - FF&E PLAN
Architectural	A13.2	LEVEL 2 - FF&E PLAN
Architectural	A13.3	LEVEL 3 - FF&E PLAN
Architectural	A13.4	LEVEL 4 - FF&E PLAN
Architectural	A14.01	ENLARGED VIEWS - LARGE JURY COURTROOM
Architectural	A14.1	ENLARGED VIEWS - COURTROOM 3A
Architectural	A14.02	ENLARGED VIEWS - STANDARD JURY COURTROOM
Architectural	A14.2	ENLARGED VIEWS - COURTROOM 3B
Architectural	A14.03	ENLARGED VIEWS - SMALL NON-JURY COURTROOM (WEST)
Architectural	A14.3	ENLARGED VIEWS - COURTROOM 4C
Architectural	A14.04	ENLARGED VIEWS - SMALL NON-JURY COURTROOM (EAST)
Architectural	A14.4	ENLARGED VIEWS - COURTROOM 4D
Architectural	A14.11	COURTROOM WALL SECTIONS
Architectural	A14.21	COURTROOM DETAILS
Architectural	A14.31	COURTROOM PLAN DETAILS
Architectural	A14.41	COURTROOM MILLWORK - LARGE JURY
Architectural	A14.42	COURTROOM MILLWORK - STANDARD JURY & NON-JURY
Architectural	A14.43	COURTROOM MILLWORK - SPECTATOR RAIL
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22 11 23.13	DOMESTIC-WATER PACKAGED BOOSTER PUMPS
22 11 23.21	INLINE, DOMESTIC-WATER PUMPS
22 11 25	FACILITY NATURAL-GAS PIPING
22 13 18	SANITARY WASTE AND VENT PIPING
22 13 17	SANITARY WASTE AND VENT PIPING SMOKE TESTING
22 13 19	SANITARY WASTE PIPING SPECIALTIES
22 13 23	SANITARY WASTE INTERCEPTORS

## Bid Affidavits

22 14 13	STORM DRAINAGE PIPING
22 14 23	STORM DRAINAGE PIPING SPECIALTIES
22 14 29	SUMP PUMPS
22 34 00	FUEL-FIRED, DOMESTIC-WATER HEATERS
22 40 00	PLUMBING FIXTURES
22 47 00	DRINKING FOUNTAINS AND WATER COOLERS
<b>DIVISION 23</b>	<b>— HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)</b>
23 01 00	BASIC MECHANICAL REQUIREMENTS
23 05 00	COMMON WORK RESULTS FOR HVAC
23 05 13	COMMON MOTOR REQUIREMENTS FOR FIRE SUPPRESSION, PLUMBING AND HVAC EQUIPMENT
23 05 17	SLEEVES AND SLEEVE SEALS FOR MECHANICAL PIPING
23 05 18	ESCUTCHEONS FOR HVAC PIPING
23 05 18	METERS AND GAGES FOR PLUMBING AND HVAC PIPING
23 05 23	GENERAL-DUTY VALVES FOR HVAC PIPING
23 05 29	HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT
23 05 48	VIBRATION AND SEISMIC CONTROLS FOR HVAC
23 05 53	IDENTIFICATION FOR PLUMBING AND HVAC
23 05 93	TESTING, ADJUSTING, AND BALANCING FOR HVAC
23 07 13	DUCT INSULATION
23 07 19	HVAC PIPING INSULATION
23 08 00	COMMISSIONING OF HVAC
23 09 00	DIRECT DIGITAL CONTROL SYSTEM FOR HVAC
23 21 13	HYDRONIC PIPING
23 21 16	HYDRONIC PIPING SPECIALTIES
23 21 23	HYDRONIC PUMPS
23 23 00	REFRIGERANT PIPING
23 25 00	HVAC WATER TREATMENT
23 29 23	VARIABLE-FREQUENCY MOTOR CONTROLLERS
23 31 13	METAL DUCTS
23 33 00	AIR DUCT ACCESSORIES
23 34 23	HVAC POWER VENTILATORS
23 36 00	AIR TERMINAL UNITS
23 37 13	DIFFUSERS, REGISTERS, AND GRILLES
23 51 00	BREECHINGS, CHIMNEYS, AND STACKS
23 52 16	CONDENSING BOILERS
23 64 26.13	AIR-COOLED, ROTARY-SCREW WATER CHILLERS
23 73 43.19	OUTDOOR, CUSTOM AIR-HANDLING UNITS
23 81 28	VARIABLE REFRIGERANT AIR CONDITIONERS
23 82 19	FAN COIL UNITS
23 82 39.13	HYDRONIC CABINET UNIT HEATERS
23 82 39.16	PROPELLER UNIT HEATERS
23 84 13	HUMIDIFIERS
<b>DIVISION 26</b>	<b>— ELECTRICAL</b>
26 05 00	COMMON WORK RESULTS FOR ELECTRICAL
26 05 19	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES
26 05 26	GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS
26 05 29	HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS
26 05 33	RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS
26 05 53	IDENTIFICATION FOR ELECTRICAL SYSTEMS
26 05 70	OVERCURRENT PROTECTIVE DEVICES STUDIES
26 08 00	COMMISSIONING OF ELECTRICAL SYSTEMS
26 09 23	LIGHTING CONTROL SYSTEMS AND DEVICES
26 22 13	LOW-VOLTAGE DISTRIBUTION TRANSFORMERS
26 24 13	SWITCHBOARDS

# Bid Affidavits

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26 24 16	PANELBOARDS
26 27 26	WIRING DEVICES
26 28 13	FUSES
26 28 18	DISCONNECT SWITCHES
26 28 18	CIRCUIT BREAKERS
26 32 13.13	DIESEL-ENGINE-DRIVEN GENERATOR SETS
26 36 00	TRANSFER SWITCHES
26 37 00	DUAL PURPOSE DOCKING STATIONS
26 41 13	LIGHTNING PROTECTION FOR STRUCTURES
26 43 13	SURGE PROTECTIVE DEVICES FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS
26 51 00	LIGHTING
<b>DIVISION 27</b>	<b>— COMMUNICATIONS</b>
27 05 26	GROUNDING AND BONDING FOR COMMUNICATIONS SYSTEMS
27 05 28	PATHWAYS FOR COMMUNICATIONS SYSTEMS
27 05 36	CABLE TRAYS FOR COMMUNICATIONS SYSTEMS
27 11 00	COMMUNICATIONS EQUIPMENT ROOM FITTINGS
27 13 00	COMMUNICATIONS BACKBONE CABLING
27 15 00	COMMUNICATIONS HORIZONTAL CABLING
27 41 16	INTEGRATED AUDIOVISUAL SYSTEMS AND EQUIPMENT
27 41 18A	INTEGRATED AUDIOVISUAL SYSTEMS AND EQUIPMENT SCHEDULE
<b>DIVISION 28</b>	<b>— ELECTRONIC SAFETY AND SECURITY</b>
28 00 05	SPECIAL CONDITIONS FOR SAFETY AND SECURITY SYSTEMS
28 05 13	CONDUCTORS AND CABLES FOR ELECTRONIC SAFETY AND SECURITY
28 13 06	ACCESS CONTROL AND ALARM SYSTEM – LEVEL
28 23 10	VIDEO SURVEILLANCE DEVICES
28 48 00	FIRE ALARM SYSTEMS
28 48 10	EMERGENCY RESPONDER RADIO COMMUNICATION SYSTEM
<b>DIVISION 31</b>	<b>— EARTHWORK – REFER TO EARLY BID PACKAGE</b>
31 10 00	SITE CLEARING
31 20 00	EARTH MOVING
31 23 20	TRENCHING AND BACKFILLING FOR UTILITIES
31 25 00	EROSION CONTROL
31 31 16	TERMITE CONTROL
31 63 28	DRILLED CONCRETE PIERS AND SHAFTS
<b>DIVISION 32</b>	<b>— EXTERIOR IMPROVEMENTS</b>
32 12 14	COMPACTED AGGREGATE BASE
32 12 15	STABILIZED SUBGRADE
32 12 26	ASPHALT CONCRETE PAVING
32 13 13	PORTLAND CEMENT CONCRETE PAVING
32 13 14	CONCRETE CURB AND GUTTERS
32 13 17	PAVEMENT MARKING
32 13 18	TRAFFIC & HANDICAP PARKING SIGNS
32 18 23	SIDEWALKS
32 31 10	STEEL ROLL GATE SYSTEM
32 31 20	SWING GATE SYSTEM
32 31 19	DECORATIVE METAL FENCES AND GATES
32 31 32	VEHICULAR SLIDE GATE OPERATORS
32 64 00	PLANT IRRIGATION
32 91 19	LANDSCAPE GRADING
32 92 23	SODDING
32 93 00	TREES, SHRUBS, AND GROUNDCOVERS
<b>DIVISION 33</b>	<b>— UTILITIES</b>
33 41 00	STORM UTILITY DRAINAGE PIPING
33 41 01	WATER DISTRIBUTION SYSTEM
33 41 02	GAS DISTRIBUTION SYSTEM
33 41 03	SANITARY SEWERAGE SYSTEM
<b>APPENDIX A – GEOTECHNICAL REPORT</b>	
<b>END OF SECTION</b>	

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(contractor or supplier)

(signature)

## Bid Affidavits

### Contract Attachment G: Hazard Notification

Construction Manager acknowledges the following hazards for this project:

1. There are no known lead hazards.
2. Silica is present in masonry products such as brick, concrete, Sheetrock, block and all masonry work.

The following Affidavit is submitted by the Bidder, or Bidder's Authorized Agent: The undersigned of lawful age, being first duly sworn on oath, affirms and says:

1. Regarding silica, it is the Trade Contractors responsibility to abide by rules and regulations in CFR 1926 & CFR 1910 (This is the official notification of hazard present).
2. This is a notification of conditions that cannot be detected such as, in walls, under windows, door jambs, between walls, or any other area that requires demo to get to. There can possibly be hazards in those locations that were not detected. It is the Trade Contractors responsibility to take proper safety precautions.
3. The undersigned agrees that they have received notification of the above hazards and agrees to comply with the rules and regulations listed above throughout the construction of this project.

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(contractor or supplier)

(signature)

**Canadian County Courthouse**  
Bid Envelope Content Checklist

\*Bid Package: \_\_\_\_\_

\*Subcontractor: \_\_\_\_\_

**1. Bid Form – signed & notarized**

- Subcontractor signature
- Acknowledged Addendums and RFI's

**2. Affidavits to be Included – signed & notarized**

- A. Non-collusion Affidavit
- B. Business Relationship Affidavit
- C. Felony & Sex Offenders Affidavit
- D. Safety Policy Affidavit
- E. Project Management Affidavit
- F. Contract Drawing, Specifications, Reports Package Affidavit
- G. Hazard Notification

**3. Bid Guarantee – (\*\*5% ≥ \$50,000\*\*)**

**YES / NO** Submit one of the following:

(Please check which was provided)

- Bid Bond issued by a surety licensed to conduct business in the state of Oklahoma.
- Certified Check
- In lieu of payment, performance and warranty bonds, bidders may use an Irrevocable Letter of Credit from a Federal or Oklahoma financial institution.

**4. W-9 Form, completed.**

**YES / NO**

**\*\*NOTE:** Each bid must be accompanied by a 5% bid guarantee for the combined amount of Base Bid and all Alternates that total \$50,000.00 or more. (No bid guarantee required if the total of the Base Bid and Alternates combined is less than \$50,000.00)\*\*



## REQUEST FOR BONDS

Please let this letter serve as official notice that a Bid Bond is to be submitted in accordance with Title 61 requirements. Bid Bond must be completed as noted below and submitted to our office with the Sealed Bid.

**Project:** Canadian County Courthouse  
201 North Choctaw Avenue  
El Reno, OK 73036

**Project Owner:** Canadian County Public Facilities Authority  
201 North Choctaw Avenue  
El Reno, OK 73036

**Contractor:** Lingo Construction Services  
1135 N. Robinson Ave  
Oklahoma City, OK 73103

A Bid Bond is required to be made out to the **Owner in the amount of bid value and must include an obligee listing Lingo Construction Services.**

Standard forms from your bonding company are sufficient if the requirements noted above can be met unless otherwise specified by the Owner or Lingo Construction Services.

All bonds must be submitted to Lingo Construction Services office located at 1135 N. Robinson Ave, OKC, OK 73103. No electronic bonds will be accepted.

Thank you,  
Lingo Construction Services

**Section 00 3000**  
**Instructions To Bidders**

**TABLE OF ARTICLES**

- 1        DEFINITIONS**
- 2        BIDDER'S REPRESENTATIONS**
- 3        BIDDING DOCUMENTS**
- 4        BIDDING PROCEDURES**
- 5        CONSIDERATION OF BIDS**
- 6        POST-BID INFORMATION**
- 7        PERFORMANCE BOND AND PAYMENT BOND**
- 8        FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR**
- 9        SALES TAX**

**ARTICLE 1    DEFINITIONS**

§ 1.1 Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders, the bid form, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, or in other Contract Documents are applicable to the Bidding Documents.

§ 1.3 Addenda are written, or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

§ 1.6 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.

## **Section 00 3000**

### **Instructions To Bidders**

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment or labor for a portion of the Work.

#### **ARTICLE 2 BIDDER'S REPRESENTATIONS**

§ 2.1 The Bidder by making a Bid represents that:

§ 2.1.1 The Bidder has read and understands the Bidding Documents or Contract Documents, to the extent that such documentation relates to the Work for which the Bid is submitted, and for other portions of the Project, if any, being bid concurrently or presently under construction.

§ 2.1.2 The Bid is made in compliance with the Bidding Documents.

§ 2.1.3 The Bidder has visited the site, become familiar with local conditions under which the Work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.

§ 2.1.4 The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

#### **ARTICLE 3 BIDDING DOCUMENTS**

##### **§ 3.1 COPIES**

§ 3.1.1 Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the Advertisement or Invitation to Bid.

§ 3.1.2 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the Advertisement or Invitation to Bid, or in supplementary instructions to bidders.

§ 3.1.3 Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

§ 3.1.4 The Owner and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

##### **§ 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS**

§ 3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect errors, inconsistencies or ambiguities discovered.

## Section 00 3000 Instructions To Bidders

§ 3.2.2 Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Architect at least seven days prior to the date for receipt of Bids.

§ 3.2.3 Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon them.

### § 3.3 SUBSTITUTIONS

§ 3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

§ 3.3.2 No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Architect at least ten days prior to the date for receipt of Bids. **Do not send substitution requests directly to the Architect. Substitution requests to be submitted to CM for processing.** Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.3 If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

§ 3.3.4 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

### § 3.4 ADDENDA

§ 3.4.1 Addenda will be transmitted to all who are known by the issuing office to have received a complete set of Bidding Documents.

§ 3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

§ 3.4.3 Addenda will be issued no later than three days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

## ARTICLE 4 BIDDING PROCEDURES

### § 4.1 PREPARATION OF BIDS

§ 4.1.1 Bids shall be submitted on the forms included with the Bidding Documents.

## **Section 00 3000 Instructions To Bidders**

**§ 4.1.2** All blanks on the bid form shall be legibly executed in a non-erasable medium.

**§ 4.1.3** Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.

**§ 4.1.4** Interlineations, alterations and erasures must be initialed by the signer of the Bid.

**§ 4.1.5** All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."

**§ 4.1.6** Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall make no additional stipulations on the bid form nor qualify the Bid in any other manner.

**§ 4.1.7** Each copy of the Bid shall state the legal name of the Bidder and the nature of legal form of the Bidder. The Bidder shall provide evidence of legal authority to perform within the jurisdiction of the Work. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. 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 the agent's authority to bind the Bidder.

### **§ 4.2 BID SECURITY**

**§ 4.2.1** Each Bid shall be accompanied by a bid security in the form and amount required if so stipulated in the Instructions to Bidders. The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. The amount of the bid security shall not be forfeited to the Owner in the event the Owner fails to comply with Section 6.2.

**§ 4.2.2** If a surety bond is required, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.

**§ 4.2.3** The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all Bids have been rejected.

### **§ 4.3 SUBMISSION OF BIDS**

**§ 4.3.1** All copies of the Bid, the bid security, if any, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted.

**§ 4.3.2** Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.

## **Section 00 3000 Instructions To Bidders**

**§ 4.3.3** The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

**§ 4.3.4** Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be considered.

**§ 4.3.5** Do not add, omit, delete, or modify from the scope of work listed in the bid packages. Doing so may result in the Owner setting the bid aside.

### **§ 4.4 MODIFICATION OR WITHDRAWAL OF BID**

**§ 4.4.1** A Bid may not be modified, withdrawn or canceled by the Bidder during the sixty (60) day period following the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting a Bid.

**§ 4.4.2** Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be received, and date- and time-stamped by the receiving party on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.

**§ 4.4.3** Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.

**§ 4.4.4** Bid security, if required, shall be in an amount sufficient for the Bid as resubmitted.

## **ARTICLE 5 CONSIDERATION OF BIDS**

### **§ 5.1 OPENING OF BIDS**

If stipulated in the Advertisement or Invitation to Bid, the properly identified Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids may be made available to Bidders.

### **§ 5.2 REJECTION OF BIDS**

The Owner shall have the right to reject any or all Bids. A Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

### **§ 5.3 ACCEPTANCE OF BID (AWARD)**

**§ 5.3.1** It is the intent of the Owner to award a Contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's own best interests.

**§ 5.3.2** The Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## **Section 00 3000 Instructions To Bidders**

### **ARTICLE 6 POST-BID INFORMATION**

#### **§ 6.1 CONTRACTOR'S QUALIFICATION STATEMENT**

Bidders to whom award of a Contract is under consideration shall submit to the Construction Manager, upon request, a properly executed AIA Document A305, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted as a prerequisite to the issuance of Bidding Documents. Bidders must demonstrate that they are financially capable of performing work, without disruption, until the first payment application is processed as well as in between payments.

#### **§ 6.2 OWNER'S FINANCIAL CAPABILITY**

The Owner shall, at the request of the Bidder to whom award of a Contract is under consideration and no later than seven days prior to the expiration of the time for withdrawal of Bids, furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. Unless such reasonable evidence is furnished, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

#### **§ 6.3 SUBMITTALS**

**§ 6.3.1** The Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, after notification of selection for the award of a Contract, furnish to the Owner through the Construction Manager in writing:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the manufacturers, products, and the suppliers of principal items or systems of materials and equipment proposed for the Work; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

**§ 6.3.2** The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

**§ 6.3.3** Prior to the execution of the Contract, the Construction Manager will notify the Bidder in writing if either the Owner or Architect or Construction Manager, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, (1) withdraw the Bid or (2) submit an acceptable substitute person or entity with an adjustment in the Base Bid or Alternate Bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

**§ 6.3.4** Persons and entities proposed by the Bidder and to whom the Owner and Architect and Construction Manager have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

### **ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND**

#### **§ 7.1 BOND REQUIREMENTS**

**§ 7.1.1** If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Bonds may be secured through the Bidder's usual sources.

**Section 00 3000**  
**Instructions To Bidders**

**§ 7.1.2** If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

**§ 7.1.3** If the Owner requires that bonds be secured from other than the Bidder's usual sources, changes in cost will be adjusted as provided in the Contract Documents.

**§ 7.2 TIME OF DELIVERY AND FORM OF BONDS**

**§ 7.2.1** The Bidder shall deliver the required bonds to the Construction Manager not later than three days following the date of execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

**§ 7.2.2** Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.

**§ 7.2.3** The bonds shall be dated on or after the date of the Contract.

**§ 7.2.4** The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

**ARTICLE 8 FORM OF AGREEMENT BETWEEN TRADE CONTRACTOR AND CONSTRUCTION MANAGER**

**§ 8.1 Sample Subcontract Form**

**§ 8.1.1** Copy attached in section along with accompanying packet outlining payment application process as well as required documents for successful bidders.

**ARTICLE 9 SALES TAX**

**§ 9.1 Sales Tax Exemption Notice**

**§ 9.1.1** The Owner will designate and appoint the Construction Manager and Trade Contractors involved in the construction of this project as agents for the County in connection with and solely for the purpose of purchasing materials and intangible property on which a sales tax would normally apply and to be used in the construction of this project, and to inform and instruct said agents of the proper procedure to follow in order to qualify said purchases for the exemptions of sales tax.

**§ 9.1.2** A letter stating that they are a designated agent of the County will be issued.

**§ 9.1.3** Although the materials and intangible property are being bought on behalf of the County, Trade Contractors shall remain responsible for handling, securing, protecting, and replacement cost should that be necessary. Furthermore, any insurance deductibles would remain the responsibility of the trade contractors.

**End of Instructions to Bidders**



# Contract

1111116900

THIS AGREEMENT, made and entered into on the 23th day of April, 2021, by and between

LINGO CONSTRUCTION SERVICES, INC.  
1135 N ROBINSON  
OKLAHOMA CITY, OKLAHOMA 73103  
(405) 602.2100

Hereinafter termed "Contractor", and

John Doe's Contracting  
PO BOX 1508  
DEL CITY, OKLAHOMA 73155

Hereinafter termed "Subcontractor."

The Subcontractor AGREES as follows:

- The Work.** The Subcontractor agrees to furnish all supervision, tools, material, labor, supplies, and equipment as an independent contractor to perform work required to complete the following. Subcontractor agrees to do no work on this project not covered by this contract for Owners or anyone else without first obtaining written permission from the Contractor.

a. SYSTEM - \$4,996

Scope of work per drawings and specifications dated: See attached Exhibit A

Base Bid\* \$22,454.00

\*\*Twenty Two Thousand, Four hundred and 54/100 Dollars\*\*

For the Project: Someplace in OKC  
000 Main Street  
Oklahoma City, Oklahoma 7310#

Per the Contract  
Drawings Prepared By: Architects  
000 Broadway  
Oklahoma City, Oklahoma 73###

- Changes.** Extra Work or Changes under this contract will not be recognized or paid for unless agreed to in writing by Stan Lingo before work is started or changes are made. In the event of a change (additive or deductive) Subcontractor shall only be entitled to reasonable reimbursement for expenditures or savings and shall provide supporting data to justify the claim. Standard billing rates shall be used and overhead and fee

percentages shall include, but not be limited to, insurances, taxes, bonds, use of small tools, incidentals and office expenses.

Costs associated with repairing or correcting damaged or nonconforming Work executed by the Subcontractor, sub-subcontractors or suppliers caused by negligence or failure to fulfill a specific responsibility of the Subcontractor shall not be allowed and are the sole responsibility of the Subcontractor, sub-subcontractor and supplier.

Subcontractor shall be entitled to any extension of time only to the extent Contractor obtains an extension of time from the Owner, as it pertains to the Subcontractor's work and only if Subcontractor has properly notified Contractor of its claim for an extension.

- 3. Taxes, Fees, and Permits.** The contract price specified above is understood to include all applicable State Sales taxes, use taxes, excise taxes, transportation tax, unemployment compensation tax, old age benefits and social security taxes, and Subcontractor agrees to pay all of the above and to conform to all State and Federal laws in connection with such taxes. In addition, Subcontractor further agrees to withhold from all employees employed by Subcontractor, withholding taxes and to pay the same to the Collector of Internal Revenue in accordance with the Federal laws and regulations pertaining thereto. Subcontractor agrees that records related to such matters and confirmation of such payments shall be open to audit, review, and copying by Contractor.

Prior to beginning work, Subcontractor will provide a W-9 to be on file with Contractor.

Contractor will obtain the general building permit. Subcontractor shall obtain and pay for all other applicable permits, assessments, bonds, licenses, fee and certificates of inspection necessary to perform the work of this subcontract.

- 4. Drawings and Specifications.** All documents will be issued electronically. Subcontractor will keep all field drawings up to date, with but not limited to, all addendums, RFI's and ASI's. If Subcontractor discovers any errors, inconsistencies, conflicts, discrepancies, or omissions in the Contract Documents, Subcontractor will notify Contractor immediately.
- 5. Submittals, RFIs, and Mock-ups.** Subcontractor will provide reviewed samples, submittals, shop drawings, and certifications and warranties (per the project specific contract documents) within two (2) calendar weeks of receipt of contract or written notice to proceed for all materials to be provided, unless otherwise agreed to in writing. Submittals and RFIs will be submitted electronically when possible – electronic system information and links to be selected and provided by Contractor's PM.

Mock-ups may be required for finishes and/or building systems and Subcontractor agrees to cooperate in their development per the contract documents and project manager's direction.

- 6. Schedule and Schedule Coordination.**  
General. Sequencing of the work in the field shall be at the Contractor's sole option. The Contractor shall have the right to decide the time, order and priority in which the various portions of the Work shall be performed. Contractor will seek and Subcontractor will provide input for master schedule.

The Subcontractor agrees and understands that the Subcontractor shall coordinate all of Subcontractor's work, as necessary, with all interrelated trades, as well as with other subcontractors involved with the project to ensure all Subcontractor's items of work included in this subcontract are completed in accordance with the Contract Documents and Project Schedule.

Subcontractor agrees to provide manpower and equipment necessary to comply with the project schedule and to provide additional crews, equipment, etc. and/or overtime, shift, and weekend work as required to maintain the schedule if the subcontractor falls behind due to its own fault or inclement weather. Subcontractor agrees that adequate on-site supervision shall be provided at any time Subcontractor's work is in progress.

Site Meetings. Contractor shall administer regularly scheduled meetings throughout the progress of the work for the purpose of coordinating and expediting the work. Subcontractor will designate a dedicated representative who is qualified and authorized to make decisions and follow-through with actions required.

7. **Site Coordination.** Site coordination and related matters (delivery locations, subcontractor parking, scheduling of deliveries, hoisting, lay down areas, temporary office needs, etc.) will be discussed at site meetings and are to be coordinated by the Contractor's onsite personnel. Deliveries for major equipment required 48 hours notification in advance of material deliveries. Subcontractor shall be responsible for unloading and hoisting all of its materials, supplies, tools and equipment.
8. **Safety.** The Subcontractor shall be responsible for compliance with all safety rules and regulations under the Occupational Safety and Health Act and other pertinent statutes and ordinances in connection with the work performed by the Subcontractor. Subcontractor will also abide by any site specific or hazardous material safety measures as requested and deemed necessary by Contractor's management and/or field supervision.

Subcontractor acknowledges that hazards may be present, including but not limited to: silica, lead based paint, and asbestos, and will communicate with Contractor to understand jobsite hazard conditions prior to starting work. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses, and vests are required in accordance with site specific safety conditions.

Failure to comply with OSHA and site specific safety requirements may, after one (1) written warning, result in expulsion from the site by the Contractor's project manager or on-site supervisor.

If applicable, Subcontractor shall prepare, submit, and maintain a HAZCOM Program specific to the project, including identifying who will be the designated competent safety person on the job site.

9. **Payment.**

Terms. **Pay applications are due by the 25<sup>th</sup> day of each month.**

The following is required as prerequisite for payment:

- 1) **Pay App** - The Subcontractor shall submit a correct and itemized application for payment on "Lingo Invoicing Form" for work completed on site up to and including the last day of the month (Lingo Form is available digitally from Project Manager).
- 2) **Current W-9** – must be on file with Contractor.

The following *may* also be required as a prerequisite for payment:

- 3) **Evidence** – Along with the Lingo Invoicing Form, Subcontractor shall submit a schedule of values for the entire subcontract with each pay application. Additional information may also be required to substantiate invoicing or to comply with requirements for any Incentives being sought by Owner.
- 4) **Lien Waivers** - Subcontractor shall provide, in a form satisfactory to the Owner and Contractor, partial lien or claim waivers and affidavits from the Subcontractor and/or its subcontractors and suppliers for the completed Subcontractor's work being invoiced for. Lien waiver may be made conditional upon payment (standard lien waiver forms are available from Project Manager).

Given that a correct pay application is submitted by the 25<sup>th</sup> and meets the above prerequisites, progress payments will be made on the 17<sup>th</sup> day of the following month.

**Retainage in the amount of 10% will be retained from each progress payment. Retainage will be paid at the completion of the project or when funds are released by the Owner.**

Submission for Payment. Pay applications may be sent in the following ways:

**Via Email:** In order to efficiently process invoices transmitted via email, please send all invoicing to [AccountsPayable@BuildWithLingo.com](mailto:AccountsPayable@BuildWithLingo.com).

❖ *Do not* send invoicing to the PM on the job being invoiced. Invoicing via email that does not follow this process, could cause a delay in receipt of payment from Lingo.

**Via Mail:** Sent to the following address:

Lingo Construction Services, Inc.  
1135 N Robinson Ave  
Oklahoma City, OK 73103  
Attn: Accounts Payable

Other Payment Conditions: Payment received by the Subcontractor shall be used to satisfy the indebtedness owed by the Subcontractor to any person or entity furnishing labor or material for use in performing the Subcontractors work on this project before it is used in any other manner. Subcontractor agrees that Contractor may, at any time, contact any of its subcontractors and/or suppliers to verify amounts paid, amounts invoices or for any other purpose reasonably related to the performance of the work.

Billing for Stored Materials:

- a) Provide vendor invoices equaling the amount of Stored Materials
- b) Lien releases from subcontractor's material suppliers from which Stored Materials were purchased. Dollar amounts listed on supplier's lien releases to match amount billed for Stored Materials.
- c) Provide photos of the Stored Materials labeled "Property of \_\_\_\_\_". List name of project's owner.
- d) If Stored Materials are in a warehouse not at the project location, provide an insurance certificate with the following information:
  1. Materials and associated value in the Property section
  2. Project name, address and/or contract number listed in the Descriptions of Operations section
  3. In Certificate Holder section, list: Lingo Construction Services, Inc, 1135 North Robinson, Oklahoma City, Oklahoma 73103 and also list project Owner's name and address.
- e) Payments for Stored Materials may be limited to fabricated items and not include unfabricated, raw materials.

Payments Withheld: Contractor is not obligated to make any payment (full or partial) to Subcontractor under the Subcontract if any one or more of the following conditions exists:

- a) Subcontractor has failed to perform its obligations under the Subcontract;
- b) If any part of such payment is attributable to Work which is not performed in accordance with the Contract Documents;
- c) Defects or repetitive issues are detected and not resolved promptly within thirty (30) days upon discovery;
- d) Subcontractor has failed to make payments promptly to any of their subcontractors and/or suppliers for which Subcontractor has received payment;
- e) Subcontractor has failed to provide the prerequisites for payment as outlined above;
- f) Reasonable evidence that the Work of the Subcontractor will not be completed within its scheduled time for completion and that the unpaid balance would not be adequate to cover any actual or liquidated damages for the anticipated delay;
- g) Subcontractor has filed for protection relief under applicable Bankruptcy laws or a petition has been filed placing Subcontractor under the protection of Bankruptcy laws and Subcontractor has not (1) notified Contractor that Subcontractor has the necessary capacity and resources to finish the Work and honor the Subcontract and will dismiss such petition and remove itself from bankruptcy protection within 90 days of the filing or (2) affirmed and had the bankruptcy court approve its obligations under this Subcontract to Contractor's reasonable satisfaction; or
- h) Subcontractor has failed to provide or maintain required insurance or bonds.

Subcontractor further agrees that the Contractor shall have the right in its own reasonable discretion to issue joint checks to any subcontractor or supplier engaged by Subcontractor.

Final Payment: Final payment, constituting the entire unpaid balance of the contract sum, shall be made by the Contractor to the Subcontractor when:

- a) the Subcontractor has fully, properly and timely performed this Agreement except for the Subcontractor's responsibility to correct Work and to satisfy any other requirements, if any, which extend beyond final payment;
- b) the Subcontractor has submitted a correct final Application for Payment;
- c) the Subcontractor has provided lien waivers and affidavits for itself, its subcontractors and suppliers for the completed Subcontractor's work (as deemed applicable by the project manager or Lingo accounting staff);
- d) the Subcontractor has provided a warranty affidavit for its work on the project;

- e) the Subcontractor has provided copies of submittals, as built drawings and/or mark-ups, product warranties and product manuals.

If any sub-subcontractor or supplier fails to furnish an acceptable final lien waiver and release of claims to Contractor, Subcontractor shall provide a bond or other satisfactory collateral to Contractor to indemnify Contractor and Owner's property interest against any potential lien or other claims subject to terms in the "Lien Release" section of this contract.

- 10. **Lien Releases.** If Subcontractor is paid in accordance with Paragraph 9 and/or any non-payment is due to Subcontractor's unsatisfactory performance or breach of any such provisions contained within this sub-contract, Subcontractor agrees to keep the building or project to which this sub-contract relates free and clear of mechanics liens or other encumbrances arising by his act or contract and shall, at his sole cost and expense, defend against any claim, lien, suit or proceeding that may be presented or filed arising out of and in the course of his performance of this sub-contract.

In such case, if a lien is claimed or filed against the Project or Project funds by any sub-subcontractor, laborer, supplier or other party supplying labor, materials, equipment or services, or other party claiming through or against Subcontractor, or if a legal action is commenced by such claimants involving the Project, Project funds, Contractor or the Owner, the Subcontractor shall have twenty (20) days from the receipt of notice of said lien within which time to settle the claim and have the lien canceled or to post a bond with sufficient sureties to discharge the same of record. If following said twenty (20) day period, any lien which has been filed of record has not been canceled and no bond has been posted to discharge the same of record, the Contractor shall have the right to discharge or settle any lien claim by any such means as the Contractor in its sole discretion may deem most advantageous, including without limitation the right to withhold an amount equal to the greater of 1.25 times the amount of the lien from any payment otherwise due to the Subcontractor, at the Subcontractor's sole expense, and all costs and damages incurred by the Contractor, including reasonable attorneys' fees and disbursements, shall be paid by the Subcontractor to the Contractor upon written demand, or offset and withheld from any amounts otherwise due and payable to the Subcontractor under this Agreement between the Contractor and Subcontractor. Additionally, in the event Subcontractor files for bankruptcy protection during the course of the job and a lien or pre-lien is filed by a sub-subcontractor or supplier, Contractor shall have the right to pay sub-subcontractors, laborers, suppliers or any other party supplying labor, materials, equipment or services, directly for any amounts in dispute – with the amounts paid being deducted from this Subcontract.

- 11. **Insurance.** Subcontractor shall take out and pay for General Liability, Workers Compensation, Business Auto and Umbrella policies.

**An insurance certificate shall be provided by Subcontractor prior to commencing work on site and / or receiving first payment showing at least the following coverages and conditions:**

- A. General Liability insurance of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on a per project basis.
- B. Workers Compensation Coverage with employer's liability limits of not less than \$500,000/\$500,000/\$500,000
- C. Business Auto insurance of not less than \$1,000,000 combined single limit of liability.
- D. Umbrella policy of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate
- E. Contractor shall be named (address info noted below) as additional insured on a primary and non-contributory basis including completed operations per ISO form CG 2037 or its equivalent. Additionally, Owner may also be requested to be named as additional insured.

Contractor:  
Lingo Construction Services, Inc.  
1135 N Robinson Ave  
Oklahoma City, OK 73103

To the fullest extent permitted by law subcontractor agrees to defend, indemnify and hold harmless contractor, owners, architect and engineer, along with their respective officers, agents, servants and employees from all claims, suits, judgments and expenses, including attorney's fees and expenses of litigation, involving economic loss, personal injury, property damage or wrongful death that arise out of or are connected with the Subcontractor's work or presence on the job, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting therefrom, but only to the extent of the degree of percentage of negligence or fault attributable to the Subcontractor or its agents, representatives, sub-subcontractors or suppliers or anyone directly or indirectly employed by them or anyone for those acts they may be liable. Subcontractor's indemnity obligation shall not include any claim, damage, loss or expense caused by the negligence or fault of party indemnified hereunder.

Builder's Risk insurance may be provided by the Owner or Contractor covering all materials for which the insured shall be liable or shall have assumed liability that becomes a permanent part of the structure or project. It is the responsibility of each Subcontractor to furnish its own coverage for scaffolding, supplies, tools and any other owned/rented equipment not to become part of the structure. Whether or not a loss is reimbursable by builder's risk insurance, each Subcontractor hereby acknowledges its obligation for any loss to its work and will be responsible for the deductible amount under this policy. Subcontractor assumes the responsibility to purchase any additional or gap insurance it may deem necessary to protect its interest.

Materials stored offsite: For any materials received for the Work, but stored offsite, an insurance certificate is required from the entity in possession of and holding the materials in storage – naming the Contractor and Owner as additional insured.

- 12. Warranty.** The Subcontractor expressly warrants to the Owner, Contractor, and their successors that the workmanship, materials and services provided shall be free from all defects and shall be of the quality specified or of the best grade of their respective kinds if no quality is specified. The Subcontractor also warrants that the workmanship, materials and services shall be fit for the purpose intended and shall conform to the provisions, specifications, drawings, samples or other descriptions contained herein or in the Contract Documents, and to representations whenever made by the Subcontractor or its representatives. All warranties implied by law, manufacturers, or by usage of trade are incorporated herein to apply to all work, goods, services, and materials provided under this agreement.

Subcontractor agrees to replace or repair to the satisfaction of the Owner and Contractor, all work, materials and/or equipment, together with all other work that it may damage or displace in doing so, for a period of **ONE YEAR** from the Date of Substantial Completion listed above as established by the Architect. This warranty excludes normal wear and tear, abuse, force majeure (i.e., "acts of God"), or neglect of the work, materials or equipment.

In the event of defect in the work and the necessity of making repairs, upon notice by the Owner and/or Contractor, the Subcontractor will coordinate with the Contractor and schedule repair(s) to be made within a reasonable timeframe, depending on urgency, and at no expense to the Owner and/or Contractor. In the event the Subcontractor fails to make the necessary repairs in a reasonable time as agreed to with the Contractor, the Subcontractor hereby authorizes the Owner and/or Contractor to proceed with repair(s) by another party and will pay for all associated costs.

- 13. Confidentiality.** Except with the prior written consent of Contractor or Owner, Subcontractor agrees that neither Subcontractor nor any of its affiliates, sub-subcontractors, employees, or suppliers will at any time, directly or indirectly use, disclose or disseminate to any other person any confidential information. For purposes hereof, "confidential information" shall mean any nonpublic information (including the substance of any communications whether oral or in paper or electronic form) regarding or relating (directly or indirectly) to any personal, business, social, financial or other activity or interest of the Owner and its affiliates respectively.

**14. Termination or Suspension of the Contract.**

Termination for Cause. The Contractor may terminate the Contract if the Subcontractor:

- 1) Refuses or fails to supply enough properly skilled workers or proper materials;
- 2) fails to make timely payment to sub-subcontractors, employees, and/or suppliers for materials or labor in accordance with their respective agreements;

- 3) disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority;
- 4) is in material breach of a provision of the Contract Documents;
- 5) breaches any warranty made by the Subcontractor under or pursuant to the Contract Documents;
- 6) has a voluntary or involuntary bankruptcy case, assignment for the benefit of creditors, receivership or other state, federal or foreign insolvency proceeding commenced with respect to Subcontractor or its properties; or
- 7) becomes insolvent, is generally not paying its debts as they become due, discontinues business, or commences to dissolve, wind-up or liquidate itself, in whole or in part.

When any of the above reasons exist, the Contractor may, by written notice, demand that the Subcontractor cure the default. If Subcontractor fails to commence and diligently pursue curing the default to the Contractor's or Owner's satisfaction, within three (3) days (seven (7) days in the case of bankruptcy) after receipt of written notice to Subcontractor and Subcontractor's surety, if any, Contractor may without prejudice to any other rights or remedies of the Contractor, terminate employment of the Subcontractor and may, subject to any prior rights of the surety:

- 1) Exclude the Subcontractor from the site and take possession of all materials;
- 2) accept assignment of sub-subcontracts;
- 3) finish the Work by whatever reasonable method(s) the Contractor may deem expedient - with all costs incurred by the Contractor for finishing the Work being the responsibility and liability of the Subcontractor.

When the Contractor terminates the Subcontract for one of the reasons stated above, the Subcontractor shall not be entitled to receive further payment until the Work is finished. The Subcontractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work executed; however, if the unpaid balance of the Contract Sum earned by Subcontractor prior to the termination exceeds the Contractor's costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages and expenses incurred by the Contractor and not expressly waived, such excess shall be paid to the Subcontractor. If such costs and damages exceed the unpaid balance, the Subcontractor shall pay the difference to the Contractor immediately upon written demand.

Suspension of the Contract. The Contractor may, without cause, order the Subcontractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the Contractor may determine.

The Contract Sum and Contract Time shall be reasonably adjusted for increases in the actual cost and actual time caused by suspension, delay or interruption if applicable. Adjustment of the Contract Sum, if any, shall include Subcontractor's agreed Fee percentage. No adjustment shall be made to the extent that:

- 1) performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Subcontractor is responsible; or
- 2) an equitable adjustment is made or denied under another provision of the Contract.

Termination of the Contract for Convenience

The Contractor may, at any time, upon five (5) days written notice, terminate the Contract for the Contractor's convenience and without cause.

Upon receipt of written notice from the Contractor of such termination for the Contractor's convenience, the Subcontractor shall:

- 1) cease operations as directed by the Contractor in the notice;
- 2) take actions necessary, or that the Contractor may direct, for the protection and preservation of the Work; and
- 3) except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing sub-subcontracts and purchase orders and enter into no further sub-subcontracts and purchase orders.

In case of such termination for the Contractor's convenience, the Subcontractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work executed.

- 15. Employee Leasing.** If Subcontractor is leasing his employees, Contractor will require the following from the Employee Leasing Company:
1. A Certificate of Worker's Compensation Insurance showing a carrier acceptable to Contractor,
  2. Certificate of Insurance must include reference and assurance to the satisfaction of Contractor that the Worker's Compensation carrier has endorsed its policy to include a Waiver of Subrogation in favor of Contractor and that the Alternate Employer Endorsement naming Contractor has been added to such Workers Compensation Policy, and
  3. Submit proof of drug test information.

- 16. Labor and Immigration Laws.** Subcontractor agrees to comply with all provisions of labor laws and anti-discrimination practices (EEO, ADA, etc.).

The Subcontractor agrees that if any government agency determines that any employee or agent employed by Subcontractor on the Project is not authorized for employment in the United States, then Subcontractor shall indemnify and hold harmless the Owner and Contractor and any of the Contractor and Owner's agents from any liability incurred by Contractor or Owner as a result of such determination. Such indemnification shall include, by way of example but not in any way limited to, any civil or criminal fines or penalties, assessed or alleged, and any costs and expenses incurred in responding to or participating in any government investigation, finding, recommendation, hearing, appeal, or any other proceeding, including attorney's fees. Subcontractor shall require all of its sub-subcontractors and suppliers to comply with all immigration laws and regulations applicable to the Project.

- 17. Housekeeping and Tobacco.** Subcontractor shall daily broom clean and remove excess material and debris, including breakdown and removal, from each work area, and site prior to discontinuing work and at completion – this includes the disposing of all drinks, food, snacks, etc. If, Subcontractor has not diligently proceeded with the cleanup or as directed by Contractor's project management and/or onsite supervisor, the Contractor has the right to proceed with the cleanup work at the Subcontractor's cost and expense of 1.25 times the cost of work to the Contractor.

No smoking is allowed in the field office, inside project location, or in jobsite trailers. E-cigarettes and/or "vapes" are also not allowed in the same manner. A designated area for smoking may be decided on a project-by-project basis. Failure to abide by this requirement may result in removal of personnel from the jobsite and/or termination of contract.

- 18. Communication.**

Professional Communication. Contractor insists that all Workmen will use proper language that will not be offensive to the Owner, Architect, Contractor, or the Public. Any form of behavior that could be construed as harassment of any type will not be tolerated.

Electronic Communication. Subcontractor is required to provide the resources necessary to communicate electronically with Contractor and other project members if necessary.

This project will utilize an online cloud-based construction management software. Applicable team members of this Subcontractor will be invited to, and are encouraged to create a username (email) and password if they do not already have one. This Subcontractor will be expected to obtain drawings, RFIs, coordination drawings, etc. via this application or will be expected to keep documentation up to date via their own software/hardset. Contractor will notify Subcontractor as relevant items are added. It will be the responsibility of this Subcontractor to regularly check and review updated documents as they are added and/or sent out.

- 19. Project Signage and Use of Project Images.** All signage at the Project that is visible to the general public (other than standard safety, permitting and inspection related signage) as well as use of the Owner and Contractor's name and/or logo by Subcontractor for any purpose is not allowed without Contractor and Owner's prior written approval. Subcontractor must also obtain Contractor and Owner's approval to use images or photographs taken of the project for marketing purposes (e.g., use on brochures, website, pamphlets, etc.).

**20. Indemnification.** The Subcontractor shall indemnify Contractor from any liability, expenditure or obligation imposed upon Contractor for fines, penalties, counsel fees, expenses and costs of litigation, together with corrective measures required by reason of acts of commission or omissions by the Subcontractor or the Subcontractor's agents, employees and suppliers with relation to such safety and health standards, as well as any and all claims arising out of any breach of this Subcontract by Subcontractor.

**21. Claims.** For unresolved claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived, the method of resolution shall be litigation, in a court of competent jurisdiction, except that the Contractor, may at its sole option, require that any dispute be submitted to arbitration pursuant to the Construction Industry Rules of the American Arbitration Association as a condition precedent to further dispute resolution. In any arbitration between Subcontractor and Contractor, pretrial discovery shall be allowed to the full extent as permitted by the local rules of civil procedure in the State of Oklahoma.

In the event of litigation or arbitration of any dispute between Subcontractor and Contractor, the prevailing party shall be awarded attorney's fees, costs of court and other damages as may be permitted by Subcontract and applicable law. Should an offer of compromise (settlement) be extended before legal proceedings end, the offer will include the award of attorney fees and costs of court to the prevailing party.

Any action for Claim will be sought in the district County of Oklahoma County and legal proceedings (arbitration or litigation proceedings) will be held in Oklahoma City, OK. In the event of any litigation solely between Contractor and Subcontractor, Subcontractor and Contractor agree to waive trial by jury to the extent such waiver is enforceable pursuant to the laws of the State of Oklahoma.

In the event of any dispute involving the Work, Subcontractor must proceed diligently with performance of its Work and must follow any decision by Contractor with respect to the dispute until final resolution. If Subcontractor makes a claim as provided herein, Subcontractor must continue with its Work without interruption, deficiency or delay.

**22. Severability.** If any clause or provision of this Agreement should be determined to be illegal, invalid, or unenforceable under present or future laws effective during the term of the Agreement, then and in that event, the remainder of the Agreement shall not be affected thereby, and there may be added as part of the Agreement an amended clause or provision that is legal, valid and enforceable.

By providing my signature below, I confirm that I have read and agree to the terms of this Contract.

**Representative**  
**John Does' Contracting**

**Stan Lingo**  
**Lingo Construction Services, Inc.**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title **President** \_\_\_\_\_

LINGO

# IMPORTANT DOCUMENTS

~~~ PLEASE READ ~~~

- **CONTRACT ENCLOSED**
- **Please forward all enclosed documents to Accounting and the individual responsible for submitting the monthly payment applications.**
- **All Pay Applications and W-9 can be sent to [accountspayable@buildwithlingo.com](mailto:accountspayable@buildwithlingo.com).**

## **DOCUMENTS ENCLOSED:**

- **Subcontractor and Supplier Contact Sheet**
- **Pay Applications** (Electronic copy available by request to [accountspayable@buildwithlingo.com](mailto:accountspayable@buildwithlingo.com).)
- **Contract**
- **W-9**
- **Conditional Lien Waiver and Release** (Electronic copy available by request to [accountspayable@buildwithlingo.com](mailto:accountspayable@buildwithlingo.com).)
- **Unconditional Waiver and Release** (Electronic copy available by request to [accountspayable@buildwithlingo.com](mailto:accountspayable@buildwithlingo.com).)
- **Instructions for Conditional and Unconditional Waiver.**

**Thank you!**

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123 NW 8th Street  
Oklahoma City, Oklahoma 73102  
405.602.2100 Off  
405.324.2607 Fax  
www.buildwithlingo.com  
accounts.payable@buildwithlingo.com

**PLEASE PROVIDE YOUR CONTACT INFORMATION:**

Lingo Contract #: \_\_\_\_\_ Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Please provide contact information for payment processing or questions about billings.

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Fax: \_\_\_\_\_

PLEASE PROVIDE A LIST OF YOUR SUBCONTRACTORS AND SUPPLIERS

COMPANY NAME: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

Subcontractors, Suppliers, Equipment Rentals that will be used on this Project

1 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

3 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

4 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

5 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

6 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

7 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

8 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

9 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

10 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

11 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

12 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

13 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

14 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

15 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

16 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

17 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

18 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Email: \_\_\_\_\_

# Application for Payment: Subcontractor

**Subcontractor** (company full name): \_\_\_\_\_

**Contract Number** (number on top right of Lingo contract): \_\_\_\_\_

**Pay Request Number** (example; # 1, # 2, #3, etc...): \_\_\_\_\_

**Subcontractor Invoice Number** (subcontractor in-house numbering system): \_\_\_\_\_

**Invoice Date** (Provide to Lingo office via fax, email, or hard copy by the 25th of the month for payment by the 15th of the following month. Hard copy must follow by 1st of month if faxed): \_\_\_\_\_

**A. Original Contract Amount** (amount on original contract provided by Lingo Construction): \$ -

**B. Total Approved Change Orders** (amount of written change orders from Lingo Construction): \$ -

**C. Current Contract Amount** (sum of item A and item B): \$ -

**D. Complete to Date This Month** (percent complete \*dollar amount\* from item C. above) \$ -

**E. Complete to Date Last Month** (amount from item D. above in previous pay application): \$ -

**F. Current Invoice Amount** (difference in item D and item E): \$ -

**G. Retainage Amount** (10% of item F. for monthly retainage): \$ -

**H. Current Invoice Amount Less Retainage** (item F. less item G): \$ -

**Pending Changes Order Requests**

|                                                                                                              |    |      |
|--------------------------------------------------------------------------------------------------------------|----|------|
| 01.                                                                                                          | \$ | -    |
| 02.                                                                                                          | \$ | -    |
| 03.                                                                                                          | \$ | -    |
| 04.                                                                                                          | \$ | -    |
| 05. If additional space is required, provide a separate sheet with totals on the right and place in this row | \$ | -    |
| Total pending change orders                                                                                  |    | \$ - |

By signing below, I agree with the above submitted pay application information in its entirety. I have insured stored materials and agree with contract amount and change orders provided by Lingo Construction Services:

Signed by: \_\_\_\_\_ For Subcontractor: \_\_\_\_\_

In order to efficiently process invoices, please send all invoicing via email to [AccountsPayable@BuildWithLingo.com](mailto:AccountsPayable@BuildWithLingo.com) or send via mail to: 123 NW 8th Street, OKC, OK 73102, Attn: Accounts Payable



# Application for Payment: Supplier

Vendor (company full name):

Purchase Order Number (PO) (number on top right of Lingo contract):

Pay Request Number (example; # 1, # 2, #3, etc...):

Vendor Invoice Number (subcontractor in-house numbering system):

Invoice Date (Provide to Lingo office via fax, email, or hard copy by the 25th of the month for payment by the 15th of the following month. Hard copy must follow by 1st of month if faxed):

00/00/00

|                                                                                            |    |   |
|--------------------------------------------------------------------------------------------|----|---|
| A. Original Purchase Order Amount (amount on original PO provided by Lingo Construction):  | \$ | - |
| B. Total Approved Change Orders (amount of written change orders from Lingo Construction): | \$ | - |
| C. Current Purchase Order Amount (sum of item A and item B):                               | \$ | - |
| D. Delivered to Date This Month (percent complete *dollar amount* from item C. above):     | \$ | - |
| E. Complete to Date Last Month (amount from item D. above in previous pay application):    | \$ | - |
| F. Current Invoice Amount (difference in item D and item E):                               | \$ | - |

### Pending Change Order Requests

|                                                                                                              |    |      |
|--------------------------------------------------------------------------------------------------------------|----|------|
| 01.                                                                                                          | \$ | -    |
| 02.                                                                                                          | \$ | -    |
| 03.                                                                                                          | \$ | -    |
| 04.                                                                                                          | \$ | -    |
| 05. If additional space is required, provide a separate sheet with totals on the right and place in this row | \$ | -    |
| Total pending change orders                                                                                  |    | \$ - |

By signing below, I agree with the above submitted pay application information in its entirety. I have insured stored materials and agree with contract amount and change orders provided by Lingo Construction Services:

Signed by:

For Subcontractor:

In order to efficiently process invoices, please send all invoicing via email to [AccountsPayable@BuildWithLingo.com](mailto:AccountsPayable@BuildWithLingo.com) or send via mail to: 123 NW 8th Street, OKC, OK 73102, Attn: Accounts Payable

Project Name

00 4100  
Packet Accompanying Contract

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | <p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                           |
|                                                        | <p><b>2</b> Business name/disregarded entity name, if different from above</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                           |
|                                                        | <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                  <input type="checkbox"/> C Corporation                  <input type="checkbox"/> S Corporation                  <input type="checkbox"/> Partnership                  <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p> | <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> |
|                                                        | <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Requester's name and address (optional)</p>                                                                                                                                                                                                                                            |
|                                                        | <p><b>6</b> City, state, and ZIP code</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                           |
|                                                        | <p><b>7</b> List account number(s) here (optional)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                           |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

|                                |  |
|--------------------------------|--|
| <b>Social security number</b>  |  |
| [ ][ ] - [ ][ ] - [ ][ ][ ][ ] |  |

**OR**

|                                       |  |
|---------------------------------------|--|
| <b>Employer identification number</b> |  |
| [ ][ ] - [ ][ ][ ][ ][ ]              |  |

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

| IF the entity/person on line 1 is a(n) . . .                                                                                                                                                                                                                                                   | THEN check the box for . . .                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| • Corporation                                                                                                                                                                                                                                                                                  | Corporation                                                                                                                     |
| • Individual<br>• Sole proprietorship, or<br>• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.                                                                                                                             | Individual/sole proprietor or single-member LLC                                                                                 |
| • LLC treated as a partnership for U.S. federal tax purposes,<br>• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or<br>• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. | Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation) |
| • Partnership                                                                                                                                                                                                                                                                                  | Partnership                                                                                                                     |
| • Trust/estate                                                                                                                                                                                                                                                                                 | Trust/estate                                                                                                                    |

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

| IF the payment is for . . .                                                            | THEN the payment is exempt for . . .                                                                                                                                                                          |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interest and dividend payments                                                         | All exempt payees except for 7                                                                                                                                                                                |
| Broker transactions                                                                    | Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012. |
| Barter exchange transactions and patronage dividends                                   | Exempt payees 1 through 4                                                                                                                                                                                     |
| Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup> | Generally, exempt payees 1 through 5 <sup>2</sup>                                                                                                                                                             |
| Payments made in settlement of payment card or third party network transactions        | Exempt payees 1 through 4                                                                                                                                                                                     |

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

| For this type of account:                                                                                                                          | Give name and SSN of:                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. Individual                                                                                                                                      | The individual                                                                                          |
| 2. Two or more individuals (joint account) other than an account maintained by an FFI                                                              | The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup> |
| 3. Two or more U.S. persons (joint account maintained by an FFI)                                                                                   | Each holder of the account                                                                              |
| 4. Custodial account of a minor (Uniform Gift to Minors Act)                                                                                       | The minor <sup>2</sup>                                                                                  |
| 5. a. The usual revocable savings trust (grantor is also trustee)<br>b. So-called trust account that is not a legal or valid trust under state law | The grantor-trustee <sup>1</sup><br>The actual owner <sup>1</sup>                                       |
| 6. Sole proprietorship or disregarded entity owned by an individual                                                                                | The owner <sup>3</sup>                                                                                  |
| 7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))                                     | The grantor <sup>4</sup>                                                                                |

| For this type of account:                                                                   | Give name and EIN of:     |
|---------------------------------------------------------------------------------------------|---------------------------|
| 8. Disregarded entity not owned by an individual                                            | The owner                 |
| 9. A valid trust, estate, or pension trust                                                  | Legal entity <sup>4</sup> |
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553                  | The corporation           |
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization          |
| 12. Partnership or multi-member LLC                                                         | The partnership           |
| 13. A broker or registered nominee                                                          | The broker or nominee     |

| For this type of account:                                                                                                                                                                   | Give name and EIN of: |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity     |
| 15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))                                          | The trust             |

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Conditional Lien Waiver and Release on Progress Payment**

Subcontractor Company Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

In consideration of the Payment Amount of \$\_\_\_\_\_ and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the undersigned, its agents, representatives, employees, and all those acting on its behalf, do hereby waive, release, and relinquish any and all rights, claims, demands, liens, bond claims, and the like, arising out of the performance of work, the furnishing of labor, or supplying materials by the undersigned through the date of \_\_\_\_\_ pursuant to an agreement with (general contractor) Lingo Construction Services, Inc. in connection with the construction of the Project, for which the payment has been made.

The undersigned further represents that all of its obligations, legal or otherwise related to or arising out of its work on the Project have been fully paid or satisfied, including, but not limited to, the following: employees, laborers, materialmen, and subcontractors employed by the undersigned; labor, material, equipment, and supplies furnished by others to the undersigned; and sales and use taxes, social security taxes, income tax withholding, unemployment insurance obligations, license fees, and other taxes and obligations imposed by governmental authorities or contract.

The undersigned does hereby agree to indemnify (general contractor) Lingo Construction Services, Inc. and the project Owner its surety, its agents, representatives, and employees and others claiming by or through them for any and all claims, damages, losses, expenses, lien bond removal costs, attorney's fees, and the like incurred by reason of any claim that the undersigned has not fully paid for all labor, material, and expenses incurred in connection with its work on the Project.

Subcontractor: \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Contact Email \_\_\_\_\_

Amount Invoiced to Date (*including* payment amount noted above) \$ \_\_\_\_\_

Contract Amount to Date (*including* current change orders) \$ \_\_\_\_\_

With full authority, I have executed this instrument on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

County of \_\_\_\_\_ §

State of \_\_\_\_\_ §

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



**Unconditional Waiver and Release**

Subcontractor Company Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

The undersigned upon a payment of \$ \_\_\_\_\_ for all labor, services, equipment or material furnished to the job site or to Lingo Construction Services, Inc on the job of construction at the Project (listed above) and does hereby release pro tanto any mechanic's lien, any stop notice right, any state or federal statutory bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to claim or payment rights for the persons in the undersigned's position which the undersigned has on the above referenced project to the following extent. This release covers a progress payment for all labor, services, equipment or materials furnished to the job site or to Lingo Construction Services through the date of \_\_\_\_\_ only and does not cover pending modifications and changes or items furnished after that date.

The undersigned warrants that he either has already paid or will use the monies he receives from this progress payment to promptly pay in full all of his laborers, subcontractors, materialmen and suppliers for all work, materials, equipment or services for or to the above referenced project up to the date of this waiver and at his sole cost and expense, will defend against any claim, lien, suit or proceeding that may be presented or filed arising out of and in the course of performance of his sub-contract.

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Contact Email \_\_\_\_\_

Amount Invoiced to Date (*including* payment amount noted above) \$ \_\_\_\_\_

Contract Amount to Date (*including* current change orders) \$ \_\_\_\_\_

Company Name \_\_\_\_\_

By: \_\_\_\_\_

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

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_

Notary Public: \_\_\_\_\_ Commission # \_\_\_\_\_

My Commission Expires: \_\_\_\_\_.





**Section 00 4300**

**CERTIFICATION OF ASBESTOS FREE CONSTRUCTION**

State of \_\_\_\_\_ )

) SS.

County of \_\_\_\_\_ )

\_\_\_\_\_ (contractor) hereby certifies that no asbestos containing material has been or will be furnished or installed by their employees or subcontractor's working on their behalf at Canadian County Courthouse project.

\_\_\_\_\_  
(contractor or supplier) (signature)

Subscribed and sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public

My commission number: \_\_\_\_\_

My commission expires: \_\_\_\_\_



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval **a minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 3-02: Structural and Building Concrete

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 03            | Concrete                     |
| Division 31            | Earthwork                    |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- [CY of concrete]
- [SF of slab on Grade]
- [# Crew Size]
- [LF of pier casing]

These quantities are for reference only. Trade contractor is responsible for the actual quantities, not anticipated.

**Alternates:**

- Alternate 1: Provide alternate pricing for addition of MVRA in the slabs.
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the key items but not a complete list, refer to plans and specifications:**

1. General Structural Concrete Items
  - a. All items listed in General Trade Package.
  - b. Provide turnkey concrete scope of work as shown in the Contract Documents or as typically performed by this Trade Package. This includes providing all labor, material and equipment necessary for a complete concrete installation.
  - c. Provide all layout of the work within this Trade Package.
  - d. Concrete materials and methods are required to be per the ACI Manual of Concrete Practice, unless noted otherwise in the Contract Documents. Some examples of

requirements covered in their Manual of Concrete Practice are concrete mixture proportioning, mixing, transporting, concrete placing, hot and cold weather concreting, formwork, and construction tolerances.

- e. If lane closures or traffic control are required for concrete work provide all drafting, submitting, paying for, and pulling the lane closure permit. In addition, the setup, breakdown, traffic control equipment, flaggers, etc. shall be included.
- f. This Trade Contractor shall be responsible for creating, maintaining, using and disposing of the concrete washout area in coordination with SWPPP drawings and guidelines.
- g. Protect adjacent surfaces from splatter of concrete. This Trade Contractor shall be responsible for costs associated with cleaning splatter that occurs because of improper protection.
- h. Provide all concrete accessories required for this scope of work.
- i. Supply and install all Rebar reinforcing
- j. Supply, install and maintain OSHA approved reinforcing protection caps where necessary for the concrete within this bid package. Caps shall remain in place until they are no longer necessary.
- k. Shop drawings shall consist of detailed drawings showing all bends, lengths, sizes, splices, development lengths, mechanical accessories, etc. Plans, elevations, and sections shall be shown for footings, walls, and elevated beams.
- l. Supply and install all void forms, elevator pit waterproofing, and vapor barriers.
- m. To the greatest extent possible all bending, cutting, and fabrication shall be performed in the shop by a reinforcing fabricator unless approved otherwise by Lingo Construction.
- n. This Trade Package shall be responsible for layout and installation of all embeds and anchor bolts (provided by others). Clean anchor bolts of any concrete and/or dirt and leave them such that they are ready for nuts to be threaded by steel erector.
- o. Provide final survey of installed anchor bolts as well as any baseplate adjustments for bolts that are slightly off the mark. Notify Lingo Construction within 7 days of placing anchor bolts, if any anchor bolts are not located correctly.
- p. Costs associated with modification to steel structural framing due to misplaced anchor bolts shall be incurred by this Trade Contractor for incorrectly located anchor bolts that are not corrected.
- q. Include haul off for all spoils created as a result of work associated with this Trade Contract.
- r. Foundations
  - i. This Trade Contractor will have final responsibility of accepting the pad after grading is complete.
  - ii. After the building pad is accepted this Trade Contractor will be responsible for excavating all footings & thickened slab edges and hauling spoils offsite. Backfill to grade at foundations is also the responsibility of this Trade Contractor.
  - iii. This Trade Package shall be responsible for reinforcing dowels from footings to the masonry walls but not for reinforcement in the masonry walls.
- s. Slabs
  - i. This Trade Contractor to submit expansion/control joint layout plan four weeks prior to pouring any slabs. Layout Plan shall be submitted to AOR/EOR for approval and comment. Control joints are to be saw-cut the same day as concrete placement.
  - ii. Provide under-slab termite treatment and warranty.

- iii. Provide gravel and vapor barrier underlayment for slab on grade. Install vapor barrier per manufacturer's recommendations.
  - iv. Provide Foundation insulation board (Refer architectural foundation sections) insulation board shall extend vertically on inside face of foundations and shall extend 2'-0" min into underside of slab) Refer arch'l for more detail and product specification.
  - v. This trade partner shall be responsible for subgrade backfill as required.
  - vi. If the building slab is placed in low light condition this Trade Package shall be responsible for providing light towers to ensure workers have enough light to provide a quality finish on the slab.
  - t. Provide all concrete accessories required for this scope of work.
  - u. Concrete block outs for structural steel columns, precast columns, mechanical piping, or other items deemed necessary shall be installed by this Trade Package. In addition, this Trade Package shall be responsible for filling concrete block outs after steel columns, or other items are installed (this may require a separate mobilization).
  - v. This Trade Package shall be responsible for grouting all baseplates.
  - w. Provide and install all mechanical equipment pads and curbs inside the building.
  - x. Place and finish concrete in metal stair pans.
  - y. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
2. Job Specific Structural Concrete Items
- a. Supply and install all required pier casing.
  - b. Supply and install all elevator vertical cast in place concrete and stair tower vertical cast in place concrete.
  - c. Equipment for lifting and hoisting to complete scope of work.
  - d. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scopes as indicated on contract documents. Any trade specific items shall be included whether listed or not.
  - e. Project is Tax Exempt.
  - f. Allow for multiple mobilizations as required to complete the scope of work.
  - g. Supply and install all Drilled Concrete Piers and Shafts.
  - h. Include Termite Control.
  - i. Provide concrete plinths at ornamental stairs in lobby.
  - j. Provide elevated slabs in accordance with the plans and specifications. Precast concrete supply and erection by others.
  - k. Provide concrete equipment pads for all MEP equipment to include transformer pad as directed in the plans and specifications. Layout by others.
  - l. Include Light Pole bases in accordance with the plans and specifications as a part of this trade package.
  - m. Provide alternate pricing for addition of MVRA in the slabs. **(Alternate 01)** This alternate 01 shall not be included in the base bid price.
  - n. Provide and install rigid foundation insulation in accordance with the plans and specifications.
  - o. Provide grout filling in areas called out in the plans.
  - p. Refer specifications for FF/FL requirements on slabs
  - q. This trade package will be responsible for setting the elevation on one leveling nut per set of anchor bolt patterns in accordance with the plans and specifications.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval a **minimum of 48** hours before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 5-01: Structural Steel Fabrication, Erection, and Misc Metals

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 05            | Metals                       |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- Lead time for shop drawings to be provided. (Days)
- Steel delivery from receipt of approved shop drawings. (Days)
- Approximate crane size. (Height & tons)
- Total Tonnage of Steel to be erected (tons)
- Contractor duration for total Trade Package erection (days)
- Crew Size (workers)

These quantities are for reference only. Trade contractor is responsible for the actual quantities, not anticipated.

### Alternates:

- Alternate 1: Contractor shall provide an allowance for 4000lbs of structural steel and 10 linear feet of ¼" fillet weld to be fabricated and placed where directed by the architect or engineer.
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the key items but not a complete list, refer to plans and specifications:**

1. General Structural Steel Items
  - a. All items listed in General Trade Package.
  - b. Project is Tax Exempt.

- c. This bid package does not include the Monumental Stair and Rails.
- d. Project includes secure detainee spaces and related requirements.
- e. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scope as indicated on contract documents. Any trade specific items shall be included whether listed or not.
- f. The structural steel fabricator and erector, this trade package, shall be responsible for providing shop drawings, connection design, calculations, fabrication, and delivery of all structural steel related items. Provide design, engineering, and licensed professional engineer's seal for all connection calculations that are not shown in the contract documents or that are designated as part of a delegated design. Items typically provided by this trade shall include, but not be limited to the following: structural steel framing; galvanized structural steel framing; steel columns, bracing, beams, fixed and loose lintels, associated fasteners, embeds, anchor bolts, headed studs, steel stair framing, stair treads and risers, stair guard/handrails, joists and decking, bearing plates, top of CMU wall bracing, miscellaneous steel typically required, and steel framed canopies as shown on the architectural and structural plans.
- g. Supply and install all AESS per construction documents.
- h. This trade contractor shall include all items associated with the joist and decking including but not limited to decking, joist, bridging, bridging attachment, collector angles, fasteners, acoustical decking, acoustical decking insulation and accessories, composite decking and accessories, closure angles. At slab on deck provide pour stops and closure plates at slab to create a fully sealed and edge formed assembly
- i. Provide all handrails and guardrails inside the building as well as on site that are primed/painted. Stainless steel handrails are not provided by this trade, although stanchions for posts shall be provided by this trade.
- j. Provide all steel, except for the mullion clip, for curtain wall attachment.
- k. Provide mechanical unit, exhaust frame, or other roof and floor penetration support framing as required to support roof decking at openings or under concentrated loading.
- l. Provide all fasteners (bolts, nuts, washers, tension control fasteners, anchors, and epoxy adhesives) necessary to complete installation for the items provided in this Trade Package.
- m. Provide edge angle DBA's.
- n. Provide connections to concrete, masonry, or other non-steel substrates where installation of steel must occur after substrate is already in place.
- o. Provide shop-made steel templates for each set of anchor bolts.
- p. Provide primer at all steel that is to receive primer or paint.
- q. Hot dip galvanized steel as noted on the Contract Documents shall be provided by this Trade Package.
- r. Provide shop visual and non-destructive testing as noted in the contract documents.

- s. On the bid form section 10 indicate Yes/No AISC Certified per specification. If the answer is no, the Fabricator shall include the cost for the "In Plan Inspections" associated with the special inspection's requirements of the IBC.
- t. Steel deliveries to be scheduled and sequenced in coordination with the Site Superintendent. This trade contractor shall coordinate delivery arrival prior to erection start dates listed in the schedule.
- u. Provide bollards, and other miscellaneous steel framing around the site. Exterior steel framing shall be hot-dipped galvanized unless noted otherwise in drawings. Metal grates for exterior sidewalk cuts at concrete flumes shall be provided by the sidewalk/flume trade contractor.
- v. Provide camber on framing as indicated by Contract Documents.
- w. This Trade Package shall provide embeds for C.I.P. concrete elements. Embeds in Precast concrete to be by Precast Concrete Trade Package.
- x. Miscellaneous steel headers for operable partitions shall be provided by this Trade Package.
- y. Provide fabricated and prefabricated items such as ladders as mentioned in structural steel framing specification.
- z. Trade Contractor to provide design and detailing for stair framing elements. Stringer sizes and other stair components not detailed on structural drawings will not be designed by EOR and will be delegated to this Trade Contractor. This Trade Contractor shall submit signed and sealed calculations for approval to EOR/AOR.
- aa. Areas to receive spray on fireproofing, or similar material, shall not be primed or painted but shall be prepped for application of approved fireproofing.
- bb. All exposed steel members to be treated and fabricated as architectural steel. This trade contractor shall be responsible for repair of items damaged/scuffed during shipping. Material damaged prior to unloading at site shall be the responsibility of this trade package.
- cc. This trade package includes the supply of all steel roof hatch access ladders and material needed for a complete installation. Aluminum parapet ladders will be by the roofer.
- dd. ALT 1 : Contractor shall provide an allowance for 4000lbs of structural steel and 10 linear feet of ¼" fillet weld to be fabricated and placed where directed by the architect or engineer.
- ee. Trade Partner shall participate and assist in the Precast Trade Design Refinement.
- ff. Trade Partner shall participate and assist in the Elevator Trade Design Refinement.
- gg. Supply and install elevator divider beams.
- hh. Supply and install sump pit grates and elevator pit ladders.
- ii. Supply support for patient height interior walls.
- jj. Fabricate beam penetrations for MEP systems per construction documents.
- kk. Trade partner shall participate and complete all required BIM coordination.

- i. Responsible for verifying that all electronic documents on the shared workspace from the Design Team are current.
- ii. Assembles component models and facilitates the use of the Federated Model for coordination meetings. The federated model will contain clash reports and annotated views for assisting with clash resolution.
- iii. Facilitates BIM coordination meetings with Trade BIM Coordinators.
- iv. Coordinates construction sequencing and scheduling activities with the project team and assures they are integrated with the Federated BIM.
- v. Upload for BIM Meeting, Wednesday, close of business.
- vi. Weekly BIM coordination meeting, Thursday, 8:00 am.

## 2. General Steel Erection Items

- a. All items listed in General Trade Package.
- b. Project is Tax Exempt.
- c. Provide a crane pad, lift plan, and sequenced flow of work
- d. The structural steel erector shall be responsible for installation of the following items: all items provided by the structural steel fabricator, structural steel framing, miscellaneous steel, fixed lintels and associated fasteners, joists and decking along with joist and decking accessories, bearing plates, and canopies as shown on the architectural and structural plans. Loose lintels to be installed by the Masonry Trade Contractor. Installation of all field welded edge angles and bent plate slab extensions as well as loose deformed bar anchors. Install steel for roof and floor openings, penetrations, supports, etc.
- e. Concrete Trade Partner will set elevation on one leveling nut per set, Steel Erection Trade Contractor responsible for setting the balance. Steel Erection Trade Contractor shall be responsible for verifying anchor bolt and embed layout prior to erection. This Trade Contractor shall be responsible for notifying CM of any discrepancy in layouts prior to erection to avoid delays.
- f. Metal Panel Screen Wall support structure at roof is part of this Trade Package.
- g. Metal Panels for Screen Wall at roof is by another trade package.
- h. Dewatering of column block outs while performing work in this Trade Package.
- i. Receive, offload, stage, inventory, layout, and install all structural steel, metal decking, metal decking accessories, stairs, steel joists, and misc. steel associated with this Trade Package.
- j. Provide field touchups of shop finish primer and galvanizing at locations where finish is damaged during delivery, handling, or erection, including, but not limited to field connection points, bolts, handrails, and hoisting pick points.
- k. Removal of temporary erection aids, welds, run off tabs, and backing strips.
- l. Coordination of third-party testing. Trade Contractor will not be responsible for cost of testing and inspections; however, Trade Contractor will be responsible for costs associated with reinspection due to inadequate or unsuitable welds and connections.
- m. Provide temporary shores, guys, bracing, etc. required for erection. This Trade Contractor to provide all necessary equipment required to complete erection.
- n. Provide lifts and accommodation for 3<sup>rd</sup> party testers to access areas to be inspected or tested.
- o. All welders to be certified.

- p. Provide, install, and demo any temporary concrete required for this trade package. Examples would include crane pads, tiebacks, and deadman anchors.
- q. Provide, install, and remove crane pads as required to complete the scope of work in this Trade Package.
- r. Trade Contractor will be responsible for any and all means necessary to achieve compliance with OSHA policy. Violation of OSHA policy will result in expulsion of personnel from project.
- s. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
- t. Allow for multiple mobilizations as required to complete the scope of work.
- u. All exposed steel members to be treated as architectural exposed steel. This trade contractor shall be responsible for repair of items damaged/scuffed during handling and erection. This trade contractor shall accept the condition of material at time of delivery to site. Material damaged prior to unloading shall be the responsibility of the steel fabricator. Trade Contractor shall document and report any prior conditions prior to unloading. Clean all steel of dirt, mud, dust, and piece mark identifications prior to completion of erection.
- v. This trade package includes the complete installation of all steel roof hatch access ladder as indicated on the plans. Installation of aluminum parapet ladders by the roofer.
- w. Refer Wall/Structural sections. Where CMU is on top of structural steel framing, the Steel Erector shall provide and install welded rebar DBA as shown.
- x. This trade partner shall provide embeds in CMU masonry as shown on Structural or Architectural drawings. Embeds shall be provided to Mason Trade Partner. Masonry Trade Partner shall be responsible for installation.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval **a minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS.** Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT.** All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU.** Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV.** Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 05-02: Radiused Stairs and Ornamental Rails

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 05            | Metals                       |

**Quantity Check:** On the bid form please list total anticipated quantities for the following in the quantity check section.

- Total lf of stainless-steel railing

These quantities are for reference only. Trade contractor is responsible for actual quantities, not anticipated.

### Alternates:

- Alternate 1:
- Alternate 2:

**Schedule:** This section is a highlight of the durations and activities that pertain to the project. Bidders shall ensure size and number of crews, equipment, and materials are sufficient to meet highlights below.

- Refer project specifications division 00 for schedule exhibits for item deliveries. Trade Contractor shall be responsible for sequencing to meet project installation requirements. Onsite laydown, sequencing, or storage space may not be available and should be coordinated with CM.

**The following is a highlight of the scope of work associated and to be included in this bid package but not limited to:**

1. All items listed in General Trade Package.
2. This bid package shall include the cost of providing all labor, material, equipment, supervision, services, insurance, fees, overhead and profit, etc. necessary or incidentally required for the work from referenced specifications and normally associated with this trade, whether referenced or not.

- a. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scope as indicated on contract documents. Any trade specific items shall be included whether listed or not.
3. This Trade Package shall, as required by schedule, provide railings for multiple areas of work concurrently.
4. The Trade shall be responsible for providing shop drawings, connection design, fabrication, and delivery.
5. Supply and install AESS per documents.
6. Furnish and install all decorative metal stair railings as called out on the project plans and specifications. Refer to details as shown on the Architectural and Structural plans.
7. Furnish and install guardrails and handrails at Lobby from the first floor to the second floor.
8. Coordinate installation of anchorages for railings. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, inserts, anchor bolts, and items with integral anchors, that are to be embedded into concrete and masonry.
9. Provide all shop drawings for each location, elevation, section, etc.
10. Provide certified welders for this scope per the specifications.
11. Provide a mockup as specified.
12. Stainless steel decorative railing system components as shown on drawings and in specifications.
13. Laminated Glass Riser is by Glazing Trade Package.
14. SS Glass Standoff Mount is by this Trade Package.
15. Coordination between this trade and others is required.
16. Terrazzo Finish is by another Trade Package.
17. Paint Finishes is by another Trade Package.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval **a minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 7-02: Roofing and Sheet Metal

| Specification Section: | Description:                    |
|------------------------|---------------------------------|
| Division 00            | Contract & Bidding Documents    |
| Division 01            | General Requirements            |
| Division 07            | Thermal and Moisture Protection |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- SF of roofing area.
- SF of intended walk pads
- # Roof Hatches
- LF of Expansion Joints

These quantities are for reference only. Trade contractor is responsible for the actual quantities, not anticipated.

**Alternates:**

- Alternate 1:
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the key items but not a complete list, refer to plans and specifications:**

1. General Roofing & Sheet Metal Items
  - a. All items listed in General Trade Package.
  - b. Include all new roofing insulation, protection / cover boards, membranes, expansion joint cover assemblies, flashings, counterflashing, gutters, downspouts, copings, through-wall metal, walk pads, and joint sealants for a complete and water-tight installation.
  - c. Mechanical unit roof curbs by others. Roofing contractor to flash all curbs and piping penetrations.
  - d. Metal Wall Panels by another trade package.

- e. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.

2. Job Specific Roofing & Sheet Metal Items

- a. Project is Tax Exempt.
- b. Allow for multiple mobilizations as required to complete the scope of work.
- c. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scope as indicated on contract documents. Any trade specific items shall be included whether listed or not.
- d. Include collector heads, downspouts, and overflow scuppers
- e. This trade package shall include all wood blocking as shown for cricket and coping cap installation.
- f. Include the supply and installation of pipe boots and pitch pans if applicable.
- g. Supply and install all wood blocking and backing for roofing and sheet metal systems.
- h. This trade package includes supply and installation of all roof hatches and safety railing as applicable and specified.
- i. Provide and install all roof access hatches, ladders, and parapet ladders as specified and indicated on the plans and specifications.
- j. This trade package is responsible for all flashing associated with the parapet cap and the roof access ladder to ensure a watertight seal of the roofing system.
- k. Include any costs associated with fall protection methods such as personal fall arrest systems, flagging, spotters etc.
- l. This trade package will adhere to OSHA standards and regulations.
- m. Perforated Metal Panel Screen Wall on roof is by another trade package.
- n. Pre-Finished Aluminum Awning is part of this trade package.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval a **minimum of 48** hours before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 7-03: Metal Wall Panels

| Specification Section: | Description:                    |
|------------------------|---------------------------------|
| Division 00            | Contract & Bidding Documents    |
| Division 01            | General Requirements            |
| Division 07            | Thermal and Moisture Protection |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- SF of Roof Screen Wall Panels
- SF of Soffit Panels
- SF of ACM Panels

These quantities are for reference only. Trade contractor is responsible for the actual quantities, not anticipated.

**Alternates:**

- Alternate 1:
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the key items but not a complete list, refer to plans and specifications:**

1. General Metal Panel Items
  - a. All items listed in General Trade Package.
  - b. Detail, provide, fabricate and install complete metal wall panel system, including sealant joints
  - c. Include rainscreen attachment girts, clips, and channels as required.
  - d. Include rigid insulation behind metal panels.
  - e. Roofing membrane, cap flashing and counterflashing by another trade package.
  - f. Fluid applied weather barrier by others.

- g. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.

2. Job Specific Metal Panel Items

- a. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scope as indicated on contract documents. Any trade specific items shall be included whether listed or not.
- b. This Trade Partner shall include both interior and exterior wall panels.
- c. Supply and install all wood blocking and backing for metal panel systems.
- d. This Trade Partner shall provide metal panels per finish schedule.
- e. This Trade Partner shall provide metal panels at roof screening.
- f. Structure for roof screen wall is by another trade package.
- g. Project is Tax Exempt.
- h. Allow for multiple mobilization to complete the scope of work.
- i. Provide pricing for all metal wall panels contained in the plans and specifications to include but not limited to R-panel, Insulated Metal Panels, and Flashings.
- j. Include all furring strips, accessories, fasteners, and attachments for a manufacturer approved installation.
- k. Provide rigid insulation where applicable behind metal panels as it is called for in the plans and specifications.
- l. Provide all warranties and inspections as required by the plans and specifications.
- m. This Trade Partner shall be responsible for the Z furring channels with rigid insulation. The Z furring/phenolic panel support outside of the sheathing shall be by the Metal Panel Subcontractor.
- n. Drywall Trade Partner is responsible for exterior sheathing behind the metal panel.
- o. This Trade Partner is responsible to re-seal penetrations in the weather barrier due to Metal Wall Panel attachments.
- p. Framing and Drywall Trade Partner to be responsible for the Blocking at the CMU/Brick for the flashing support. Flashing to be by the metal panel trade partner.
- q. Do not include MTL-01 that is to be used in Detainee Elevator Cab.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval **a minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 8-01: Curtain Wall, Storefront, and Glazing

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 08            | Glass & Glazing              |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- SF of Curtain Wall
- SF of Spandrel Panel
- # Aluminum/Glass Doors

**Alternates:**

- Alternate 1:
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the scope of work associated and to be included in this bid package:**

1. General Glass and Glazing Items:
  - a. Include the cost of providing all labor, material, equipment, supervision, services, design insurance, fees, overhead and profit, etc. necessary or incidentally required for glass and glazing per plans and specifications.
  - b. Layout (Lingo will provide elevation benchmark and building corners only and will assist this Bidder with layout), submittals, product data, certifications, samples, mockups per specifications, field measurements or as required.
  - c. All glass, glazing, aluminum storefront, aluminum frames, aluminum windows, aluminum doors, glass doors, curtainwall, glass for side lites, glass vision lites, transoms, frameless mirrors, glazing channels etc. for a complete Glazing Package.
  - d. Any structure necessary for installation of the aluminum framing in this Trade Package that is not specifically shown on the plans shall be provided and installed by this Trade Package.

- e. Glazing Contractor is responsible for design and detailing of the storefront and curtain wall system that are not fully detailed in the drawings. Bidder shall retain Professional Engineer to prepare calculations, oversee design and detailing of the Façade systems not fully detailed in the drawings, and to ensure shop drawing compliance with the Contract Documents, governing codes, and prevailing standards of practice.
- f. Supply and install all wood blocking and backing for Curtain Wall, Storefront, and Glazing systems.
- g. Glass and Glazing Contractor responsible for the sealing/caulking all Aluminum to adjacent surfaces.
- h. Glass and Glazing Contractors responsible for field measurements.
- i. Aluminum Doors and Frames to be prepped per the hardware scheduled. Glazer is responsible for all hardware install related to storefront doors.
- j. Coordination with Security and Access Control to be included.
- k. Bidder shall include cost mock-ups as required per specifications.
- l. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.

## 2. Job Specific Glass and Glazing Items

- a) Project is Tax Exempt.
- b) This Trade Package included all exterior and interior systems.
- c) This Trade Package includes glass risers on the Monumental Stairs.
- d) Allow for multiple mobilizations as required to complete the scope of work.
- e) This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scope as indicated on contract documents. Any trade specific items shall be included whether listed or not.
- f) Use tempered glazing as required by code for all lights in doors unless noted otherwise.
- g) Provide window film as specified in spec section 088723 at designated locations called out on the plans.
- h) Glazing in hollow metal or wood doors shall be supplied by the glazing trade partner. Glazing trade partner shall measure, provide accessories such as gasketing, and install glazing. Door and Hardware supplier shall be responsible for providing doors, window stops, and window stop screws where applicable. Glazing trade partner shall be responsible for installing stops and protecting finish of doors where prefinished or painted.
- i) To include glazing at Consultation, Interview, Transaction and Security Counters.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval **a minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.**
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.**
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.**



## Trade Package 14-01: Elevators

| Specification Section: | Description:                   |
|------------------------|--------------------------------|
| Division 00            | Contract and Bidding Documents |
| Division 01            | General Requirements           |
| Division 14            | Conveying Equipment            |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- Hoist Way Size
- Cost for Temporary Use (per month)
- Rate for for Mechanic Time (per hour)
- Lead Time for Shop Drawings (days)
- Elevator Fabrication Time (days)
- Installation Duration Per Elevator (days)

**Alternates:**

- Alternate 1:
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the key items but not a complete list, refer to plans and specifications:**

1. General Elevator Items:
  - a. Provide and install elevators per plans and specs. See Plans and Specifications for travel distance requirements.
  - b. Specifically the elevator contractor will provide the following:
    - i. Elevator Material and labor per plans and specifications.
    - ii. One year material and workmanship warranty per specifications.
    - iii. Maintenance and call back service per specifications.
    - iv. Submit approval drawings in 3 weeks after letter of intent.
    - v. Verify that the hoist way and control room sizes are accurate for elevator specified equipment.
    - vi. Comply with OSHA and CM's safety requirements.
    - vii. Provide hoist way netting for entrance rough openings at start of elevator installation.

- viii. Provide unloading labor and forklift if required to move elevator material to hoist way at ground floor.
- ix. Provide elevator permitting.
- x. Cab floor finish by others.
- xi. Elevator rail and sill supports attached to building structure by others; attachment of sills, rail guides, clamps to rail supports by Elevator Contractor.
- xii. Trade partner shall participate and complete all required BIM coordination.

2. Job Specific Elevator Items

- a. Project is tax exempt.
- b. Project includes secure detainee equipment and spaces and related requirements.
- c. Layout (Lingo will provide elevation benchmark and building corners only and will assist this Bidder with layout), submittals, product data, certifications, samples, mockups per specifications, field measurements or as required.
- d. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install elevators as indicated on contract documents. Any trade specific items shall be included whether listed or not.
- e. Basis of Design is Kone MonoSpace500 DX. See KONE Custom Design document to utilize as basis of design for comparable bids by other elevator manufacturers.
- f. Include all fees for permitting and inspection as required by AHJ.
- g. Provide and install a complete elevator system to include but limited to elevator, elevator call buttons, includes stops per drawings, openings as indicated on drawings.
- h. Provide and install pit ladders.
- i. Provide, layout, install, weld, all elevator tube support and rail brackets.
- j. Provide and layout ala elevator embeds.
- k. Provide and install any required metal screening between cars that share a elevator shaft.
- l. Elevator contractor to field verify and sign off on elevator pit prior to cast in place concrete.
- m. Structural steel embeds, hoist beams, shall be supplied and installed by structural steel package but it is responsibility of elevator manufacturer to verify the hoist beam is adequate for the elevator system being installed thru shop drawing process.
- n. Include cab protection blankets and hangers specific to elevator cab dimensions and finishes as part of this trade package that becomes the Owner's property.
- o. All coordination, integration, and testing required for operation of Security and Access Control Systems.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval a **minimum of 48** hours before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 21-01: Fire Suppression

| Specification Section: | Description:                   |
|------------------------|--------------------------------|
| Division 00            | Contract & Bidding Documents   |
| Division 01            | General Requirements           |
| Division 21            | Fire Suppression               |
| Division 28            | Electronic Safety and Security |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- Count for Total Expected Sprinkler Heads
- Total LF of Sprinkler Piping

**Alternates:**

- Alternate 1:
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the scope of work associated and to be included in this bid package:**

1. General Fire Suppression Items:
  - a. All items listed in General Trade Package.
  - b. Trade Partner is responsible for coordination of all Architectural Detail Coordination.
  - c. **NOTICE: To maintain project completion date, blocks in various areas will be phased concurrently. Trade Contractor will be required to provide multiple crews, equipment, material, and the leadership required to work in areas concurrently as shown in the project schedule.**
  - d. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scope as indicated on contract documents. Any trade specific items shall be included whether listed or not.
  - e. Furnish and install complete, tested and ready for use wet pipe automatic sprinkler system as described in these Specifications. Provide new fire service and risers inside the building complete with all necessary flow switches, alarms, etc. to comply with NFPA 13 and all applicable local codes.

The design of the system shall be performed by a qualified professional engineer licensed in the State of Oklahoma.

- f. The Fire Protection Contractor shall ensure that all work conforms to local codes and regulations.
  - g. Verify existing water pressure at site prior to bidding.
  - h. Provide and install new fire pump and controller as required to adequately provide proper coverage for building.
  - i. Coordinate all electrical wiring and connections to valves, tamper switches, flow switches, etc.
  - j. Installation of the system shall be by a Fire Protection Contractor which is certified by the State of Oklahoma.
  - k. Carefully review the RCP.
  - l. Piping, hangers, accessories need to be installed in a workmanlike manor and be aesthetically pleasing. 'Center of Tile' installation.
  - m. Coordinate head types with ceiling finishes as indicated.
  - n. The Fire Suppression contractor is responsible for providing the required firestopping or acoustical sealant for any fire suppression penetrations through rated walls/floors.
  - o. Firestop is to be installed in accordance with the applicable UL system assembly.
  - p. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
  - q. Include coring, sleeving, and fire-stopping associated with this scope.
    - a. Trade partner shall participate and complete all required BIM coordination.
      - i. Responsible for verifying that all electronic documents on the shared workspace from the Design Team are current.
      - ii. Assembles component models and facilitates the use of the Federated Model for coordination meetings. The federated model will contain clash reports and annotated views for assisting with clash resolution.
      - iii. Facilitates BIM coordination meetings with Trade BIM Coordinators.
      - iv. Coordinates construction sequencing and scheduling activities with the project team and assures they are integrated with the Federated BIM.
      - v. Upload for BIM Meeting, Wednesday, close of business.
      - vi. Weekly BIM coordination meeting, Thursday, 8:00 am.
2. Job Specific Fire Suppression Items:
- a. Project is Tax Exempt.
  - b. Project includes secure detainee spaces and related requirements.
  - c. Layout (Lingo will provide elevation benchmark and building corners only and will assist this Bidder with layout), submittals, product data, certifications, samples, mockups per specifications, field measurements or as required.
  - d. Allow for multiple mobilizations as required to complete scope of work.
  - e. Provide access panels in walls or suspended ceilings other than lay-in type for all valves, flow switches, controls, etc.
  - f. Trade Partner shall provide NFPA required signage for floor control assemblies, inspector test, and riser.
  - g. Provide 5" Knox Storz Locking Cap and cable for all FDCs

- h. Any penetration exceeding 3-1/2 square inches or 2-1/16" diameter into or out of tornado or storm shelters shall be provided with an ICC-500 compliant shroud / reinforcement.
- i. The Fire Suppression Trade Contractor will be fully responsible for all cost and work associated with designing the fire suppression system, obtaining permits and passing associated inspections including submission, interaction with inspectors, payment of fees, and pulling the permit.
- j. Fire suppression is a delegated design system.
- k. The Fire Suppression Trade Contractor shall be responsible for ensuring the system meets permitting requirements, Contract Document requirements, specified NFPA requirements, all applicable building code requirements, and fire marshal requirements as well as any other entity that qualifies as an authority having jurisdiction over the fire suppression system.
- l. Fire line to be installed, by Utilities Trade Contractor, to riser room and stubbed up 1'-0". Final coordination of fire line elevation and location to be coordinated with sprinkler contractor and CM.
- m. The Utility Trade Contractor is responsible for the backflow preventer.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval a **minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.



## Trade Package 23-02: Total Mechanical

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 22            | Plumbing                     |
| Division 23            | HVAC                         |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- Total number of plumbing fixtures by type

These quantities are for reference only. Trade contractor is responsible for the actual quantities, not anticipated.

**Alternates:**

- Alternate 1:
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the key items but not a complete list, refer to plans and specifications:**

1. General Plumbing Items
  - a. All items listed in General Trade Package.
  - b. **NOTICE: To maintain project completion date, blocks in various areas will be phased concurrently. Trade Contractor will be required to provide multiple crews, equipment, material, and the leadership required to work in areas concurrently as shown in the project schedule.**
  - c. Provide and install all plumbing systems and equipment including, but not limited to, plumbing fixtures, plumbing equipment, natural gas equipment and piping, sanitary waste piping and vents, water heaters, domestic water system, storm drainage system, sump pumps, drinking fountains and water coolers, chemical waste systems, valves, tees and piping insulation.

- d. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install elevators as indicated on contract documents. Any trade specific items shall be included whether listed or not.
- e. Provide a complete and working plumbing system.
- f. The Plumbing Trade Contractor will be fully responsible for all cost and work associated with obtaining the plumbing permits and passing associated inspections including submission, interaction with inspectors, payment of fees (other than impact fees), and pulling the permit. Construction Manager to pay the impact fees.
- g. Utility Tie Ins
  - i. Domestic Water – Utility Contractor to provide and install domestic water line to within 5' of the building. Plumbing Contractor is responsible for making final connections at that point and continuing domestic water lines into and throughout the building.
  - ii. Sanitary Sewer - Utility Contractor to provide and install sanitary sewer line to within 5' of the building. Plumbing Contractor is responsible for making final connection at that point and continuing sanitary lines into and throughout the building.
  - iii. Storm Drain - Utility Contractor to provide and install storm drain line to within 5' of the building. Plumbing Contractor responsible for making final connection at that point and continuing storm drain lines into and throughout the building.
  - iv. French Drain at Foundation Perimeter – Plumbing Contractor to provide, install and tie into existing Storm Drain.
  - v. Gas – From Meter provided by local gas utility company to building distribution.
  - vi. Fire Protection Lines – Utility Contractor shall provide and install fire protection line to a point stubbed up 1' above finish floor in fire riser room. Utility contractor to provide and install backflow preventer associated with fire protection line.
- h. Plumbing Trade Contractor to provide and install all roof drainage systems from the drain body to storm drain line tie in as shown on the Contract Documents.
- i. Condensate drainage piping shall be provided by and installed by the Plumbing Contractor. Lines shall be routed to the closest storm drain, sink p-trap, or indirect sanitary connection. Drain lines shall not be connected to roof drains that daylight over sidewalks, pavement, or public space areas unless approved otherwise.
- j. Complete all sealants and caulking related to plumbing work. This includes caulking water closets to walls, sealing hose bib penetrations through exterior walls, penetrations through fire or sound rated walls (as mentioned in General Trade Package), etc.
- k. Plumbing Trade Contractor to provide connections for all equipment requiring plumbing connections, even equipment not provided as part of this Trade Package. Examples include kitchen equipment, refrigerators, ice makers, dishwashers, washing machines, etc.
- l. Provide and install thrust blocks, concrete, anchors, and guides for underground piping.
- m. Provide all disinfectants, chlorination/flushing, and testing of domestic water systems per the Contract Documents and inspection requirements.
- n. Provide temporary water to buildings for construction purposes.

- o. Prime all exposed fittings and welds at exterior gas lines to prevent rusting. Painting Trade Contractor will paint exposed gas and water piping with rust inhibitive paint per the Contact Documents.
- p. Provide regulators and valves as indicated in the Plumbing Drawings.
- q. Labeling, color coding, and valve tagging of all plumbing piping & equipment.
- r. Plumbing Trade Contractor to include coordination of systems with architectural & engineering plans, other trades, and as required by specifications.
- s. Cover all ends of piping to prevent foreign matter from entering during construction.
- t. Excavation, compaction, haul-off, etc. are included in this bid package.
- u. Provide access panels for plumbing scope as indicated in the contract documents.
- v. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
- w. Include coring, sleeving, and fire-stopping associated with this scope.
- x. Trade partner shall participate and complete all required BIM coordination.
  - i. Responsible for verifying that all electronic documents on the shared workspace from the Design Team are current.
  - ii. Assembles component models and facilitates the use of the Federated Model for coordination meetings. The federated model will contain clash reports and annotated views for assisting with clash resolution.
  - iii. Facilitates BIM coordination meetings with Trade BIM Coordinators.
  - iv. Coordinates construction sequencing and scheduling activities with the project team and assures they are integrated with the Federated BIM.
  - v. Upload for BIM Meeting, Wednesday, close of business.
  - vi. Weekly BIM coordination meeting, Thursday, 8:00 am.

## 2. Job Specific Plumbing Items

- a. Project is Tax Exempt
- b. Project includes secure detainee spaces and related requirements.
- c. Allow for multiple mobilizations as required to complete this scope of work.
- d. Building foundation drainage, where indicated on drawings shall be provided by this Trade Partner.
- e. Provide temporary water service to the construction trailer.
- f. Residential Appliance Installation Coordination. Plumbing Trade Contractor to provide all water and gas connections.
- g. Trap Primers. Provide trap primers as indicated and mount in an accessible location or provide access door for service
- h. Provide and install backflow preventer for irrigation in accordance with the plans and specifications.
- i. Any penetration exceeding 3-1/2 square inches or 2-1/16" diameter into or out of tornado or storm shelters shall be provided with an ICC-500 compliant shroud / reinforcement.

- j. Provide layout for required concrete equipment pads. Concrete work by others.
  - k. Plumbing Trade Contractor provide and install a condensate drain from the fan coils to the nearest available floor drain.
  - l. Provide and install all low voltage and communication wiring for Plumbing Systems.
- 

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- Total LF of ductwork.
- Count for each type of HVAC equipment.

**Schedule:** Coordinate with Project Manager

These quantities are for reference only. Trade contractor is responsible for the actual quantities, not anticipated.

1. General HVAC Items

- a. All items listed in General Trade Package.
- b. **NOTICE: To maintain project completion date, blocks in various areas will be phased concurrently. Trade Contractor will be required to provide multiple crews, equipment, material, and the leadership required to work in areas concurrently as shown in the project schedule.**
- c. Provide and install all Mechanical systems and equipment including, but not limited to, HVAC equipment, air handling, chiller, boilers, natural gas equipment and piping, vents, insulation.
- d. The Mechanical Trade Contractor will be fully responsible for all costs and work associated with obtaining the mechanical permits and passing associated inspections including submission, interaction with inspectors, payment of fees, and pulling the permit.
- e. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install elevators as indicated on contract documents. Any trade specific items shall be included whether listed or not.
- f. Provide a complete and working mechanical system.
- g. Any structure or blocking necessary for installation of the systems in this Trade Package that is not specifically shown on the plans shall be provided and installed by this Trade Package.
- h. Provide and install all heating, ventilating, and air conditioning systems.
- i. Provide, install and coordinate all BAS requirements.
- j. Provide and install HVAC controls and associated wiring per the sequence drawings in the Contract Documents.
- k. Mechanical Trade Contractor to provide and install all exhaust systems.

- l. Access doors in walls or ceilings will be furnished by the subcontractor whose work is accessed by the door. Installation shall be included in the framing/drywall scope. Access door to be supplied to Framing & Gypsum Trade Contractor prior to starting work in each area.
- m. Provide and install any step-down transformers required for low voltage work. Electrical Trade Contractor to provide electrical connection points as shown in the Contract Documents. Anything further is the responsibility of the HVAC Contractor.
- n. Duct detectors will be furnished by the Fire Alarm Contractor to the Mechanical Contractor. The Mechanical Contractor will mount the duct detector and provide an access door in the duct for access by the Fire Alarm Contractor. At exposed ceiling locations Electrical Contractor will provide the conduit and the Fire Alarm Contractor will complete all wiring, terminations, and commissioning of the devices.
- o. Coordinate with Roofing Contractor to ensure roof membrane is installed over curbs. If roofing membrane is not installed over curb Mechanical Contractor to supply and install roof flashings as well as sealants for equipment over curbs. HVAC contractor to provide and install temporary covers at roof curbs if units and fans are not set as roofing is installed.
- p. Provide and install blocking as necessary to ensure mechanical roof curbs are installed at correct elevations to maintain roof installation requirements.
- q. Supply and install all louvers including mechanical and architectural.
- r. Furnish and install flues from gas-fired equipment.
- s. Provide all fire, fire-smoke, and smoke dampers and associated actuators.
- t. Provide all related equipment accessories including bases, supports, hangers, clips, etc.
- u. Provide vibration isolation systems if called out in the Contract Documents.
- v. Coordinate locations of ductwork with Electrical and Fire Sprinkler Trade Contractors.
- w. Ductwork shall be delivered to the jobsite with ends sealed and protected from water. If the inside of ductwork becomes wet due to improper storage or water infiltration through curb openings Mechanical Trade Contractor shall remove and replace at their expense. The ductwork installed shall remain sealed at ends at the end of each day to prevent entrance of foreign matter.
- x. Provide paint grip ductwork at locations where ducts are to remain exposed and do not receive a covering. Clean and remove stickers for ductwork at these locations after installation.
- y. Labeling and color coding of all mechanical items as required per the specs is the responsibility of this trade package.
- z. Include coordination of mechanical systems with other trades as required by architectural and engineering plans, and/or specifications.
- aa. It is the responsibility of this trade contractor to ensure that any required penetrations in concrete walls, columns, floors, etc. are in place prior to installation of these systems. Include all cutting, coring, patch, trim, clean up, sleeves, sleeve seals, caulking, fire caulking associated with all penetrations made by this trade contractor.
- bb. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
- cc. Include coring, sleeving, and fire-stopping associated with this scope.
- dd. Trade partner shall participate and complete all required BIM coordination.
  - i. Responsible for verifying that all electronic documents on the shared workspace from the Design Team are current.

- ii. Assembles component models and facilitates the use of the Federated Model for coordination meetings. The federated model will contain clash reports and annotated views for assisting with clash resolution.
- iii. Facilitates BIM coordination meetings with Trade BIM Coordinators.
- iv. Coordinates construction sequencing and scheduling activities with the project team and assures they are integrated with the Federated BIM.
- v. Upload for BIM Meeting, Wednesday, close of business.
- vi. Weekly BIM coordination meeting, Thursday, 8:00 am.

2. Job Specific HVAC Items

- a. Project is Tax Exempt.
- b. Allow for multiple mobilizations as required to complete the scope of work.
- c. Perform and provide report of Testing and Balancing of all HVAC Equipment as part of this Trade Package.
- d. Equipment will be required to be used during construction. Provide temporary construction filters and prefilters on equipment (change or clean when needed). Refer to specifications for requirements of temporary usage. Provide and install a new set of filters prior to test and balance work. If filters are not maintained during construction the Mechanical Trade Contractor shall be responsible for cleaning coils prior to test and balance.
- e. Residential Appliance Installation Coordination. Mechanical Trade Contractor to provide hard ducted connections.
- f. Any penetration exceeding 3-1/2 square inches or 2-1/16" diameter into or out of tornado or storm shelters shall be provided with an ICC-500 compliant shroud / reinforcement.
- g. Provide and install all low voltage and communication wiring for Mechanical Systems.
- h. Permanent Heating & Cooling Coordination
  - i. Permanent HVAC system will be required to be available to use for construction per the construction schedule exhibit.
  - ii. Reference specification section for schedule. For each area of the building Mechanical, Electrical, & Plumbing Trade Contractors must install all work necessary for HVAC systems to be fully functional for heat within the durations between the roof installation and gypsum board being complete.
  - iii. If Mechanical, Electrical or Plumbing Trade Contractors fail to finish installing and commissioning their portions of the install prior to cold weather they shall be responsible for the cost of supplying temporary heating as necessary, but a minimum of 55 degrees, to allow finish trades to work until permanent HVAC system is available for use.
  - iv. Construction Manager shall be responsible for coordination of Utility Service Providers.
  - v. If the above conditions are met and Mechanical Trade Contractor refuses to start up equipment for any reason then the Mechanical Trade Contractor shall be fully responsible for providing temporary construction heating sufficient for

finish trades to perform their work.

- vi. The Mechanical Trade Contractor shall be responsible for ensuring that warranty term requirements indicated in the Contract Documents are met starting at substantial completion. If the startup of equipment initiates commencement of warranty, then the Mechanical Trade Contractor shall provide extended warranty to cover time period from start to substantial completion.
- i. Provide and install temporary waterproof caps at all roof curbs.
- j. Equipment will be required to be used during construction. Provide temporary construction filters and prefilters on equipment (change or clean when needed). Provide and install a new set of filters prior to test and balance work. If filters are not maintained during construction Mechanical Trade Contractor shall be responsible for cleaning coils prior to test and balance.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval **a minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. **All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.**
- UU. **Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.**
- VV. **Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.**



## Trade Package 26-01: Electrical, Lighting, and Fire Alarm

| Specification Section: | Description:                   |
|------------------------|--------------------------------|
| Division 00            | Contract & Bidding Documents   |
| Division 01            | General Requirements           |
| Division 26            | Electrical                     |
| Division 27            | Communications                 |
| Division 28            | Electronic Safety and Security |

**Quantity Check:** On section #9 of the bid form please list total anticipated quantities for the following in the quantity check section:

- Count for each light fixture type
- Size of electrical service

These quantities are for reference only. Trade Partner is responsible for the actual quantities, not anticipated.

**Alternates:**

- Alternate 1:
- Alternate 2:

**Schedule:** Coordinate with Project Manager

**The following is a highlight of the key items but not a complete list, refer to plans and specifications:**

1. General Electrical Items
  - a. All items listed in General Trade Package.
  - b. This is an all-inclusive trade package to include all materials, labor, and equipment to furnish and install scope as indicated on contract documents. Any trade specific items shall be included whether listed or not.
  - c. Trade Partner is responsible for coordination of all Architectural Detail Coordination.
  - d. Provide a complete and working electrical system
  - e. Contractor to provide and install all lighting, power, gear, devices, boxes, plates, conduit, wire, disconnects, controllers, relays, etc. for a complete and functioning electrical system.
  - f. Provide temporary power with GFCI breakers and lighting in all areas.
  - g. Contractor shall refer to phasing exhibit for estimated breakdown of sequencing for

interior finish blocks to be completed in each building. Contractor will be required to provide multiple crews to sequence with block schedule. Trade Contractors will complete individual blocks based on working project schedule; at times requiring multiple crews.

- h. **NOTICE: To maintain project completion date, blocks in various areas will be phased concurrently. Trade Contractor will be required to provide multiple crews, equipment, material, and the leadership required to work in areas concurrently as shown in the project schedule**
- i. Maintain temporary lighting through construction until permanent lighting is in place and functioning.
- j. Include excavation and compacted backfill for any underground work associated with this trade. Trade Partner to haul off spoils generated by their scope of work. Trade Contractor to perform all trenching, backfill, cabling, sleeving, and other work necessary for site electrical work.
- k. If concrete encasement is required for any U/G electrical work, bidder to include the concrete.
- l. Include coring, sleeving, and fire-stopping associated with this scope.
- m. Include all required raceways, j-boxes, and conduit with pulls strings for low voltage cabling installed by others.
- n. Provide electrical disconnects for all equipment unless specifically noted on equipment schedules to be provided by others.
- o. Ceiling and wall devices to be grouped together and aligned for a neat and orderly appearance.
- p. Subcontractor to run secondary conduit and wiring from utility transformer to building.
- q. Low voltage phone and data wiring by others.
- r. Labeling and color coding of all electrical items as required per the specs is the responsibility of this trade package.
- s. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
- t. The Electrical Trade Contractor will maintain responsibility for wiring and tie-in of devices, provided by others. Examples of these types of systems are connection to the elevator, connection to automated fire doors, access control doors, steel roll gate systems, swing gate systems, vehicular slide gate operators, etc.
- u. Include coring, sleeving, and fire-stopping associated with this scope.
- v. Trade partner shall participate and complete all required BIM coordination.
  - i. Responsible for verifying that all electronic documents on the shared workspace from the Design Team are current.
  - ii. Assembles component models and facilitates the use of the Federated Model for coordination meetings. The federated model will contain clash reports and annotated views for assisting with clash resolution.
  - iii. Facilitates BIM coordination meetings with Trade BIM Coordinators.
  - iv. Coordinates construction sequencing and scheduling activities with the

project team and assures they are integrated with the Federated BIM.

- v. Upload for BIM Meeting, Wednesday, close of business.
- vi. Weekly BIM coordination meeting, Thursday, 8:00 am.

## 2. Job Specific Electrical, Lighting, and Lighting Control Items

- a. Project is tax exempt.
- b. Project includes secure detainee spaces and related requirements.
- c. Layout (Lingo will provide elevation benchmark and building corners only and will assist this Bidder with layout), submittals, product data, certifications, samples, mockups per specifications, field measurements or as required.
- d. Provide access panels in walls or ceilings.
- e. Provide and install underground conduits from the transformer to OG&E tie in point.
- f. Provide and install all Generators, Wiring, Communication Wiring, and Systems as required.
- g. Provide disconnect switches, starters, and VFD's that are not identified to be furnished by the Mechanical, Plumbing, and Fire Protection Trade Contractors.
- h. Electrical Trade Contractor to provide all power and wiring to and installation of all motors, controllers, VFD's, starters and disconnects provided by the Mechanical, Plumbing, and Fire Protection Trade Contractors.
- i. Any structure or blocking necessary for installation of the systems in this Trade Package that is not specifically shown on the plans shall be provided and installed by this Trade Package.
- j. Provide power and electrical terminations to all fire, fire-smoke, and smoke dampers and associated actuators.
- k. Trade Partner shall provide underground pathway from MSB/Main electrical room to sub electrical rooms/sub panels. Feed between these room shall not be ran overhead in order to provide power prior to completion of roof framing. Refer schedule for power on dates.
- l. Provide vibration isolation systems if called out in the Contract Documents.
- m. Provide, install and coordinate all BAS requirements.
- n. This trade package shall be responsible for all lighting and lighting control systems and devices.
- o. This trade package shall be responsible for site lighting including trenching, boring, conduit, pathways, light pole bases, and poles.
- p. Electrical Trade Partner shall provide site lighting bollard fixtures shown in site lighting schedule. Electrical Trade Partner shall include anchor bolts.
- q. Electrical Trade Partner shall provide and install concrete pole bases.
- r. Provide inverters as indicated by drawings.
- s. Provide lighting protection and grounding systems as indicated by drawings.
- t. Allow for multiple mobilizations as required to complete the scope of work.
- u. Demo of electrical items if applicable as shown on plans, any dropped items will be removed by demo contractor.
- v. Provide rough in for the following systems as noted in drawings. Electrical Trade to specifically review TA Audio Visual and TE Telecom sheets.
  - i. Data/Communications Wiring
  - ii. Intercom System
  - iii. Access Control
  - iv. Delayed Egress

- v. Detainee Doors
- vi. Intrusion Detection
- vii. Video Surveillance
- viii. Clock System
- ix. Audio/Visual System
- x. Steel Roll Gate Systems
- xi. Swing Gate Systems
- xii. Vehicular Slide Gate Operators
- w. Electrical Trade to Specifically Review and Cross Reference the Door Schedule and Hardware Schedule.
- x. Provide pull strings for all rough-in boxes and conduit.
- y. Where a trade partner is pulling from adjacent electrical rooms, they shall be responsible for protecting grid, ceiling tiles, floor finishes, and providing concealed pathways.
- z. Provide layout for required concrete equipment pads. Concrete work by others.
- aa. Provide additional support for light fixtures located in shelter areas in accordance with the plans and specifications.
- bb. Residential Appliance Installation Coordination. Electrical Trade Contractor to provide hardwired connections.
- cc. Provide a waterproof duplex receptacle to designated irrigation backflow preventer location.
- dd. Provide underground boring pathway to the west parking lot pole light fixtures.
- ee. See other drawings for additional requirements, including, but not limited to architectural, mechanical, plumbing, a/v, etc.
- ff. Provide (3) additional exit fixtures beyond what is shown in the plans to be installed according to Fire Marshal or other request at no additional cost to the project. If there is no requirement for additional fixtures to be installed upon project completion they shall be given to the owner for surplus stock.
- gg. Any penetration exceeding 3-1/2 square inches or 2-1/16" diameter into or out of tornado or storm shelters shall be provided with an ICC-500 compliant shroud / reinforcement.
- hh. It is the responsibility of this trade contractor to ensure that any required penetration in concrete walls, columns, floors, etc. are in place prior to installation of these systems. Include all cutting, coring, patch, trim, clean up, sleeves, sleeve seals, caulking, fire caulking associated with all penetrations made by this trade contractor.
- ii. Temporary power & lighting
  - i. Electrical Trade Contractor to provide additional conduit from permanent transformer pad for service equipment as necessary to provide temporary construction power.
  - ii. Provide adequate temporary service for the project, including the following:
    - 1. Provide spider boxes throughout building for temporary power. Minimum two in each area of the building (12 total).
  - iii. The Electrical Trade Contractor will provide, maintain, and remove temporary construction lighting throughout the building. Corridors, stairwells, and egress lighting to be provided and must be fully illuminated. Access lighting shall be provided such that each room may be safely accessed without additional lighting source.

- iv. Upon award of project, and as temporary power allows, provide and install two temporary exterior flood lights and poles for jobsite security.
  - v. Demo and remove existing temporary power serving CM's construction trailer at the end of the project.
  - vi. Demo and remove all temporary power, conduit, and wiring included in this Trade Package.
  - vii. Provide main breaker and over current protection
  - viii. This trade partner shall wire in 480v heaters provided by CM for areas of project where heating is required prior to Air-on dates in schedule.
- jj. Conduits Raceways & Cable Trays For Low Voltage Systems
- i. The Electrical Trade Contractor shall be responsible for installation of all conduits, with pull strings and labels, and cable trays for low voltage systems specifically identified on the Contract Documents.
  - ii. The Electrical Trade Contractor shall be responsible for installing all outlet boxes and conduit stub-ups for low voltage systems.
  - iii. Electrical Trade Contractor to provide conduit raceways anywhere low voltage wiring is run in a non-accessible space, such as in a wall cavity or above a gypsum board ceiling.
  - iv. Electrical Trade Contractor to provide conduit raceways at exposed ceilings as indicated on the Contract Documents.
  - v. Associated Low Voltage Trade Contractor to provide and install j-hook or other individual support anywhere that a cable tray or conduit does not occur, such as above lay-in ceiling grids.
  - vi. If j-hooks are utilized in plenum space then plenum rated cables shall be provided.
  - vii. Electrical Trade Contractor to provide and install cable tray and associated support systems for low voltage systems.
  - viii. Supply and install all vertical and horizontal pathways for the DAS and ERRS systems.
- kk. Permanent Heating & Cooling Coordination
- i. Permanent HVAC system will be required to be available to use for construction per the construction schedule exhibit.
  - ii. Reference specification section for schedule. For each area of the building Mechanical, Electrical, & Plumbing Trade Contractors must install all work necessary for HVAC systems to be fully functional for heat within the durations between the roof installation and gypsum board being complete.
  - iii. If Mechanical, Electrical or Plumbing Trade Contractors fail to finish installing and commissioning their portions of the install prior to cold weather they shall be responsible for the cost of supplying temporary heating as necessary, but a minimum of 55 degrees, to allow finish trades to work until permanent HVAC system is available for use.
  - iv. Construction Manager shall be responsible for coordination of Utility Service Providers.
  - v. If the above conditions are met and Mechanical Trade Contractor refuses to start up equipment for any reason then the Mechanical Trade Contractor shall be fully responsible for providing temporary construction heating sufficient for

finish trades to perform their work.

- vi. The Mechanical Trade Contractor shall be responsible for ensuring that warranty term requirements indicated in the Contract Documents are met starting at substantial completion. If the startup of equipment initiates commencement of warranty, then the Mechanical Trade Contractor shall provide extended warranty to cover time period from start to substantial completion.

II. Precast Coordination

- i. Trade Contractor shall provide rough in for embedded electrical items at precast walls. Trade Contractor shall coordinate schedule, access, and mobilizations with Precast Trade Contractor. Trade Contractor shall include delivery & unloading of material, blocking, anchorage devices, embedded items, and labor for installation of items shown in Construction Documents and Specifications.

3. General Fire Alarm Items:

- a. All items listed in General Trade Package.
- b. Project includes secure detainee spaces and related requirements.
- c. Trade Partner is responsible for coordination of all Architectural Detail Coordination.
- d. Layout (Lingo will provide elevation benchmark and building corners only and will assist this Bidder with layout), submittals, product data, certifications, samples, mockups per specifications, field measurements or as required.
- e. The Fire Alarm Trade Contractor will be fully responsible for all cost and work associated with designing the fire alarm system, obtaining the fire alarm permits and passing associated inspections including submission, interaction with inspectors, payment of fees, and pulling the permit.
- f. Fire alarm is a delegated design system. The Fire Alarm Trade Contractor shall be responsible for ensuring the system meets permitting requirements, code requirements, Contract Document requirements, and fire marshal requirements as well as any other entity that qualifies as an authority having jurisdiction over the fire alarm system.
- g. Duct detectors will be furnished by the Fire Alarm Trade Contractor to the Mechanical Trade Contractor. Mechanical Trade Contractor will mount the duct detector and provide access door in the duct for access by the Fire Alarm Trade Contractor. At exposed ceiling locations Electrical Trade Contractor will provide the conduit and the Fire Alarm Trade Contractor will complete all wiring, terminations, test stations, and commissioning of the devices.
- h. The Fire Alarm Trade Contractor will maintain responsibility for wiring and tie-in of devices, provided by others, which are required to be monitored by the fire alarm systems. Examples of these types of systems are tamper switches, flow switches, connection to the elevator, connection to automated fire doors, access control doors, etc.
- i. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
- j. Trade partner shall participate and complete all required BIM coordination.

4. Job Specific Fire Alarm Items:

- a) Project is Tax Exempt

- b) Allow for multiple mobilizations as required to complete the scope of work.
- c) Ceiling and wall devices to be grouped together and aligned for a neat and orderly appearance.
- d) Include coring, sleeving, and fire-stopping associated with this scope.
- e) Any penetration exceeding 3-1/2 square inches or 2-1/16" diameter into or out of tornado or storm shelters shall be provided with an ICC-500 compliant shroud / reinforcement.
- f) Provide and install Emergency Responder Radio Communication Systems. Completed required site survey and testing.



## General Trade Package

- A. Trade Contractor (**subcontractor**) has visited and carefully studied the site conditions above and below grade which may affect cost, progress or performance of the work and/or means, methods, techniques, sequences and procedures of construction expressly required by the bidding documents to be employed by the Trade Contractor and considerations are included in the bid.
- B. The bidding documents are generally sufficient to indicate and convey understanding of all the terms and conditions for the work performance of the work for which this bid is submitted. The Trade Contractor acknowledges the more stringent requirements should a conflict between the Construction Documents, building code and requirements and manufacturer's recommendation arises without compromising design intent.
- C. Trade Contractor assumes all risk of any and all price increases associated with the cost of their work. Examples of this are material price escalation, lack of availability of materials, labor shortages, etc.
- D. Trade Contractor has given Lingo Construction written notice of all conflicts, errors, ambiguities or discrepancies that the Trade Contractor has discovered in the Bidding Documents and the written resolution by the Architect or Engineer is acceptable to the Trade Contractor.
- E. Lay down and storage space will be available in designated locations at times approved by Construction Manager. Scheduling the delivery of materials, including the hauling and hoisting of any such items required for this scope of work will be the sole responsibility of the Trade Contractor. Space required for preparation and installation will be coordinated with Construction Manager. **Lingo will coordinate with Canadian County's schedule to not interrupt adjacent activities.**
- F. Construction Manager or Owner will provide Builder's Risk Insurance. Deductibles shall be the responsibility of the Trade Contractor if the event was a result of the Trade Contractors failure to secure, store, or protect from loss.
- G. Each individual Trade Contractor is responsible for all means of access to complete the specified work. This includes any scaffolding, lifts, booms, related engineering, etc. to reach all required areas or facades of the building. Access plans shall be submitted to and coordinated with Construction Manager.
- H. Safety
  - a. Basic Personal Protective Equipment (PPE) including hard hats, safety glasses and vests, is required at all times while on the project site.
  - b. Trade Contractor is fully responsible for ensuring that employees are competent and certified to operate any tools/equipment needed or used.
  - c. Trade Contractor is responsible for immediately repairing any safety rails or guardrails removed or damaged as a result of their respective work.
  - d. Trade Contractor shall have onsite MSDS folder prior to mobilization. Folder may be stored in CM office or in Trade Contractor designated location but location must be coordinated with CM.
- I. Regular operating hours are 7:00 am to 3:30 pm Monday thru Friday. Work can take place at off times if approved by C.M. in advance. Trade Contractor shall provide written request for approval **a minimum of 48 hours** before proposed work time.

- J. Daily job hours start at time of arrival onsite to not include driving or transportation time to the jobsite.
- K. Revisions in the planned schedule are intrinsic with the nature of construction. Trade Contractors acknowledge that the Owner and Construction Manager cannot guarantee work will commence on a certain date or continue without interruption. Trade Contractor has included all costs associate with this risk.
- L. Trade Contractor will provide adequate labor to carry out and/or complete the scope of work in the scheduled time and will not be eligible for compensation for excess hours or overtime worked to meet the schedule. If an expedited schedule is requested compensation will be negotiated prior to initiation. Trade Contractor further agrees to cooperate and work harmoniously with other trades in achieving completion dates, and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
- M. Trade Contractors shall sequence their work to coincide with the Construction Manager's Project Schedule. The subcontractor shall demobilize/remobilize as necessary due to the sequence of construction activities.
- N. Trade Contractors will be required to coordinate with Construction Manager as well as other Trade Contractors. If any conflict occurs, immediately notify Construction Manager.
- O. Daily Huddles, Weekly Work Plans, and Touch Plan Technology:
  - a. Touch Plan is required for this project for Weekly Work Plan (WWP) meetings that will be onsite and held on a weekly basis. Touch Plan will be used for 5-6 week look-ahead scheduling and overall project constraint management. It is the responsibility of the trade partners to provide an iPad for each foreman who attends these meetings so electronic updating of scheduling can be done during this meeting.
  - b. The construction team will employ Touch Plan <https://touchplan.io/> to coordinate six week look-ahead, weekly work planning and constraint management. Weekly Work Plan (WWP) meetings will be held on site once a week and will last no longer than 90 minutes and can be shorter with good participation. Touch Plan will be used to prepare 5-6 week look-ahead schedules and track identification and resolution of workflow constraints. Each trade must provide at least one responsible person in charge that has the authority to plan work with other trades. This person must also have the authority to make decisions and secure resources (material and labor) to meet commitments. The responsible person in charge must be equipped by the subcontractor with an electronic tablet to participate in the planning. Work plans are made and shared on the cloud. Access to the Touch Plans will be available and accessible electronically to managers that need to view the plans and commitments.
- P. The Trade Contractor will send a competent field supervisor with the authority to make decisions on behalf of the Trade Contractor to project coordination meetings prior to beginning the Trade Contractors work, during and after completion of the work as required for the coordination of the project. In addition, the Trade Contractor will maintain, at all times, a suitably sized and skilled crew to proceed rapidly and logically through the work per the direction of the Construction Manager and the amended and published Project Schedule.
- Q. A dedicated project Superintendent will be identified for dissemination of jobsite communication between Lingo and Trade Contractor's field personnel.
- R. Trade Contractor starting work will be considered acceptance of the substrate or previous work.

- S. Trade Contractor is responsible for coordination of testing for the Trade Contractor's work in accordance with the Construction Documents as well as local code and city requirements.
- T. Construction Manager or Owner will pay for third party testing. Trade Contractors are responsible for coordination of testing, through the Construction Manager. Proper notice must be given to ensure availability of the testing company. Reinspection fee's shall be the responsibility of the Trade Contractor who failed the inspection. Costs associated with delays due to lack of coordination between Trade Contractor and testing agency shall be the responsibility of the Trade Contractor.
- U. All layout, product submittals, mockups, field measurements, coordination with other trades, fees, inspections, tests and certificates as required by law or jurisdictional oversight will be paid by those specific Trade Contractors.
- V. Prior to establishing building pad elevation Construction Manager will provide benchmark elevations. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- W. Surveying control points will be provided by the Construction Manager after building pad elevation is established. All additional layout, elevations, grade stakes, and surveying required are the responsibility of the Trade Contractor.
- X. Trade Contractor is responsible for providing dewatering and pumping necessary to complete their scope of work.
- Y. Trade Contractors are responsible for ensuring their materials are delivered to the project at a time that coincides with the project schedule.
- Z. Trade Contractors are responsible for protecting cast in place concrete (to remain exposed) against markings. Examples of markings include tire marks from equipment as well as chalk lines that are not removeable. Trade Contractor shall be responsible for all costs associated with removal of such markings if they occur.
- AA. Trade Contractors are responsible for taking precautions to protect their work as well as adjacent property (such as utilities, city roads & streets, private property, etc.).
- BB. Trade Contractors shall provide drinking water for their employees.
- CC. Trade Contractor's shall have a foreman capable of speaking fluent English and translating for any non-English speaking personnel on their crew.
- DD. Instructions of Owner's Personnel on operation of systems and startup of systems as detailed in the Contract Documents are included. Provide electronic files of all operation and maintenance manuals, warranties, as-built drawings and any other closeout documentation.
- EE. Trade Contractor to include cutting, sealing and patching (including fire caulking) of all penetrations relating to the work made by that Trade Contractor. All patching activities for a uniform acceptable finish are included. Trade Contractor to submit proposed fire stop materials to Construction Manager for review prior to installation.
- FF. Extra items, requested by Lingo or the Owner, will have a markup not to exceed 10% of labor and material cost. A fully detailed breakdown including, however not limited to labor, materials, equipment and incidentals will be required for any additional work. All requests for change order pricing must be turned in within 3 working days of the request for a price unless coordinated otherwise.
- GG. All trash and debris resulting from Trade Contractor's work shall be daily cleaned up, broken down, and placed in the dumpster (provided by Lingo) by the Trade Contractor. Any material not acceptable to the local landfill or roll off provided will be removed from the site and legally disposed of by the Trade Contractor. Trade Contractors are responsible for maintaining a safe, clean, uncluttered workplace.

- HH. Trade Contractors are required to provide copies of inspection tags to the Construction Manager immediately following inspections.
- II. Closeout Procedures – The following are required in order to expedite closing the job out and applying for retainage
- a. Closeout documents (O&M manuals, warranties, training, etc) will be requested approximately ninety (90) days prior to substantial completion.
  - b. Start dates on warranties shall read “From the Date of **Final Acceptance by Canadian County**” in lieu of a specific date.
  - c. A certificate will be issued, included in the warranty manual and distributed to the trade contractors, with the actual date of substantial completion.
- JJ. Trade Contractors are responsible for providing task lighting as necessary to perform their work.
- KK. Trade Contractors to remove their spoils from underground work from site. Trade Contractor to backfill their underground work per the geotechnical report recommendations.
- LL. Concrete Penetrations, Sleeves, & Sawcutting
- a. Trade Contractors are responsible for identifying, locating, and ensuring blockouts and penetrations are incorporated into concrete pours such that their work can be installed properly.
  - b. For openings in concrete walls or slabs not specifically detailed in Contract Documents Trade Contractor requiring the opening shall be responsible for blockouts or void forms.
  - c. Trade Contractors shall provide supervision at concrete pours involving penetrations and sleeves associated with their work.
  - d. In the event concrete sleeves or blockouts are not identified, located, or placed properly the Trade Contractor requiring the opening shall be responsible for the full cost of demolition, removal, and replacement of all concrete required for the installation of their work. Costs shall include removal of material off site, testing of new material as required, and all reinforcement, vapor barrier, and finished necessary to install blockout.
  - e. Saw cutting and patching are the responsibility of the Trade Contractor who requires the work.
  - f. Trade Contractors to submit core drilling and/or sawcutting locations & sizes to the Construction Manager for approval by the EOR prior to proceeding with work. Where Construction Manager/EOR require scanning or locating of cast in reinforcement, the Trade Contractor shall be responsible for these costs.
- MM. Warranty period shall start at the date of **Final Acceptance by Canadian County**.
- NN. Trade Contractors shall provide their own flagmen and traffic control as necessary for their scope of work as well as deliveries.
- OO. For trades requiring inspections partial inspections shall be included in the cost of work.
- PP. Trade Contractors shall be responsible for providing their own GFCI protection if using permanent power from the building.
- QQ. Provide any temporary lighting required to complete work. Construction Manager will only supply minimum required by OSHA.
- RR. All Trade Contractors shall submit their company safety policy, identified competent person, and any job specific job hazard safety documents to CM prior to start of work. This does not relieve the Trade Contractor from responsibility of implementing their own safety policy but is used to promote a more comprehensive safety environment on the project.

- SS. Trade Contractors will not be compensated for time or money due to rework items not correctly installed or not meeting QC requirements. Trade Contractor shall be required to review trade specific work as completed to ensure it meets specification requirements
- TT. All Bid Questions shall be directed to Lingo. Do not contact Canadian County or the A/E team with questions during bidding.
- UU. Bidders are not allowed to attach, include, or submit "Assumptions or Clarifications" with the bids.
- VV. Project shall be tax exempt. Trade Contractor shall take this into account for material that is to remain onsite only. Temporary materials that do not remain as a part of the structure cannot be considered for tax exempt status. Refer to local rules/regulations for more information. Canadian County will provide a tax-exempt designee letter for each contractor to use.