



Canadian County Courthouse – Bid Package 03

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

4-01 Masonry
6-01 Millwork, Trim, Solid Surfaces, & Countertops
6-02 Courtroom Architectural Woodwork
7-01 Applied Fire Protection
9-01 Drywall, Framing, & Ceilings
9-02 Flooring & Tile
9-03 Terrazzo Flooring
9-04 Painting & Wall Coverings
12-01 Window Coverings
32-01 Site Paving
32-02 Site Fencing
32-03 Landscaping, Irrigation, & Site Furnishings

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



Table of Contents

Division 0 – Contract & Bidding Documents

Advertisement for Bids

00 0001	Title Page
00 0002	Table of Contents
00 1000	Solicitation for Bids

Bidding Documents

00 2000	Bid Form
00 2100	Bid Affidavits
a.	Non-collusion Affidavit
b.	Business Relationship Affidavit
c.	Felony & Sex Offenders Affidavit
d.	Safety Policy Affidavit
e.	Project Management Affidavit
f.	Contract Drawings, Specifications, Reports Package Affidavit
g.	Hazard Notification
00 2200	Trade Contractors Checklist for Bid Submittal
00 2400	Bid Bond Request Letter

Instructions to Bidders

00 3000	Instructions to Bidders
---------	-------------------------

Forms & Contract Documents

00 4000	Sample Subcontract Form
00 4100	Sample of Packet Accompanying Contract
00 4200	Final Payment Affidavit
00 4300	Certification of Asbestos Free Construction

Trade Package Scopes of Work

00 5000	Trade Package Scopes of work
---------	------------------------------

General and Supplementary Conditions (General Trade Package)

00 7200	General Trade Package
---------	-----------------------

End of Table of Contents

Section 00 1000 Solicitation for Bids

October 29, 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 20th, 2025**, for the following trade packages:

Sealed Bids per Public Bidding Act of 1974

4-01 Masonry
6-01 Millwork, Trim, Solid Surfaces, & Countertops
6-02 Courtroom Architectural Woodwork
7-01 Applied Fire Protection
9-01 Drywall, Framing, & Ceilings
9-02 Flooring & Tile
9-03 Terrazzo Flooring
9-04 Painting & Wall Coverings
12-01 Window Coverings
32-01 Site Paving
32-02 Site Fencing
32-03 Landscaping, Irrigation, & Site Furnishings

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.

Section 00 1000 Solicitation for Bids

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.

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
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 and Dakota Wheeler 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 3

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 3

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 1, 2, 3, 4 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.

(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:

(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:

(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:

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

(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.

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

Signature of Bidder or Bidder's Authorized Agent

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.

(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

- G0.1 - COVER SHEET
- G0.2 - SHEET INDEX
- G0.3 - COVER SHEET EARLY BID
- G1.1 - GENERAL NOTES, SYMBOLS AND ABBREVIATIONS
- G1.2 - ADA REFERENCES
- CP0.1 - BUILDING USE ANALYSIS
- CP0.2 - OCCUPANCY GROUP PLANS
- CP1.1 - LEVEL 1 -CODE PLAN
- CP1.2 - LEVEL 2 -CODE PLAN
- CP1.3 - LEVEL 3 -CODE PLAN
- CP1.4 - LEVEL 4 -CODE PLAN
- C1.0 - EXISTING TOPOGRAPHIC MAP
- C1.1 - GENERAL CONSTRUCTION NOTES
- C2.0 - SITE DEMOLITION PLAN
- C3.0 - SITE PLAN
- C3.1 - PAVING & JOINT LAYOUT
- C3.2 - SITE CONSTRUCTION DETAILS
- C3.2 - SITE CONSTRUCTION DETAILS
- C4.0 - GRADING PLAN
- C5.0 - SITE UTILITY PLAN
- C5.1 - WATER LINE PLAN & PROFILE
- C5.2 - STANDARD WATER DETAILS
- C6.0 - EROSION CONTROL PLAN
- C6.1 - EROSION CONTROL DETAILS
- C7.0 - HISTORIC DRAINAGE EXHIBIT
- C7.1 - POST-DEVELOPMENT DRAINAGE EXHIBIT
- HA-1.0 - OVERALL LAYOUT PLAN
- HA-1.1 - OVERALL DIMENSION PLAN
- HA-2.0 - LAYOUT DETAILS
- HA-2.1 - LAYOUT DETAILS
- LA-1.0 - OVERALL LANDSCAPE
- LA-2.0 - LANDSCAPE DETAILS
- IR-1.0 - OVERALL IRRIGATION PLAN
- IR-2.0 - IRRIGATION NOTES AND DETAILS
- IR-3.0 - DRIP IRRIGATION NOTES AND DETAILS
- AS1.1 - ARCHITECTURAL SITE PLAN

Bid Affidavits

A0.1 - LEVEL 1 -OVERALL PLAN -PRECAST CONC
A0.2 - LEVEL 2 -OVERALL PLAN -PRECAST CONC
A0.3 - LEVEL 3 -OVERALL PLAN -PRECAST CONC
A0.4 - LEVEL 4 -OVERALL PLAN -PRECAST CONC
A0.9 - RAISED PLATFORM DIAGRAM
A1.1 - LEVEL 1 -OVERALL PLAN
A1.1A - LEVEL 1 -AREA A -FLOOR PLAN
A1.1B - LEVEL 1 -AREA B -FLOOR PLAN
A1.1C - LEVEL 1 -AREA A -DIMENSION PLAN
A1.1D - LEVEL 1 -AREA B -DIMENSION PLAN
A1.2 - LEVEL 2 -OVERALL PLAN
A1.2A - LEVEL 2 -AREA A -FLOOR PLAN
A1.2B - LEVEL 2 -AREA B -FLOOR PLAN
A1.2C - LEVEL 2 -AREA A -DIMENSION PLAN
A1.2D - LEVEL 2 -AREA B -DIMENSION PLAN
A1.3 - LEVEL 3 -OVERALL PLAN
A1.3A - LEVEL 3 -AREA A -FLOOR PLAN
A1.3B - LEVEL 3 -AREA B -FLOOR PLAN
A1.3C - LEVEL 3 -AREA A -DIMENSION PLAN
A1.3D - LEVEL 3 -AREA B -DIMENSION PLAN
A1.4 - LEVEL 4 -OVERALL PLAN
A1.4A - LEVEL 4 - AREA A -FLOOR PLAN
A1.4B - LEVEL 4 - AREA B -FLOOR PLAN
A1.4C - LEVEL 4 - AREA A -DIMENSION PLAN
A1.4D - LEVEL 4 - AREA B -DIMENSION PLAN
A1.5 - ROOF PLAN
A2.1 - ENLARGED VIEWS -PUBLIC LOBBY
A2.2 - ENLARGED VIEWS -PUBLIC LOBBY
A2.3 - ENLARGED VIEWS -RESTROOMS
A2.4 - ENLARGED VIEWS -RESTROOMS
A2.5 - ENLARGED VIEWS -RESTROOMS
A2.6 - ENLARGED VIEWS -RESTROOMS
A2.7 - ENLARGED VIEWS -WELLNESS ROOMS
A2.8 - ENLARGED VIEWS -HOLDING
A2.9 - ENLARGED VIEWS -HOLDING
A3.1 - LEVEL 1 -OVERALL REFLECTED CEILING PLAN
A3.1A - LEVEL 1 -AREA A -REFLECTED CEILING PLAN
A3.1B - LEVEL 1 -AREA B -REFLECTED CEILING PLAN
A3.2 - LEVEL 2 -OVERALL REFLECTED CEILING PLAN
A3.2A - LEVEL 2 -AREA A -REFLECTED CEILING PLAN
A3.2B - LEVEL 2 -AREA B -REFLECTED CEILING PLAN
A3.3 - LEVEL 3 -OVERALL REFLECTED CEILING PLAN
A3.3A - LEVEL 3 -AREA A -REFLECTED CEILING PLAN
A3.3B - LEVEL 3 -AREA B -REFLECTED CEILING PLAN

Bid Affidavits

A3.4 - LEVEL 4 -OVERALL REFLECTED CEILING PLAN
A3.4A - LEVEL 4 -AREA A -REFLECTED CEILING PLAN
A3.4B - LEVEL 4 -AREA B -REFLECTED CEILING PLAN
A4.1 - EXTERIOR ELEVATIONS
A4.2 - EXTERIOR ELEVATIONS
A4.3 - EXTERIOR ELEVATIONS
A4.4 - EXTERIOR ELEVATIONS
A4.5 - EXTERIOR ELEVATIONS -PRECAST CONC
A4.6 - EXTERIOR ELEVATIONS -PRECAST CONC
A4.7 - EXTERIOR ELEVATIONS -PRECAST CONC
A4.11 - EXTERIOR ELEVATIONS -PRECAST CONC
A4.21 - EXTERIOR ELEVATIONS -PRECAST CONC
A4.31 - EXTERIOR ELEVATIONS -PRECAST CONC
A5.1 - BUILDING SECTIONS
A5.2 - BUILDING SECTIONS
A5.3 - BUILDING SECTIONS
A6.1 - WALL SECTIONS
A6.2 - WALL SECTIONS
A6.3 - WALL SECTIONS
A7.1 - STAIR VIEWS -STAIR 1 (MONUMENTAL STAIR)
A7.2 - STAIR VIEWS -STAIR 2
A7.3 - STAIR VIEWS -STAIR 3
A7.4 - STAIR VIEWS -STAIR 4
A7.5 - STAIR VIEWS -STAIR 5 (LOBBY STAIR)
A7.6 - ELEVATOR VIEWS -PUBLIC ELEVATORS 1 & 2, ELEVATOR SCHEDULE &
NOTES
A7.7 - ELEVATOR VIEWS -DETAINEE ELEVATOR 3
A7.8 - ELEVATOR VIEWS -STAFF ELEVATOR 4
A8.1 - PARTITION TYPES
A8.2 - DOOR & FRAME TYPES & SCHEDULE -LEVEL 1
A8.3 - DOOR & FRAME TYPES & SCHEDULE -LEVEL 2
A8.4 - DOOR & FRAME TYPES & SCHEDULE -LEVEL 3
A8.5 - DOOR & FRAME TYPES & SCHEDULE -LEVEL 4
A8.6 - DOOR & FRAME TYPES & SCHEDULE -DETENTION
A8.7 - EXTERIOR FRAME TYPES & SCHEDULES
A8.8 - INTERIOR FRAME TYPES & SCHEDULES
A9.11 - EXTERIOR DETAILS -TYPICAL
A9.21 - EXTERIOR DETAILS -PLAN DETAILS
A9.22 - EXTERIOR DETAILS -PLAN DETAILS
A9.31 - EXTERIOR DETAILS -PRECAST CONC ELEVATION DETAILS
A9.32 - EXTERIOR DETAILS -PRECAST CONC DETAILS
A9.33 - EXTERIOR DETAILS -PRECAST CONC DETAILS
A9.41 - EXTERIOR DETAILS -SECTION DETAILS
A9.61 - EXTERIOR DETAILS -ROOF DETAILS

Bid Affidavits

A9.62 - EXTERIOR DETAILS -ROOF DETAILS
A9.81 - EXTERIOR DETAILS -DOOR AND FRAME
A9.82 - EXTERIOR DETAILS -DOOR AND FRAME AND CURTAIN WALL
A10.1 - INTERIOR ELEVATIONS -LOBBY
A10.2 - INTERIOR ELEVATIONS -LOBBY AND FEATURE WALLS
A10.3 - INTERIOR ELEVATIONS -LOBBY
A10.4 - INTERIOR ELEVATIONS -SERVICE COUNTERS
A10.5 - INTERIOR ELEVATIONS -DEPARTMENTS
A10.6 - INTERIOR ELEVATIONS -DEPARTMENTS
A10.7 - INTERIOR ELEVATIONS -COURT FLOORS
A10.8 - MILLWORK -SECURITYSCREENING
A11.11 - INTERIOR DETAILS -DETENTION
A11.21 - INTERIOR DETAILS -PLAN DETAILS
A11.31 - INTERIOR DETAILS -CEILING DETAILS
A11.32 - INTERIOR DETAILS -CEILING DETAILS
A11.41 - INTERIOR DETAILS -SECTION DETAILS
A11.51 - INTERIOR DETAILS -VERTICALCIRCULATION
A11.52 - INTERIOR DETAILS -VERTICALCIRCULATION
A11.53 - INTERIOR DETAILS -VERTICALCIRCULATION
A11.61 - INTERIOR DETAILS -PARTITION DETAILS
A11.62 - INTERIOR DETAILS -PARTITION DETAILS
A11.63 - INTERIOR DETAILS -PARTITION DETAILS
A11.64 - INTERIOR DETAILS -PARTITION DETAILS
A11.71 - INTERIOR DETAILS -DOOR AND FRAME
A11.72 - INTERIOR DETAILS -DOOR AND FRAME
A11.73 - INTERIOR DETAILS -DOOR AND FRAME
A11.74 - INTERIOR DETAILS -DETENTION DOOR FRAME
A11.81 - INTERIOR DETAILS -CASEWORK
A11.82 - INTERIOR DETAILS -CASEWORK
A11.83 - INTERIOR DETAILS -MILLWORK
A11.84 - INTERIOR DETAILS -MILLWORK
A11.91 - INTERIOR DETAILS -FINISH TRANSITIONS
A11.92 - INTERIOR DETAILS -FINISH TRANSITIONS
A12.0 - FINISH SCHEDULE
A12.1 - LEVEL 1 -FINISH PLAN
A12.1A - LEVEL 1 -AREA A -FINISH PLAN
A12.1B - LEVEL 1 -AREA B -FINISH PLAN
A12.2 - LEVEL 2 -FINISH PLAN
A12.2A - LEVEL 2 -AREA A -FINISH PLAN
A12.2B - LEVEL 2 -AREA B -FINISH PLAN
A12.3 - LEVEL 3 -FINISH PLAN
A12.3A - LEVEL 3 -AREA A -FINISH PLAN
A12.3B - LEVEL 3 -AREA B -FINISH PLAN
A12.4 - LEVEL 4 -FINISH PLAN

Bid Affidavits

A12.4A - LEVEL 4 -AREA A -FINISH PLAN
A12.4B - LEVEL 4 -AREA B -FINISH PLAN
A13.1 - LEVEL 1 -FF&E PLAN
A13.2 - LEVEL 2 -FF&E PLAN
A13.3 - LEVEL 3 -FF&E PLAN
A13.4 - LEVEL 4 -FF&E PLAN
A14.01 - ENLARGED VIEWS -LARGE JURY COURTROOM
A14.02 - ENLARGED VIEWS -STANDARD JURY COURTROOM
A14.03 - ENLARGED VIEWS -SMALL NON-JURY COURTROOM (WEST)
A14.04 - ENLARGED VIEWS -SMALL NON-JURY COURTROOM (EAST)
A14.11 - COURTROOM WALL SECTIONS
A14.21 - COURTROOM DETAILS
A14.41 - COURTROOM MILLWORK -LARGE JURY
A14.42 - COURTROOM MILLWORK -STANDARD JURY & NON-JURY
A14.43 - COURTROOM MILLWORK -SPECTATOR RAIL
A14.44 - COURTROOM MILLWORK -MISC. ITEMS
A14.51 - MILLWORK DETAILS
A14.52 - MILLWORK DETAILS
A14.53 - MILLWORK DETAILS
S0.1 - GENERAL STRUCTURAL NOTES
S0.2 - GENERAL STRUCTURAL NOTES, SYMBOLS & ABBREVIATIONS
S0.3 - GENERAL STRUCTURAL NOTES & SPECIAL INSPECTIONS
S0.4 - SALLY PORT GENERAL NOTES
S0.5 - GRID GEOMETRY PLAN
S0.6 - SNOW DRIFT PLAN
S0.7 - STRUCTURAL SCHEDULES
S1.1A - LEVEL 1 -AREA A -FOUNDATION PLAN
S1.1B - LEVEL 1 -AREA B -FOUNDATION PLAN
S1.2A - LEVEL 2 -AREA A -FLOOR FRAMING PLAN
S1.2B - LEVEL 2 -AREA B -FLOOR FRAMING PLAN
S1.3A - LEVEL 3 -AREA A -FLOOR FRAMING PLAN & LOWER ROOF FRAMING PLAN
S1.3B - LEVEL 3 -AREA B -FLOOR FRAMING PLAN & LOWER ROOF FRAMING PLAN
S1.4A - LEVEL 4 -AREA A -FLOOR FRAMING PLAN
S1.4B - LEVEL 4 -AREA B -FLOOR FRAMING PLAN
S1.5A - LEVEL 5 -AREA A -ROOF FRAMING PLAN
S1.5B - LEVEL 5 -AREA B -ROOF FRAMING PLAN
S3.1 - CONCRETE TYPICAL DETAILS
S3.2 - CONCRETE TYPICAL DETAILS
S3.3 - CONCRETE TYPICAL DETAILS
S3.4 - CONCRETE ELEVATIONS
S3.5 - CONCRETE ELEVATIONS
S3.6 - CONCRETE ELEVATIONS
S3.7 - CONCRETE ELEVATIONS
S3.8 - CONCRETE SECTIONS AND DETAILS

Bid Affidavits

S4.1 - MASONRY TYPICAL DETAILS
S5.1 - STEEL TYPICAL DETAILS
S5.2 - STEEL TYPICAL DETAILS
S5.3 - STEEL TYPICAL DETAILS
S5.4 - STEEL TYPICAL DETAILS
S5.5 - STEEL SECTIONS
S5.6 - STEEL SECTIONS
FP0.1 - FIRE PROTECTION GENERAL NOTES & SYMBOLS
FP0.2 - FIRE PROTECTION ABBREVIATIONS
FP1.1 - LEVEL 01 -FIRE PROTECTION PLAN
FP1.2 - LEVEL 02 -FIRE PROTECTION PLAN
FP1.3 - LEVEL 03 -FIRE PROTECTION PLAN
FP1.4 - LEVEL 04 -FIRE PROTECTION PLAN
FP3.1 - FIRE PROTECTION DETAILS & SCHEDULES
P0.1 - PLUMBING GENERAL NOTES & SYMBOLS
P0.2 - PLUMBING ABBREVIATIONS
P1.1A - LEVEL 01 -AREA A -UNDERGROUNDPLUMBING PLAN
P1.1B - LEVEL 01 -AREA B -UNDERGROUNDPLUMBING PLAN
P2.1A - LEVEL 01 -AREA A -PLUMBING PLAN
P2.1B - LEVEL 01 -AREA B -PLUMBING PLAN
P2.2A - LEVEL 02 -AREA A -PLUMBING PLAN
P2.2B - LEVEL 02 -AREA B -PLUMBING PLAN
P2.3A - LEVEL 03 -AREA A -PLUMBING PLAN
P2.3B - LEVEL 03 -AREA B -PLUMBING PLAN
P2.4A - LEVEL 04 -AREA A -PLUMBING PLAN
P2.4B - LEVEL 04 -AREA B -PLUMBING PLAN
P2.5 - LEVEL 05 -ROOF PLUMBING PLAN
P3.1 - ENLARGED PLANS
P3.2 - ENLARGED PLANS
P3.3 - ENLARGED PLANS
P4.1 - WASTE & VENT ISOMETRIC DIAGRAMS
P4.2 - DOMESTIC ISOMETRIC DIAGRAM -LEVEL 1
P4.3 - DOMESTIC ISOMETRIC DIAGRAM -LEVEL 2
P4.4 - DOMESTIC ISOMETRIC DIAGRAM -LEVEL 3
P4.5 - DOMESTIC ISOMETRIC DIAGRAM -LEVEL 4
P4.6 - GAS ISOMETRIC DIAGRAM
P4.7 - STORM ISOMETRIC DIAGRAM
P5.1 - PLUMBING DETAILS
P5.2 - PLUMBING DETAILS
P6.1 - PLUMBING SCHEDULES
P6.2 - PLUMBING SCHEDULES
M0.1 - MECHANICAL GENERAL NOTES & SYMBOLS
M0.2 - MECHANICAL ABBREVIATIONS
M1.1A - LEVEL 01 -AREA A -HVAC PLAN

Bid Affidavits

M1.1B - LEVEL 01 -AREA B -HVAC PLAN
M1.2A - LEVEL 02 -AREA A -HVAC PLAN
M1.2B - LEVEL 02 -AREA B -HVAC PLAN
M1.3A - LEVEL 03 -AREA A -HVAC PLAN
M1.3B - LEVEL 03 -AREA B -HVAC PLAN
M1.4A - LEVEL 04 -AREA A -HVAC PLAN
M1.4B - LEVEL 04 -AREA B -HVAC PLAN
M1.5A - ROOF -AREA A -MECHANICAL PLAN
M1.5B - ROOF -AREA B -MECHANICAL PLAN
M2.1A - LEVEL 01 -AREA A -PIPING PLAN
M2.1B - LEVEL 01 -AREA B -PIPING PLAN
M2.2A - LEVEL 02 -AREA A -PIPING PLAN
M2.2B - LEVEL 02 -AREA B -PIPING PLAN
M2.3A - LEVEL 03 -AREA A -PIPING PLAN
M2.3B - LEVEL 03 -AREA B -PIPING PLAN
M2.4A - LEVEL 04 -AREA A -PIPING PLAN
M2.4B - LEVEL 04 -AREA B -PIPING PLAN
M3.1 - ENLARGED HVAC PLANS
M3.2 - ENLARGED HVAC PLANS
M3.3 - ENLARGED SHAFT PLANS
M4.1 - MECHANICAL SECTIONS
M5.1 - CONTROLS DIAGRAMS
M5.2 - CONTROLS DIAGRAMS
M5.3 - CONTROLS DIAGRAMS
M5.4 - CONTROLS DIAGRAM
M6.1 - HYDRONIC RISER DIAGRAMS
M7.1 - MECHANICAL DETAILS
M7.2 - MECHANICAL DETAILS
M7.3 - MECHANICAL DETAILS
M7.4 - MECHANICAL AHU DETAILS
M8.1 - MECHANICAL SCHEDULES
M8.2 - MECHANICAL SCHEDULES
M8.3 - MECHANICAL SCHEDULES
M8.4 - MECHANICAL SCHEDULES
M8.5 - MECHANICAL SCHEDULES
E0.1 - ELECTRICAL SYMBOLS
E0.2 - ELECTRICAL ABBREVIATIONS & NOTES
ES1.1 - ELECTRICAL SITE PLAN
E2.1A - LEVEL 1 -AREA A -POWER PLAN
E2.1B - LEVEL 1 -AREA B -POWER PLAN
E2.2A - LEVEL 2 -AREA A -POWER PLAN
E2.2B - LEVEL 2 -AREA B -POWER PLAN
E2.3A - LEVEL 3 -AREA A -POWER PLAN
E2.3B - LEVEL 3 -AREA B -POWER PLAN

Bid Affidavits

E2.4A - LEVEL 4 -AREA A -POWER PLAN
E2.4B - LEVEL 4 -AREA B -POWER PLAN
E2.5 - ROOF -POWER PLAN
E2.6 - ROOF -LIGHTNING PROTECTION PLAN
E3.1A - LEVEL 1 -AREA A -FIRE ALARM PLAN
E3.1B - LEVEL 1 -AREA B -FIRE ALARM PLAN
E3.2A - LEVEL 2 -AREA A -FIRE ALARM PLAN
E3.2B - LEVEL 2 -AREA B -FIRE ALARM PLAN
E3.3A - LEVEL 3 -AREA A -FIRE ALARM PLAN
E3.3B - LEVEL 3 -AREA B -FIRE ALARM PLAN
E3.4A - LEVEL 4 -AREA A -FIRE ALARM PLAN
E3.4B - LEVEL 4 -AREA B -FIRE ALARM PLAN
E4.1 - ENLARGED PLANS
E4.2 - ENLARGED PLANS
E5.1 - ELECTRICAL DIAGRAMS
E5.2 - ELECTRICAL DIAGRAMS
E6.1 - ELECTRICAL DETAILS
E6.2 - ELECTRICAL DETAILS
E7.1 - ELECTRICAL SCHEDULES
E7.2 - ELECTRICAL SCHEDULES
E7.3 - ELECTRICAL SCHEDULES
E7.4 - ELECTRICAL SCHEDULES
E7.5 - ELECTRICAL SCHEDULES
E7.6 - ELECTRICAL SCHEDULES
E7.7 - ELECTRICAL SCHEDULES
ELS1.1 - SITE LIGHTING PLAN
EL1.1A - LEVEL 01 - AREA A -LIGHTING PLAN
EL1.1B - LEVEL 01 - AREA B -LIGHTING PLAN
EL1.2A - LEVEL 02 - AREA A -LIGHTING PLAN
EL1.2B - LEVEL 02 - AREA B -LIGHTING PLAN
EL1.3A - LEVEL 03 - AREA A -LIGHTING PLAN
EL1.3B - LEVEL 03 - AREA B -LIGHTING PLAN
EL1.4A - LEVEL 04 - AREA A -LIGHTING PLAN
EL1.4B - LEVEL 04 - AREA B -LIGHTING PLAN
EL1.5A - ROOF - AREA A -LIGHTING PLAN
EL1.5B - ROOF - AREA B -LIGHTING PLAN
EL5.1 - STAIR 4 AND 5 LIGHTING SECTIONS
EL5.2 - STAIR 2 AND 3 LIGHTING SECTIONS
EL5.4 - LIGHTING ELEVATIONS
EL7.1 - LUMINAIRE & CONTROLS SCHEDULES
TE0.1 - TELECOM GENERAL NOTES, SYMBOLS & ABBREVIATIONS
TE1.1A - LEVEL 01 -AREA A -TELECOM PLAN
TE1.1B - LEVEL 01 -AREA B -TELECOM PLAN
TE1.2A - LEVEL 02 -AREA A -TELECOM PLAN

Bid Affidavits

TE1.2B - LEVEL 02 -AREA B -TELECOM PLAN
TE1.3A - LEVEL 03 -AREA A -TELECOM PLAN
TE1.3B - LEVEL 03 -AREA B -TELECOM PLAN
TE1.4A - LEVEL 04 -AREA A -TELECOM PLAN
TE1.4B - LEVEL 04 -AREA B -TELECOM PLAN
TE2.1A - LEVEL 01 -AREA A -REFLECTED CEILING PLAN
TE2.1B - LEVEL 01 -AREA B -REFLECTED CEILING PLAN
TE2.2A - LEVEL 02 -AREA A -REFLECTED CEILING PLAN
TE2.2B - LEVEL 02 -AREA B -REFLECTED CEILING PLAN
TE2.3A - LEVEL 03 -AREA A -REFLECTED CEILING PLAN
TE2.3B - LEVEL 03 -AREA B -REFLECTED CEILING PLAN
TE2.4A - LEVEL 04 -AREA A -REFLECTED CEILING PLAN
TE2.4B - LEVEL 04 -AREA B -REFLECTED CEILING PLAN
TE3.1 - TELECOM CABLE TRAY PLANS
TE3.2 - TELECOM ENLARGED PLANS
TE5.1 - TELECOM ONE-LINE
TE6.1 - TELECOM DETAILS
TE6.2 - TELECOM DETAILS
TA0.01 - AUDIOVISUAL GENERAL NOTES
TA0.02 - AUDIOVISUAL GENERAL DETAILS
TA1.01A - LEVEL 01 -AREA A -WIRING DEVICE PLAN
TA1.01B - LEVEL 01 -AREA B -WIRING DEVICE PLAN
TA1.02A - LEVEL 02 -AREA A -WIRING DEVICE PLAN
TA1.02B - LEVEL 02 -AREA B -WIRING DEVICE PLAN
TA1.03A - LEVEL 03 -AREA A -WIRING DEVICE PLAN
TA1.03B - LEVEL 03 -AREA B -WIRING DEVICE PLAN
TA1.04A - LEVEL 04 -AREA A -WIRING DEVICE PLAN
TA1.04B - LEVEL 04 -AREA B -WIRING DEVICE PLAN
TA1.11A - LEVEL 01 -AREA A -EQUIPMENT PLAN
TA1.11B - LEVEL 01 -AREA B -EQUIPMENT PLAN
TA1.12A - LEVEL 02 -AREA A -EQUIPMENT PLAN
TA1.12B - LEVEL 02 -AREA B -EQUIPMENT PLAN
TA1.13A - LEVEL 03 -AREA A -EQUIPMENT PLAN
TA1.13B - LEVEL 03 -AREA B -EQUIPMENT PLAN
TA1.14A - LEVEL 04 -AREA A -EQUIPMENT PLAN
TA1.14B - LEVEL 04 -AREA B -EQUIPMENT PLAN
TA2.01A - LEVEL 01 -AREA A -REFLECTED CEILING PLAN
TA2.01B - LEVEL 01 -AREA B -REFLECTED CEILING PLAN
TA2.02A - LEVEL 02 - AREA A -REFLECTED CEILING PLAN
TA2.02B - LEVEL 02 -AREA B -REFLECTED CEILING PLAN
TA2.03A - LEVEL 03 -AREA A -REFLECTED CEILING PLAN
TA2.03B - LEVEL 03 -AREA B -REFLECTED CEILING PLAN
TA2.04A - LEVEL 04 -AREA A -REFLECTED CEILING PLAN
TA2.04B - LEVEL 04 -AREA B -REFLECTED CEILING PLAN

Bid Affidavits

TA3.01 - ENLARGED AV PLANS
TA3.02 - ENLARGED AV PLANS
TA3.03 - ENLARGED AV PLANS
TA3.04 - ENLARGED AV PLANS
TA4.01 - ELEVATIONS, SECTIONS AND 3D VIEWS
TA4.02 - ELEVATIONS, SECTIONS AND 3D VIEWS
TA5.01 - LARGE JURY COURTROOM SYSTEM BLOCK DIAGRAM
TA5.02 - STANDARD JURY SYSTEM BLOCK DIAGRAM
TA5.03 - SMALL NON JURY SYSTEM BLOCK DIAGRAM
TA5.04 - LARGE CONFERENCE SYSTEM BLOCK DIAGRAM
TA5.05 - JURY ASSEMBLY SYSTEM BLOCK DIAGRAM
TA5.11 - CONFERENCE AND OFFICE SYSTEM BLOCK DIAGRAMS
TA6.01 - AUDIOVISUAL DETAILS
TA6.02 - AUDIOVISUAL DETAILS
TA6.51 - AUDIOVISUAL WIRING DEVICE DETAILS
TA6.52 - AUDIOVISUAL WIRING DEVICE DETAILS
TA6.53 - AUDIOVISUAL WIRING DEVICE DETAILS
TA6.54 - AUDIOVISUAL WIRING DEVICE DETAILS
TA6.55 - AUDIOVISUAL WIRING DEVICE DETAILS
TA6.56 - AUDIOVISUAL WIRING DEVICE DETAILS
TA7.01 - AUDIOVISUAL SCHEDULES
TA7.02 - AUDIOVISUAL SCHEDULES
TA7.03 - AUDIOVISUAL SCHEDULES
Specifications

DIV 00

00 01 07 - SEALS PAGE
00 01 10 - TABLE OF CONTENTS
00 43 29 - ROOFING QUALIFICATION STATEMENT
00 70 00 - GENERAL CONDITIONS
00 80 00 - SUPPLEMENTARY GENERAL CONDITIONS

DIV 01

— 01 10 00 - SUMMARY
01 20 00 - PRICE AND PAYMENT PROCEDURES
01 30 00 - ADMINISTRATIVE REQUIREMENTS
01 32 16 - CONSTRUCTION PROGRESS SCHEDULE
01 35 53 - SECURITY PROCEDURES
01 40 00 - QUALITY REQUIREMENTS
01 40 50 - MOCK-UP CONSTRUCTION
01 41 00 - REGULATORY REQUIREMENTS
01 42 16 - DEFINITIONS
01 50 00 - TEMPORARY FACILITIES AND CONTROLS
01 52 00 - SITE SAFETY PROGRAM
01 52 13 - FIELD OFFICES AND SHEDS

Bid Affidavits

- 01 57 13 - TEMPORARY EROSION AND SEDIMENT CONTROL
- 01 60 00 - PRODUCT REQUIREMENTS
- 01 70 00 - EXECUTION AND CLOSEOUT REQUIREMENTS
- 01 71 23 - CONTRACTOR CONSTRUCTION STAKING
- 01 78 00 - CLOSEOUT SUBMITTALS
- 01 79 00 - DEMONSTRATION AND TRAINING
- DIV 02
 - 02 41 00 - DEMOLITION
 - 02 41 19 - SELECTIVE STRUCTURE DEMOLITION
- DIV 03
 - 03 12 30 - GEOFOAM CONCRETE FORMS
 - 03 30 00 - CAST-IN-PLACE CONCRETE
 - LANDSCAPE TOC
 - 03 30 00.01 CAST-IN-PLACE CONCRETE FOR LANDSCAPING
 - 03 41 00 - PRECAST STRUCTURAL CONCRETE
 - 03 45 01 - SITE STRUCTURE PRECAST CONCRETE
- DIV 04
 - 04 20 00 - UNIT MASONRY
- DIV 05
 - 05 12 00 - STRUCTURAL STEEL FRAMING
 - 05 21 00 - STEEL JOIST FRAMING
 - 05 31 00 - STEEL DECKING
 - 05 40 00 - COLD-FORMED METAL FRAMING
 - 05 50 00 - METAL FABRICATIONS
 - 05 51 33 - METAL LADDERS
 - 05 52 13 - PIPE AND TUBE RAILINGS
 - 05 75 00 - DECORATIVE FORMED METAL
- DIV 06
 - 06 06 60 - TRANSLUCENT RESIN PANEL SYSTEM
 - 06 10 00 - ROUGH CARPENTRY
 - 06 40 23 - INTERIOR ARCHITECTURAL WOODWORK
 - 06 41 00 - ARCHITECTURAL WOOD CASEWORK
 - 06 42 16 - FLUSH WOOD PANELING
 - 06 61 10 - SOLID SURFACE SHOWER FABRICATIONS
 - 06 61 50 - SOLID SURFACE COUNTERTOPS AND WINDOW SILLS
- DIV 07
 - 07 05 53 - FIRE AND SMOKE ASSEMBLY IDENTIFICATION
 - 07 17 16 - BENTONITE COMPOSITE SHEET WATERPROOFING
 - 07 21 00 - THERMAL INSULATION
 - 07 26 00 - VAPOR RETARDERS
 - 07 26 50 - FLUID-APPLIED WEATHER BARRIERS
 - 07 42 13 - METAL WALL PANELS
 - 07 42 13.23 - METAL COMPOSITE MATERIAL WALL PANELS
 - 07 54 23 - THERMOPLASTIC POLYOLEFIN (TPO) MEMBRANE ROOFING

Bid Affidavits

07 62 00 - SHEET METAL FLASHING AND TRIM
07 71 00 - ROOF SPECIALTIES
07 72 00 - ROOF ACCESSORIES
07 81 00 - APPLIED FIRE PROTECTION
07 84 00 - FIRESTOPPING
07 90 05 - JOINT SEALERS
07 95 13 - EXPANSION JOINT COVER ASSEMBLIES

DIV 08

08 11 13 - HOLLOW METAL DOORS AND FRAMES
08 11 60 - SEVERE WEATHER (TORNADO) DOOR AND HARDWARE SYSTEM
08 14 16 - FLUSH WOOD DOORS
08 31 13 - ACCESS DOORS AND FRAMES
08 33 00 - TORNADO RESISTANT COILING DOORS
08 34 63 - DETENTION DOORS AND FRAMES
08 34 73.16 - WOOD SOUND CONTROL DOOR ASSEMBLIES
08 41 26 - ALL-GLASS ENTRANCES
08 43 13 - ALUMINUM-FRAMED STOREFRONTS
08 44 13 - GLAZED ALUMINUM CURTAIN WALL
08 71 00 - DOOR HARDWARE
08 71 63 - DETENTION DOOR HARDWARE
08 80 00 - GLAZING
08 87 23 - SAFETY AND SECURITY FILMS
08 91 19 - FIXED LOUVERS

DIV 09

09 21 16 - GYPSUM BOARD ASSEMBLIES
09 30 00 - TILE
09 51 00 - ACOUSTICAL CEILINGS
09 54 21 - METAL PAN CEILINGS
09 54 26 - SUSPENDED WOOD CEILINGS
09 65 00 - RESILIENT FLOORING
09 66 23 - RESINOUS MATRIX TERRAZZO FLOORING
09 68 50 - CARPET TILE
09 72 00 - WALLCOVERING
09 77 33 - GLASS FIBER REINFORCED PLASTIC PANELS
09 84 33 - SOUND-ABSORBING WALL UNITS
09 84 53 - SOUND BARRIER MULLION TRIM CAP
09 90 00 - PAINTING AND COATING
09 96 59 - SPECIALTY COATINGS

DIV 10

10 00 05 - MISCELLANEOUS SPECIALTIES
10 21 13.19 - PLASTIC TOILET COMPARTMENTS
10 22 39 - FOLDING PANEL PARTITIONS
10 26 01 - WALL AND CORNER GUARDS
10 28 00 - TOILET, BATH, AND LAUNDRY ACCESSORIES

Bid Affidavits

- 10 43 00 - EMERGENCY AID SPECIALTIES
- 10 44 00 - FIRE PROTECTION SPECIALTIES
- 10 73 14 - AWNINGS
- 10 75 00 - FLAGPOLES
- DIV 11
 - 11 19 16 - DETENTION GUN LOCKERS
 - 11 93 00 - DETENTION EQUIPMENT
- DIV 12
 - 12 24 00 - WINDOW SHADES
 - 12 48 13 - ENTRANCE FLOOR MATS AND FRAMES
 - 12 61 00 - FIXED AUDIENCE SEATING
 - 12 93 00 - SITE FURNISHINGS
- DIV 14
 - 14 21 23.16 - MACHINE ROOM-LESS ELECTRIC TRACTION PASSENGER ELEVATORS
- DIV 21
 - 21 05 00 - COMMON WORK RESULTS FOR FIRE SUPPRESSION
 - 21 05 17 - SLEEVES AND SLEEVE SEALS FOR FIRE-SUPPRESSION PIPING
 - 21 05 18 - ESCUTCHEONS FOR FIRE-SUPPRESSION PIPING
 - 21 05 23 - GENERAL-DUTY VALVES FOR WATER-BASED FIRE-SUPPRESSION PIPING
 - 21 05 29 - HANGERS AND SUPPORTS FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT
 - 21 05 53 - IDENTIFICATION FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT
 - 21 08 00 - COMMISSIONING OF FIRE SUPPRESSION
 - 21 12 00 - FIRE-SUPPRESSION STANDPIPES
 - 21 12 13 - FIRE-SUPPRESSION HOSES AND NOZZLES
 - 21 13 13 - WET-PIPE SPRINKLER SYSTEMS
 - 21 31 13 - ELECTRIC-DRIVE, HORIZONTAL FIRE PUMPS
- DIV 22
 - 22 05 00 - COMMON WORK RESULTS FOR PLUMBING
 - 22 05 16 - EXPANSION FITTINGS AND LOOPS FOR PLUMBING PIPING
 - 22 05 17 - SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING
 - 22 05 18 - ESCUTCHEONS FOR PLUMBING PIPING
 - 22 05 19 - METERS AND GAGES FOR PLUMBING PIPING
 - 22 05 23 - GENERAL-DUTY VALVES FOR PLUMBING PIPING
 - 22 05 29 - HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT
 - 22 05 53 - IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT
 - 22 05 93 - TESTING, ADJUSTING, AND BALANCING FOR PLUMBING
 - 22 07 16 - PLUMBING EQUIPMENT INSULATION
 - 22 07 19 - PLUMBING PIPING INSULATION
 - 22 08 00 - COMMISSIONING OF PLUMBING
 - 22 11 16 - DOMESTIC WATER PIPING
 - 22 11 19 - DOMESTIC WATER PIPING SPECIALTIES
 - 22 11 23.13 - DOMESTIC-WATER PACKAGED BOOSTER PUMPS
 - 22 11 23.21 - INLINE, DOMESTIC-WATER PUMPS
 - 22 11 25 - FACILITY NATURAL-GAS PIPING

Bid Affidavits

22 13 16 - 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
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

DIV 23

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 19 - 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 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

Bid Affidavits

23 82 39.13 - HYRONIC CABINET UNIT HEATERS
23 82 29.16 - PROPELLER UNIT HEATERS
23 84 13 - HUMIDIFIERS

DIV 26

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 DEVICE 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
26 24 16 - PANELBOARDS
26 27 26 - WIRING DEVICES
26 28 13 - FUSES
26 28 16 - 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

DIV 27

—
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 - COMMUNICATION BACKBONE CABLING
27 15 00 - COMMUNICATION HORIZONTAL CABLING
27 41 16 - INTEGRATED AUDIOVISUAL SYSTEMS AND EQUIPMENT
27 41 16A - INTEGRATED AUDIOVISUAL SYSTEMS AND EQUIPMENT SCHEDULE

DIV 28

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 SYSETM - LENEL
28 23 10 VIDEO SURVEILLANCE DEVICES
28 46 00 - FIRE ALARM SYSTEMS
28 48 10 - EMERGENCY RESPONDER RADIO COMMUNICATION SYSTEM

CIVIL
TOC

Bid Affidavits

DIV 31

- 31 10 00 - SITE CLEARING
- 31 20 00 - EARTH MOVING
- 31 23 20 - TRENCHING & BACKFILLING FOR UTILITIES
- 31 25 00 - EROSION CONTROL
- 31 31 16 - TERMITE CONTROL
- 31 63 29 - DRILLED CONCRETE PIERS AND SHAFTS

DIV 32

- 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 CURBS AND GUTTERS
- 32 13 17 - PAVEMENT MARKING
- 32 13 18 - TRAFFIC & HANDICAP PARKING SIGNS
- 32 16 23 - SIDEWALKS
- 32 31 10 - STEEL ROLL GATE SYSTEM
- 32 31 19 - DECORATIVE METAL FENCES AND GATES
- 32 31 20 - SWING GATE SYSTEM
- 32 31 32 - VEHICULAR SLIDING GATE OPERATORS
- 32 84 00 - PLANT IRRIGATION
- 32 91 19 - LANDSCAPE GRADING
- 32 92 23 - SODDING
- 32 93 00 - TREES, SHRUBS, AND GROUNDCOVER

DIV 33

- 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

APPENDIX A

GEOTECH REPORT

(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.

(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

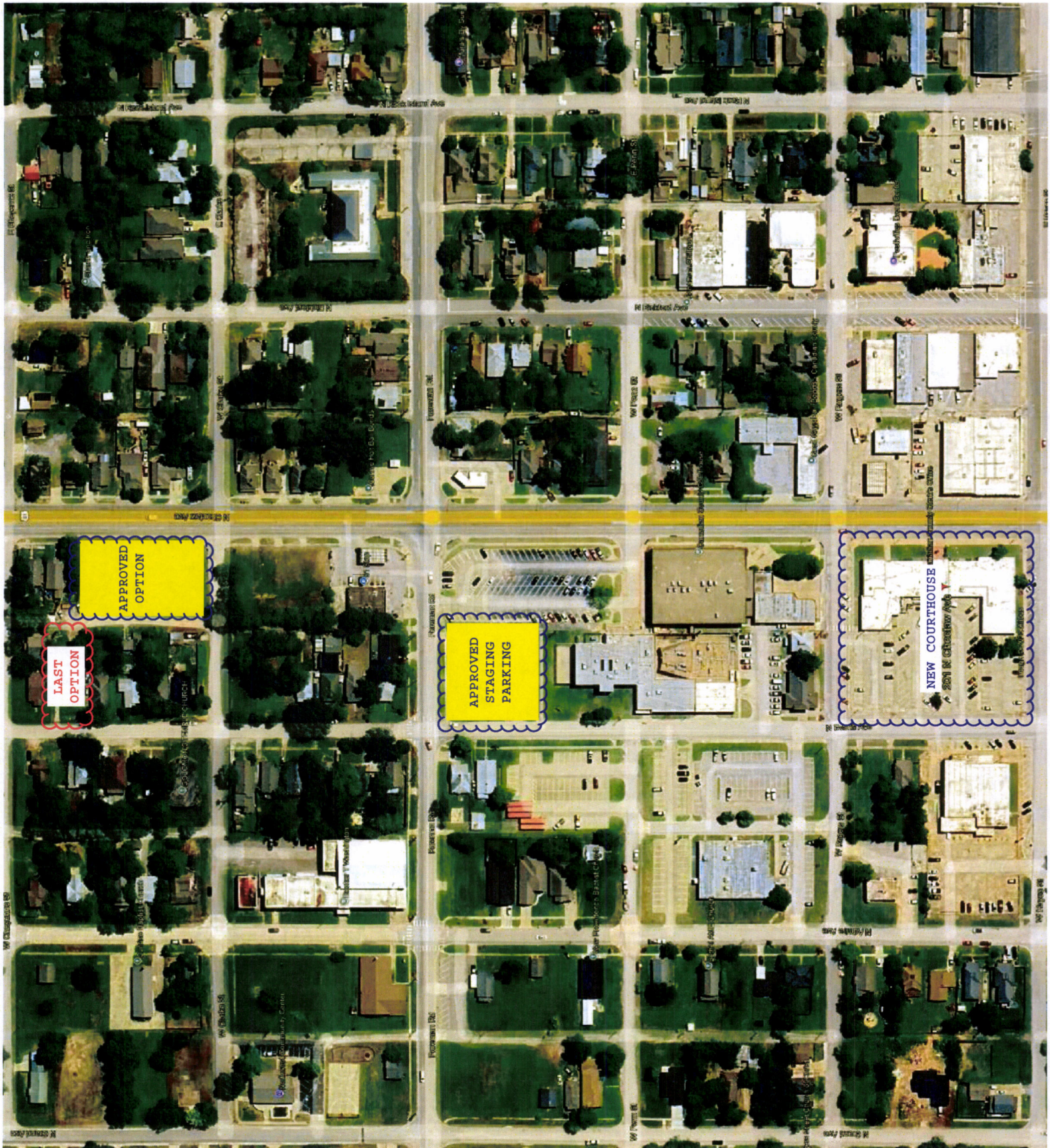
Contractor: Lingo Construction Services
1135 N. Robinson Ave
Oklahoma City, OK 73103

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



LAST
OPTION

APPROVED
OPTION

APPROVED
STAGING
PARKING

NEW COURTHOUSE

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:

1. **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###

2. **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 25th 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 25th and meets the above prerequisites, progress payments will be made on the 17th 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.

❖ *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 and evidence Subcontractor's ability to perform 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** _____

Section 00 4100
Sample of Packet Accompanying Contract

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!

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

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

## 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.

**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.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Social security number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>or</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Employer identification number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## 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>*</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

Example of how to fill out a conditional / partial waiver for Lingo Construction

### Conditional Lien Waiver and Release on Progress Payment

Subcontractor Company Name: Your company name here.

Project Name: Name of project (ask Lingo PM for official name, if needed)

Input the amount of the invoice you are submitting (this is the billed amount less (-) retainage)

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 last day of the period covered by the invoice you are submitting.

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: Your company name here.

Contact Name: Your company contact for the project.

Contact Phone #: Your company contact for the project.

Contact Email: Your company contact for the project.

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

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

Enter the sum of previous amounts billed PLUS (+) the payment amount listed above.

Enter your current contract amount with all approved change orders.

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

Enter date info.

Signature: Authorized representative who can legally bind the company

Printed Name: The company representative's name

County of                      §

§

State of                      §

§

Sworn to and subscribed before me this            day of           , 20          .

Notary Public

Must be sent with a valid notary signature and seal. If you do not have access to a notary, Lingo has several on staff that can assist you.

**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 12-01: Window Coverings

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 0             | Bidding & Contract Documents |
| Division 1             | General Requirements         |
| 12 24 00               | Window Shades                |

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

- Number of Manual Roller Shades \_\_\_\_\_
- Number of Electric Roller Shades \_\_\_\_\_

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

**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 Window Coverings Items
  - a. All items listed in General Trade Package.
  - b. Submit shop drawings and material samples for client approval.
  - c. Field verify window dimensions prior to fabrication.
  - d. Supply roller shades in accordance with the approved material specifications and drawings located in the contract documents.
  - e. All work must meet or exceed industry standards.
  - f. A final walkthrough shall be conducted with a Lingo representative to confirm satisfaction and address any deficiencies.
  - g. Any deficiencies or issues shall be promptly addressed and corrected at no additional cost to Lingo or the client.
  - h. The trade contractor is responsible for maintaining a safe work environment and complying with all OSHA and local safety regulations.

- i. Please refer to each respective set of project documents, drawings, and specifications. Each project will follow project schedule and may require work in multiple areas at the same time. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
2. Job Specific Window Coverings Items
- a. Project is Tax Exempt.
  - b. Allow for multiple mobilizations as required to complete the scope of work.
  - c. Ensure that roller shades meet the following specifications:
    - i. Material: Refer to the Plans, Specifications, and Finish Schedule for details.
    - ii. Dimensions: Custom-fit to each window opening as per provided measurements.
    - iii. Operation Type: Motorized and Manual.
    - iv. Color and Finish: Refer to finish Schedule.
    - v. Mounting Style: Mount to jamb head and overlapping window opening. Refer to the plans and specifications for more detail.
    - vi. Compliance: Fire retardant and UV protection as applicable.
  - d. Verify all window dimensions on-site prior to ordering shades to ensure precise fit.
  - e. Install roller shades in accordance with manufacturer's instructions and project specifications.
  - f. Ensure proper alignment, smooth operation, and secure mounting of shades.
  - g. Test all installed shades for functionality and adjust as necessary for proper operation.
  - h. Coordinate with other trades to avoid interference during installation.
  - i. Conduct a walkthrough with the project owner or their representative to demonstrate the operation of installed shades.
  - j. Address any deficiencies noted during the walkthrough.
  - k. Provide maintenance and care instructions to the project owner.



Trade Package 32-01: Site Paving

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 32            | Exterior Improvements        |

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

- SF of Concrete Paving \_\_\_\_\_
- SF of Asphalt Paving \_\_\_\_\_
- SF of Concrete Sidewalk \_\_\_\_\_
- LF of Striping \_\_\_\_\_
- LF of Curb and Gutter \_\_\_\_\_

**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 Site Paving Items:

- a. All items listed in General Trade Package.
- b. Subgrade modification – paving. Modified subgrade per the soils report under paving areas. All trash, debris, concrete, rock or other materials are to be removed from the site by this subcontractor.
- c. Work includes concrete curb and gutter, concrete flumes, sidewalks, concrete and asphalt paving per documents, and cast in place stairs. Hoisting and pumping related to the work.
- d. Provide and install wheel stops, ADA tactile strips, and HC Signage.
- e. Paving Joint Sealants, striping, and fire lane striping as indicated.
- f. Work that ties into or transitions into existing work shall be consistent regarding finish/texture/ grade etc.
- g. Coordination of the concrete curing process to be acceptable to the project.
- h. Construction manager to provide initial layout benchmark points. Remaining layout, staking, surveying, etc. shall be performed by each trade as it relates to their work.

- i. Provide all reinforcing steel and accessories necessary.
- j. Protect finishes that are adjacent to work from damage.
- k. Responsible for construction, maintenance, tear down, and disposal of the concrete truck washout area.
- l. Provide equipment and manpower as necessary to follow proper hot/cold weather concrete procedures. This shall include but is not limited to blankets, ice, hot water, admixtures as necessary to work during hot/cold weather and as directed by the construction manager.
- m. Provide dewatering as required to perform the work in this bid package.
- n. Coordination of required testing per the project documents and geotechnical report as it pertains to this trade package. Payment for the testing fees will be by others, however, the cost for any rework due to failed test remains the responsibility of the Site Paving contractor.
- o. While on site ensure public streets remain clean from any mud or debris tracked out of jobsite by this trade. If necessary, provide a power washer and attendant to clean mud off tires of vehicles leaving the jobsite during concrete activities.
- p. Provide traffic control and lane closures and permits required for work associated with this trade.

2. Job Specific Site Paving Items:

- a. Allow for multiple mobilizations in base price. Example shown below.
  - (1) Approaches/Curbs/Flumes/Pavement/Striping /Pavement base as indicated on plan
  - (2) Sidewalks
  - (3) 2" Type B Asphalt Pavement topcoat
  - (4) Signage, striping, and bumpers
- b. Set and fill steel bollards in various locations indicated in the plans. Bollards to be provided by Steel Trade Partner
- c. Provide and install tactile warning surfaces as indicated in the contract documents.
- d. Trade Partner shall be responsible for referring to the provided geotechnical report for this specific project.
- e. The Utility Trade Partner shall be responsible for items in the DP plan schedule such as outlet structures, trickle channel, pipe, sod, and Flexamat. Site Paving shall provide curb cuts and flume/trickle channel to outside face of the sidewalk.
- f. Paving Trade Partner shall be responsible for providing 4" PVC sleeves under paving. Sleeves shall have sealed caps on each end. Provide marking on curb via survey nail into center of curb at location of sleeve.
- g. Trade Partner shall provide base course of asphalt under first mobilization. At separate mobilization indicated by project schedule, trade partner shall provide cleaning of base asphalt and then application of top coat pavement, striping, and detailing as required to complete installation.
- h. Installation of Donor Brick is apart of this trade package in it's entirety. Lingo to provide palletized donor brick to this trade package for installation.
- i. Striping, signage, and bumpers are apart of this trade package.
- j. Building mowstrip is apart of this trade package.
- k. Site Furnishings are by Landscape trade package.



Trade Package 32-02: Site Fencing

| Specification Section: | Description:                      |
|------------------------|-----------------------------------|
| Division 00            | Contract & Bidding Documents      |
| Division 01            | General Requirements              |
| Division 02            | Site Fencing                      |
| 32 31 10               | Steel Roll Gate System            |
| 32 31 19               | Decorative Metal Fences and Gates |
| 32 31 20               | Swing Gate System                 |
| 32 31 32               | Vehicular Slide Gate Operators    |

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

- Size of each gate \_\_\_\_\_
- Operators EA \_\_\_\_\_

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

**Schedule:** Coordinate with Project Manager

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

Trade Partner shall be responsible for both Piedmont Intermediate and Stone Ridge Elementary Shelter Addition scopes of work. Refer to individual geotechnical report for each project.

1. General Site Fencing Items
  - a. All items listed in General Trade Package.
  - b. Conduct a site survey to confirm prior to installation.
  - c. Identify and mark underground utilities to prevent damage during excavation.
  - d. Clear the site of any debris, vegetation, or obstacles in the fencing path.
  - e. Level the ground along the fencing line as necessary to ensure a consistent and secure installation.

- f. Supply durable, weather-resistant concrete for post anchoring.
  - g. Comply with all local building codes and regulations.
  - h. Provide all tools, materials, and labor required for the project.
  - i. Maintain clear communication with the General Contractor regarding progress and any unforeseen issues.
  - j. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
2. Job Specific Site Fencing Items
- a. Project is Tax Exempt.
  - b. Provide gates, fence, and related items at Generator Yard, Service Entrance, and West Parking Lot.
  - c. Access Pedestals and related equipment are by another trade.
  - d. Coordinate with access control trade contractor as needed.
  - e. Gate Operators to be by this trade package.
  - f. Responsible for all gate hardware.
  - g. Excavate post holes to the required depth, ensuring compliance with local regulations and the specific design.
  - h. Set posts in concrete and allow sufficient curing time to ensure stability.
  - i. Conduct a thorough inspection to ensure the fence is stable, secure, and free of defects.
  - j. Inspect the entire fencing installation for alignment, stability, and overall quality.
  - k. Touch up any scratches or damage to the rubber coating that may have occurred during installation.
  - l. Remove and dispose of all construction debris generated by this scope of work from the site.
  - m. Restore any disturbed landscaping to its original condition as required.
  - n. Allow for multiple mobilizations as required to complete the scope of work.
  - o. Provide adequate manpower, equipment, and necessary materials to keep up with construction schedule.



Trade Package 32-03: Landscaping, Irrigation, & Site Furnishings

| Specification Section: | Description:                    |
|------------------------|---------------------------------|
| Division 00            | Contract & Bidding Documents    |
| Division 01            | General Requirements            |
| 32 84 00               | Plant Irrigation                |
| 32 91 19               | Landscape Grading               |
| 32 92 23               | Sodding                         |
| 32 93 00               | Trees, Shrubs, and Groundcovers |
| 12 93 00               | Site Furnishings                |

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

- SF of Sodded Area.
- Number of Trees
- LF of irrigation.

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

**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 Landscaping & Irrigation Items
  - a. All items listed in the General Trade Package.
  - b. Work to include excavation as required by this scope, site irrigation, soil preparation, edgings, plantings, sod, seed etc. for a complete project.
  - c. Complete and Tested Irrigation System including trenching, backfill and compaction
  - d. Plants and Shrubs as indicated
  - e. Hand or fine grading of all landscaping areas to receive planting materials including sod/seed.
  - f. Spoils generated by other trades are their responsibility to haul off.

2. Job Specific Earthwork & Irrigation Items

- a. Project is Tax Exempt.
- b. Allow for multiple mobilizations in base price as required to complete the scope of work per project schedule. This may include completion portions around the shelter addition prior to completion of the intermediate project.
- c. Provide adequate manpower, equipment and materials to meet construction schedule.
- d. Include complete irrigation system within planters, including piping, controls, wiring, valves, tubing, and spray heads.
- e. A backflow preventer shall be provided and installed by this Trade Partner.
- f. Concrete pads for irrigation equipment as required.
- g. Include providing and installing specified planting soils in planting beds. Topsoil shall be set to grade by earthwork trade partner using native onsite soil. Landscape trade partner shall be responsible for any alternations of native soils to meet landscaping requirements.
- h. Include all mulch, plants, shrubs, and trees. Stake trees with wood pole-type posts unless noted otherwise.
- i. Include excavation and haul-off of native soil and backfill with planting soil as specified.
- j. Provide sleeves for irrigation under paving or sidewalks.
- k. Responsible for underground pathway to the west parking lot. Bore under street.
- l. Trade partner shall be responsible for sod at all disturbed areas. Refer to C2.0 for extents of disturbance.
- m. This trade package is to provide and install Site Furnishings. B1, B2, LR1, BR1, & Skate Stopper. Responsible for all concrete bases, pads, footings required for furnishing.



Bid Package 4-01: Masonry

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 04            | Masonry                      |
| 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:

- SF of CMU block \_\_\_\_\_
- Worker headcount at peak \_\_\_\_\_

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

**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 Masonry Items
  - a. Provide and install loose lintels.
  - b. Provide and install precast caps at CMU walls.
  - c. All items listed in General Trade Package.
  - d. Masonry Trade Contractor shall include CMU, brick, mortar, grout, mortar net, weep vents, all reinforcement including rebar, masonry anchors, masonry flashings, continuous rigid insulation in masonry cavity, scaffolding/hoisting/equipment, and masonry accessories for a complete masonry scope of work.
  - e. Door jambs within CMU block shall be provided by the Construction Manager and installed by the Masonry Trade Contractor. Grout filling of all hollow metal frames shall be the responsibility of the Masonry Trade Contractor. Supply and install foam blocking for hardware in grouted hollow metal frames.
  - f. All masonry trash, debris, concrete, grout etc. or other materials produced by this Trade Contractor are to be removed from the site by this Trade Contractor.

- g. Masonry Trade Contractor to install all loose brick lintels and relief angles provided by Construction Manager.
- h. Weather protection including all cold, hot and inclement weather protection to maintain the project schedule including the proper masonry additives and protection.
- i. Clean up and wash down of work.
- j. Mockups – incorporate into job specific requirements based on mockup requirements.
- k. Repair incidental damage, due to masonry installation, to the damp proofing or air barrier. Examples would be missing a stud when installing a masonry tie and filling void with NP1.
- l. Trade Contractor shall be responsible for re-testing fees due to failure/performance issues of Construction Manager provided special inspections.
- m. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.

## 2. Job Specific Masonry Items

- a. Project is Tax Exempt.
- b. Allow for multiple mobilizations as required to complete the scope of work.
- c. Guaranteed Openings
  - i. To accommodate schedule guaranteed openings shall be provided to the relative contractor allowing materials to be ordered prior to field measurements are taken.
  - ii. Framing, Above Grade Waterproofing, and Mason Trade Contractors shall be responsible for holding guaranteed opening dimensions. Coordination of buildup of materials shall be a joint effort of these trade contractors and determined during mockup.
  - iii. In the event guaranteed openings are not met, the cost associated with all modifications to accommodate glazing shall be the responsibility of the Trade Contractor at fault.
  - iv. Dimensional Responsibility of Guaranteed Openings
    - 1. Framing Contractor shall be responsible for framing openings to correct dimensions and accounting for waterproofing buildup per coordinated mockup.
    - 2. Waterproofing Trade Contractor shall be responsible for ensuring that buildup of waterproofing material matches what has been coordinated through mockup.
    - 3. Mason Trade Contractor is responsible for providing opening per guaranteed dimensions as well as alignment with framing.
- d. The Masonry Trade Contractor is responsible for installing brick ties in a way that is acceptable by the approved weather barrier manufacturer as well as supplying and installing the material necessary for sealing the fastener penetrations.
- e. The Masonry Trade Contractor shall be responsible for providing through wall flashing where necessary on the masonry walls. This shall include the base of the wall, under brick rowlocks, at the top of openings such as windows & doors.

- f. The Masonry Trade Contractor shall be responsible for placing end dams along vertical transitions where masonry abuts other materials.
- g. Provide and install masonry at dumpster enclosure in west parking lot.
- h. Where CMU is on top of structural steel framing, the Steel Erector shall provide welded rebar DBA as shown. This trade partner shall provide protection as they work on roof.
- i. This Trade Partner shall be responsible for installing embeds in masonry provided by structural steel fabricator. Embeds shall be installed per structural steel approved shop drawings. Masonry Trade Partner shall be responsible for corrections to embed placement outside of construction tolerances.
- j. Cavity wall insulation behind CMU masonry to be by the masonry trade partner.
- k. Framing and Drywall Trade Partner to be responsible for the Blocking at the CMU/Brick for the flashing support.
- l. Brick ties shall be installed by the Masonry trade contractor. Masonry trade contractor shall provide sealant on fasteners penetrating air barriers. Sealant to meet warranty requirements for products indicated in the specifications. Trade partner shall assume that precast wall panels are conventionally reinforced, and brick ties shall be anchored via concrete screw anchors with approved sealant.



Trade Package 6-01: Millwork, Trim, Solid Surfaces, Countertops, & Courtroom Architectural Woodwork

| Specification Section: | Description:                               |
|------------------------|--------------------------------------------|
| Division 00            | Contract & Bidding Documents               |
| Division 01            | General Requirements                       |
| Division 06            | Wood, Plastics, and Composites             |
| Division 06 06 60      | Translucent Resin Panel System             |
| Division 06 10 00      | Rough Carpentry                            |
| Division 06 40 23      | Interior Architectural Woodwork            |
| Division 12 61 00      | Fixed Audience Seating                     |
| Division 06 42 16      | Flush Wood Paneling                        |
| Division 06 61 50      | Solid Surface Countertops and Window Sills |

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

- LF shop finished base cabinets = \_\_\_\_\_
- LF shop finished upper cabinets = \_\_\_\_\_
- LF shop finished wood base = \_\_\_\_\_
- SF shop finished wood wall paneling = \_\_\_\_\_
- Shop Drawing Production Duration in Weeks = \_\_\_\_\_
- Material Leadtime in Weeks = \_\_\_\_\_
- Shop Production Duration in Weeks = \_\_\_\_\_
- Installation Duration in Weeks = \_\_\_\_\_
- Manpower Count = \_\_\_\_\_
- EA Jury Seats = \_\_\_\_\_
- EA Spectator Pews = \_\_\_\_\_
- SF of Ballistic Armor = \_\_\_\_\_
- EA Attorneys Tables = \_\_\_\_\_
- EA Podiums = \_\_\_\_\_

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

**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 Millwork & Trim Items
  - a. All items listed in General Trade Package.
  - b. Field measure for all cabinets
  - c. Shop-fabricated cabinets to be shop-finished by millwork contractor.
  - d. All materials to be shop or factory finished. Field touch is by this Trade.
  - e. Include plywood sub-tops for quartz or stone tops by others.
  - f. Include all hardware associated with casework; including, but not limited to hinges, pulls, shelf supports, closet rods, locks, etc.
  - g. Provide and install paintable sealant where millwork abuts other surfaces.
  - h. Installation of cabinet doors and hardware by this trade package.
  - i. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.
  - j. Raised platforms are by another trade package.
  
2. Job Specific Millwork & Trim Items
  - a. Project is Tax Exempt.
  - b. Allow for multiple mobilizations as required to complete the scope of work.
  - c. Interior architectural woodwork to be shop finished.
  - d. Architectural wood casework to be shop finished.
  - e. Flush wood paneling to be shop finished.
  - f. B-03 wood base at Courtrooms to match Architect's sample. To be shop finished.
  - g. B-06 wood base at Courtrooms to match Architect's sample. To be shop finished.
  - h. B-08 wood base at Public Lobbies to match Architect's sample. To be shop finished.
  - i. Touch up field finishing to be by this Trade.
  - j. Provide and install all fully concealed counter brackets as well as associated in wall blocking.
  - k. Provide counter cutouts at sinks.
  - l. Provide and install wood veneer wall panels throughout.
  - m. Provide and install solid wood trim.
  - n. Security desk, security tables, security equipment shrouds by trade package.
  - o. Provide and install Concealed fiberglass ballistic armor at security desk.
  - p. Provide and install translucent resin panel systems.
  - q. Any support system necessary for millwork to be provided by Millwork contractor.
  - r. Provide and install all solid surfaces to include windowsills according to the plans and specifications.
  - s. Provide and install all Quartz Surfacing.
  - t. Include the cost to provide and install prefinished panels as scheduled on the plans and specifications.

- u. Any damage done to millwork during transit or delivery to the jobsite will be the responsibility of this Trade Package to replace.
- v. Provide cutouts and grommets in countertops for all locations specified.
- w. Solid Surface at showers is by flooring trade package.
- x. Provide and install all fixed jury seating.
- y. Provide and install all Courtroom Furniture and Fixtures.
- z. Provide and install all fixed jury seatings.
- aa. Provide and install Concealed fiberglass ballistic armor at Judges' Benches and Clerk's Benches.
- bb. Concealed fiberglass ballistic armor at Security Desk by trade package 6-01.
- cc. Closet and utility shelving at Judges Offices by trade package 6-01.
- dd. Provide and install Interior frames and jambs for transparent finish at courtrooms.
- ee. Provide and install Courtroom audience seating.
- ff. Provide and install Courtroom spectator rails.
- gg. Provide and install Court Reporter's stations.
- hh. Provide and install Commission Chamber Bench.
- ii. Provide and install Judge's benches.
- jj. Provide and install Witness' stands.
- kk. Provide and install Court officer's stations.
- ll. Provide and install Security desk, security tables, security equipment shrouds.
- mm. Provide and install Attorney's Tables.
- nn. Provide and install Podiums.
- oo. Provide and install Jury Assembly and Commission Chamber millwork, bench, and wall paneling.
- pp. Provide and install Feature Walls.
- qq. Provide and install Lobby, Circulation, Conference, Courtroom Wall Paneling.
- rr. Provide and install Lobby and Circulation Desks.
- ss. Provide and install Service and Waiting Counters.
- tt. Provide and install Islands, Break Room, Lounge, Conference, Copy/Work, Storage Room Millwork.
- uu. Provide and install Jury Deliberation, Judges Chamber, Bailiff/Waiting Millwork.
- vv. This trade package is a complete installation. Provide labor, materials, wood furring, blocking, shims, and hanging strips and equipment necessary to complete the Work of this Section, unless concealed within other construction before woodwork installation.



Trade Package 7-01: Applied Fire Protection

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 05            | Metals                       |
| Section 07 81 00       | Applied Fire Protection      |

**Quantity Check:** On section #6 of the bid form please list total anticipated quantities for the following in the quantity check section:

- LF of beams to receive fireproofing \_\_\_\_\_
- LF of columns to receive fireproofing \_\_\_\_\_
- Worker headcount at peak \_\_\_\_\_

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

**Unit Cost:**

- Per hour cost of patch and repair including all material, equipment, labor \_\_\_\_\_

**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 Fireproofing Items
  - a. All items listed in General Trade Package.
  - b. Provide and install all spray fireproofing per the contract documents.
  - c. Spray Fireproofing Trade Contractor shall be responsible for protection and cleanup associated with fireproofing work.
  - d. Spray Fireproofing Trade Contractor responsible for scaffolding and all access types.
2. Job Specific Fireproofing Items
  - a. Project is Tax Exempt
  - b. Provide access for special inspections testing lab.
  - c. Allow for multiple mobilizations as required to complete the scope of work.
  - d. Applied fire protection of interior structural steel not exposed to damage or moisture.
  - e. Preparation of applied fire protection for application of exposed overcoat finish specified elsewhere.

- f. Spray-applied fire-resistive materials (SFRM) for structural steel columns, beams, joists, and decking as indicated.
- g. Medium density fireproofing is acceptable for all areas with structure exposed.
- h. No intumescent fireproofing is required at areas where structure is exposed. Spray applied fireproofing as specified is acceptable.
- i. Primer compatibility testing and surface preparation of steel prior to application.
- j. Thickness and density verification per UL design requirements.
- k. All required adhesives, mesh reinforcement, edge trim, topcoats, and accessories.
- l. Field testing, patching, and touch-up after inspections or damage by others.
- m. Coordination with structural steel, mechanical/electrical trades, and other trades for sequencing and access.
- n. Protection of adjacent work and clean-up of overspray or debris.
- o. Fireproofing of miscellaneous steel items (lintels, embeds, etc.) unless specifically excluded.
- p. Include UL fire-resistance design assemblies per drawings/specifications.
- q. Include all mockups, testing, and inspections required by code or the AHJ.
- r. Include protection of finished areas and cleanup upon completion.
- s. Include all lifts, scaffolds, and temporary access.



Trade Package 9-01: Framing, Drywall, & Ceilings

| Specification Section: | Description:                     |
|------------------------|----------------------------------|
| Division 00            | Contract & Bidding Documents     |
| Division 01            | General Requirements             |
| Division 05            | Cold Formed Metal Framing        |
| Division 06            | Rough Carpentry, Sheathing       |
| Section 07 05 33       | Fire and Smoke Assembly ID       |
| Section 07 21 00       | Thermal Insulation               |
| Section 07 26 00       | Vapor Retarders                  |
| Section 07 26 50       | Weather Barriers                 |
| Section 07 62 00       | Sheet Metal Flashing and Trim    |
| Section 07 84 00       | Firestopping                     |
| Section 07 90 05       | Joint Sealants                   |
| Section 07 95 13       | Expansion Joint Cover Assemblies |
| Section 08 31 13       | Access Doors and Panels          |
| Division 09            | Finishes                         |

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

- SF of Gypsum Board \_\_\_\_\_
- SF of Acoustical Ceilings \_\_\_\_\_
- SF of Cold Formed Metal Framing \_\_\_\_\_
- SF of Fabric Wrapped Panels (FWP) \_\_\_\_\_
- Worker headcount at peak \_\_\_\_\_

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

**Alternate 01:** Provide and install temporary, reusable, removable weather protection at all window openings (Lingo responsible for ongoing maintenance after installation): \_\_\_\_\_

**Alternate 02:** Upgrade all sheetrock to MR Board: \_\_\_\_\_

**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 Framing & Gypsum Items
  - a. All items listed in General Trade Package.
  - b. Framing & Gypsum Trade Contractor shall be responsible for providing and installing exterior framing & sheathing, interior framing, gypsum board assemblies, and acoustical ceilings. Provide all fasteners, accessories, and materials necessary for a complete installation per contract documents and manufacturer's recommendations.
  - c. Provide and install all acoustical ceilings, acoustical insulation, suspension systems, support channels, hangers, molding, touchup, and other items necessary for a complete ceiling installation.
  - d. Provide and install gypsum wallboard assemblies including, but not limited to; cold formed metal framing, furring channels, bracing, slip track, acoustical and fire sealants, insulation, gypsum board, shaft framing and liner, expansion joints, control joints, corner beads, edge trim, adhesives, all acoustical ceilings and associated wires, and reveals.
  - e. Provide all slide clips, studs, tracks, hat channel, top track, metal trims, runners, channels, expansion tracks, deflection tracks, fasteners, and welding shim studs as required to achieve straight, plumb walls.
  - f. Provide and install all fasteners and trim as required for complete installation.
  - g. This trade package includes all layout of their own work. The Construction Manager will provide control points to layout from.
  - h. Provide plumb and square walls within tolerances listed in Contract Documents and Specifications.
  - i. Provide and install framing and  $\frac{3}{4}$ " fire-treated plywood for telecommunication closets.
  - j. Identify, quantify, and price framing associated with recessed and semi-recessed items that require framed openings such as toilet paper dispensers and fire extinguisher cabinets. Refer to general notes in Contract Documents for in wall blocking.
  - k. Provide and install fire and smoke assembly identification on all walls where required per Contract Documents.
  - l. Provide and install all batt insulation and sound attenuation batts per the Contract Documents.
  - m. Provide and solidly pack mineral fiber insulation behind hollow metal frames in drywall.
  - n. If listed as an option in the Contract Documents use tear away trim where applicable.
  - o. Provide and install all access doors shown on the Contract Documents. Additional 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. Include any costs for framing adjustments and offset framing to

accommodate access panels.

- p. The Framing & Gypsum Trade Contractor shall be responsible for all acoustical caulking, sealant, fire stopping at the top, bottom and ends of walls. Sealing of MEP penetrations will be the responsibility of the respective trade.
- q. At locations to receive wall tile provide and install cement backer board per the Contract Documents.
- r. Prior to framing walls, coordinate with MEP Trade Contractors for size, elevation, and location of all wall openings.
- s. Provide kickers at strike side of all interior doors.
- t. Prior to installing gypsum board clean and vacuum base of wall tracks.
- u. Verify that all door frames are square prior to gypsum board installation.
- v. For walls to deck provide slip tracks and insulation as well as tooth gypsum board to abut metal decking as necessary.
- w. Coordinate ceiling framing with other trades to ensure their fixtures or devices can be mounted at desired locations.
- x. Provide framing and block outs for through wall penetrations.
- y. Coordinate rough-in requirements for doors and frames with electrical and security subcontractors.
- z. Tape & bedding will be provided by the Painting Trade Contractor.
- aa. Provide and install all interior wall and ceiling expansion joints per Contract Documents.
- bb. Trade Contractor to submit control joint layout drawing for approval per specifications prior to commencement of work.
- cc. Provide all necessary auxiliary materials and accessories for installation as recommended by the manufacturer.
- dd. Include 3<sup>rd</sup> party engineering for structural stud framing and/or light gauge metal trusses if required by design documents.
- ee. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.

## 2. Job Specific Framing & Gypsum Items

- a. Project is Tax Exempt.
- b. Allow for multiple mobilizations as required to complete the scope of work.
- c. Provide and install full size, standalone envelope mockup.
- d. Responsible for providing, installing, and testing/inspecting all weather barriers.
- e. Responsible for providing and installing all thermal insulation systems.
- f. Stencil and label all rated partitions.
- g. Blocking & Plywood
  - i. Interior Framing & Gypsum Trade Contractor shall be responsible for providing and installing all in wall blocking and backing other roof parapet, roof hatch, and mechanical curbs.
  - ii. Identifying, quantifying, and pricing in wall blocking is the sole responsibility of the Interior Framing & Gypsum Trade Contractor. Blocking is a means and methods issue and therefore not shown on the drawings. Provide non-corrosive

fasteners for attachment to treated lumber. Examples of blocking & plywood to be provided by the Interior Framing & Gypsum Trade Contractor are:

1. All in wall blocking indicated in the Contract Documents
  2. All ceiling blocking as indicated in Contract Documents
  3. Toilet partition blocking
  4. Casework & Millwork
  5. Laminate wall paneling
  6. TV Blocking
  7. Handrails
  8. MEP Control Cabinets
  9. Marker Boards & Tackboards
  10. Mounting boards at communications and electrical rooms
  11. Window & door lintels – Provide 2x blocking at these locations
  12. Head of storefront and curtain wall openings – Provide 2x blocking at these locations. Any other items mounted on walls or at gypsum board ceiling
  13. Plywood blocking on walls.
  14. Roof parapet cap blocking.
  15. Roof parapet fire rated wood sheathing.
- ii. Interior Framing & Gypsum Trade Contractor shall coordinate with other trade contractors to ensure all in wall blocking is installed prior to closing walls.
- b. Provide and install Densglass sheathing and plywood systems.
  - c. Provide and install all Densdeck sheathing systems.
  - d. Install hollow metal door frames and window frames in gypsum board partitions (frames provided by others). This includes receiving, unloading, keeping inventory, quantity verification, damage inspections, and distribution.
  - e. Provide and install all fiberglass reinforced paneling (FRP) including sealants, trim, and adhesive.
  - f. Provide all interior expansion joint covers as applicable.
  - g. Provide all interior mullion mates and covers as applicable.
  - h. Provide all light cove and shade pocket details as applicable.
  - i. Provide all fry reglet systems as applicable.
  - j. Provide all control joint systems as applicable.
  - k. Provide and install all floor to floor firestopping systems and assemblies at slab edges.
  - l. Provide and install all Wall Protection Items and Corner Guards
  - m. Provide support for all gypsum wallboard assemblies including blocking or hat channel as necessary to properly secure.
  - n. Provide and install all Sound Absorbing Wall Units as scheduled and drawn. Refer to spec section 09 84 33, Interior Elevations pages, similar other locations, and Finish Legend for more detail.
  - o. Provide high impact GWB as indicated in contract documents.

- p. This Trade Package shall provide delegated engineering design, product, and installation of the raised platform areas at courtrooms, hallways to courtrooms, and Commissioners Chamber. This Trade partner shall provide metal framing, installation of decking, felt, and plywood framing. Delegated design shall include stairs. Refer specifications and plans for performance requirements.
- q. Framing and Drywall Trade Partner shall be responsible for the Z furring channels with rigid insulation and exterior sheathing behind the phenolic panel. The Z furring/phenolic panel support outside of the sheathing shall be by the Metal Panel Subcontractor. Cavity wall insulation behind CMU or Brick masonry to be by the masonry trade partner.
- r. 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.
- s. Suspended acoustical panels and baffles shall be provided and installed by this trade package.
- t. SCLG-2 Security Ceiling is by Detention Equipment Trade Package



Trade Package 9-02: Flooring & Tile

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 09            | Finishes                     |

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

- Total SF of Resilient Flooring \_\_\_\_\_
- Total SF of Carpet \_\_\_\_\_
- Total SF of Floor Tile \_\_\_\_\_
- Total SF of Wall Tile \_\_\_\_\_

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

**Alternate 01:** Pricing to provide Independent Third-Party testing for alkalinity, moisture, and adhesion as required by each flooring material manufacturer: \_\_\_\_\_

**Alternate 02:** Provide pricing for 8' wide heavy duty, breathable floor protection down corridors. Example basis of design product (Ram Board). One time placement for floors 1, 2, 3, and 4: \_\_\_\_\_

**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 Flooring & Tile Items
  - a. All items listed in General Trade Package.
  - b. Provide all components and accessories of the resilient flooring and tile carpeting systems for a complete flooring installation.

- c. Provide and install carpeting and tile carpeting per the plans and specifications.
- d. Provide and install all resilient flooring per the Contract Documents to included:
  - i. Resilient Flooring
  - ii. Floor and Wall Tile
  - iii. Entrance Floor Mats
  - iv. Stair treads with integral risers
  - v. Resilient/rubber base
  - vi. Accessories (subfloor filler, primer, edge stripes, thresholds, filler for coved base)
- e. Remove excess glue, if necessary, after installation of flooring products.
- f. Provide and install transition strips as required between abutting floor types per the Contract Documents.
- g. Provide all maintenance materials as indicated in the Contract Documents.
- h. Provide manufacturer's written installation recommendations along with submittals. Installation shall be provided per these instructions unless discussed and agreed upon prior to installation commencing.
- i. Sand or scarify floors to meet manufacturer's recommendations for porosity. Trade contractor shall control Dust during all sanding or scarifying activities so as to comply with OSHA guidelines and not interfere with other contractors working in the same area.
- j. Provide and install one ten lb. bag of feather edge floor stone per 200sf of resilient flooring as well as carpet tile for the repair of minor slab imperfections as well as fill in concrete saw joints. Fifty-pound bags will not be accepted. Use of floor prep shall be verified by Lingo jobsite superintendent.
- k. At the completion of carpet installation in a given area the trade contractor shall clean and vacuum the carpet utilizing a vacuum with a mechanical brush.
- l. Provide and install all tiling, accessories, and associated components per the Contract Documents for a complete tile installation.
- m. The Tiling Trade Contractor shall be responsible for the installation of waterproofing and damp proofing under tile.
- n. The Tiling Trade Contractor shall provide soft joints at all inside corners as well as sealants within and at the perimeter of their work. Tile Contractor shall also provide and install proper soft joints within tile layout per manufacturer recommendations.
- o. The Tiling Trade Contractor shall be responsible for installing grout sealer as indicated in the Contract Documents.
- p. Provide all floor surface preparation, leveling and cleaning including all required underlayment, and patching compounds. Floor preparation is limited to the filing and leveling of all saw joints. Tile Contractor to honor concrete control/cold joints per contract documents and/or TCNA guidelines.
- q. Clean tile upon completion of grouting.
- r. Trade Contractor shall inspect substrate prior to commencement of work. Any deficiencies shall be reported to the Construction Manager.

- s. Trade Contractor is responsible for the protection of all adjacent finishes.
- t. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.

## 2. Job Specific Flooring & Tile Items

- a. Project is Tax Exempt
- b. Allow for multiple mobilizations as required to complete the scope of work.
- c. Provide and install entrance floor mats and frames where indicated on drawings.
- d. Moisture Remediation
  - 1. Alternates –
    - i. **Alternate 01** pricing to provide Independent Third Party testing for alkalinity, moisture, and adhesion as required by each flooring material manufacturer.
    - ii. **Alternate 02** provide pricing for 8' wide heavy duty, breathable floor protection down corridors. Example basis of design product (Ram Board).  
One time placement for floors 1, 2, 3, 4.  
Provide Add/(Deduct) in alternate section of the Bid Form provided in section 00 2000 Bid Form. Testing shall be performed per manufacturer's recommendations by this trade package. However, if acceptable to the manufacturer, Construction Manager requires Percent Relative Humidity testing.
- e. Tile Contractor shall test all water tight assemblies by means of water flooding for leaks before proceeding with tile.
- f. Provide and install all Schluter trim and transitions called for in the Contract Documents and the General Notes for Tile Installation.
- g. Include all caulking from wall tile to floor transitions as applicable.
- h. Provide and Install solid surfaces at showers where shown. Coordinate with plumbing trade package.
- i. RS-01 Specialty Coating is by Painting Trade Package.
- j. All Terrazzo Flooring is a part of trade package 9-03.



Trade Package 9-03: Terrazzo Flooring

| Specification Section: | Description:                      |
|------------------------|-----------------------------------|
| Division 00            | Contract & Bidding Documents      |
| Division 01            | General Requirements              |
| Division 03            | Concrete                          |
| 09 66 23               | Resinous Matrix Terrazzo Flooring |

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

- SF of Terrazzo 1<sup>st</sup> Floor \_\_\_\_\_
- SF of Terrazzo 2<sup>nd</sup> Floor \_\_\_\_\_
- SF of Terrazzo 3<sup>rd</sup> Floor \_\_\_\_\_
- SF of Terrazzo 4<sup>th</sup> Floor \_\_\_\_\_

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

**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 Terrazzo scope items:
  - a. Layout submittals, product data, certifications, samples, mockups per specifications, field measurements or as required.
  - b. Bead/shot blast all flooring prior to installation per drawings and specs
  - c. Furnish and install a complete terrazzo flooring system per the drawings and specifications
2. Job Specific Terrazzo items:
  - a. This project is tax exempt.
  - b. All items listed in General Trade Package.
  - c. Allow for multiple mobilizations as required to complete the scope of work.
  - d. Transitions to Terrazzo Flooring by terrazzo contractor.
  - e. Floor prep required for terrazzo is included in this scope.
  - f. Provide all floor surface preparation, leveling and cleaning including all required underlayment, and patching compounds. Floor preparation is limited to the filing and leveling of all saw joints.

- g. Terrazzo at elevators is by this trade.
- h. Terrazzo at stairs and riders by this trade.
- i. Terrazzo at Lobby Monumental Stairs is by this trade.
- j. All Terrazzo base is by this trade.
- k. Terrazzo at concrete plinth in lobby is by this trade.
- l. Terrazzo Logo at Lobby is by this trade.



Trade Package 9-04: Tape, Bed, Paint, & Wallcoverings

| Specification Section: | Description:                 |
|------------------------|------------------------------|
| Division 00            | Contract & Bidding Documents |
| Division 01            | General Requirements         |
| Division 09            | Finishes                     |

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

- SF walls finished \_\_\_\_\_
- SF of GWB ceilings finished \_\_\_\_\_
- SF of Wallcoverings \_\_\_\_\_
- # of Frames painted \_\_\_\_\_
- # of Doors painted/Stained \_\_\_\_\_

**Alternate 01:** Provide add/deduct cost from base bid price to provide a level 4 finish at all exposed to view gypsum wall board surfaces. Indicate add/deduct on bid form for alternates.

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

**Unit Cost:**

- Per hour cost of patch, repair and paint including all material, equipment, labor \_\_\_\_\_

**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 Tape, Bed, Painting Items
  - a. All items listed in General Trade Package.
  - b. Tape, bed, texture, and paint all drywall walls and ceilings.

- c. Paint metal doors, frames and borrowed lite frames.
- d. Include painting of all items noted to be painted, unless noted to be prefinished.
- e. Cabinetry & paneling to be prefinished by millwork contractor.
- f. Painted wood trim to be primed by millwork contractor, but field painted in place by painter.
- g. Unless noted otherwise, painter to include finishing of wood doors. If contractor elects to finish doors off site, then contractor is responsible for receiving and handling doors and then delivering to the job site.
- h. This package to include tape off, painter's caulk and paint of all cabinets, trim, and counters to abutting painted surfaces as required for a finished appearance.
- i. Provide task lighting as required for this scope of work.
- j. Intumescent paint is by others.
- k. Paint exposed gas piping on exterior of building and as indicated by specifications.
- l. Trade partner shall provide adequate manpower to manage and staff the project as indicated in project schedule.

## 2. Job Specific Tape, Bed, & Painting Items

- a. Project is tax exempt.
- b. Allow for multiple mobilizations as required to complete the scope of work.
- c. Interior CMU Block shall be painted as indicated by documents. Provide paint on all exposed surfaces unless indicated to be left unfinished.
- d. Includes all interior and exterior painting as required.
- e. Finish all dumpsters, gates, bollards, lintels, exposed steel framing, bracing, misc. metals.
- f. WC-01 Wall Covering is apart of this trade package.
- g. RS-01 Resinous Flooring is apart of this trade package.
- h. SCE-01 Concrete Floor Sealer is by Concrete Trade Package
- i. Project Specifications 09 2900 3.7 D indicate that exposed to view gypsum wall board surfaces should be finished to a level 5. Project base bid shall include all gypsum wall board surfaces finished to a level 5 as indicated by project documents and specifications. On bid form in **Alternate 01**: provide add/deduct cost from base bid price to provide a level 4 finish at all exposed to view gypsum wall board surfaces. Indicate add/deduct on bid form for alternates.