

CITY OF ELYRIA, OHIO

DEPARTMENT OF PUBLIC SERVICE  
ENGINEERING DIVISION

PROJECT SPECIFICATIONS

for

**2026 STREET SWEEPING SERVICES**

Chris Pyanowski  
Safety-Service Director

John Schneider, P.E.  
City Engineer

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

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

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The following items are given as general information, but these items are not part of the Contract Documents:

- A city map with street sweeping districts marked

2026 Street Sweeping Services  
**INVITATION TO BID**

Sealed bids for a fixed price contract will be received by the CITY OF ELYRIA, OHIO, until 2:00 p.m. local time on **Wednesday, May 13, 2026** for the project known as:

**2026 Street Sweeping Services**

The bids are to be delivered to the OFFICE OF THE ENGINEER, ELYRIA CITY HALL, 131 COURT STREET, SUITE 303, ELYRIA, OHIO 44035. All bids received will then be opened and read at a public bid opening meeting.

**DESCRIPTION OF WORK:** Furnish all labor, materials, equipment (not less than 3 power sweepers), supplies and supervision, necessary to sweep all curb faces on all city streets, once in the spring season 2026 and (Add Alternate) once in the fall season during 2026 and to haul and dispose of all materials collected in an approved manner as described in the specifications.

**BIDDING DOCUMENTS:** The plans, specifications, and all bidding forms may be examined at the City of Elyria Website, <http://www.cityofelyria.org/bids-requests/> . Bidders SHALL request the electronic copy of the bid package by sending their request to [engineer@cityofelyria.org](mailto:engineer@cityofelyria.org) **to be added to the plan holders list.**

**BID SECURITY:** The bid must be accompanied by a Bid Guaranty. The Bid Guaranty must meet all requirements of Section 153.54 of the ORC and the Instructions to Bidders.

**COMPLIANCE WITH ALL LAWS:** All work shall be carried out in compliance with all federal, state and local laws, rules and regulations that apply to the work. Any project specification item in conflict with a federal, state, or local law, rule or regulation, shall be void.

**AFFIRMATIVE ACTION:** All bidders must comply with the provisions of Chapter 167 of the Elyria Codified Ordinances as amended. No contract will be awarded unless an acceptable Affirmative Action Plan is reviewed by the EEO Office, approved and incorporated into the contract. Each Bidder must complete and sign the Elyria Equal Opportunity Clause, which is included with the specifications.

**PROPOSAL FORMS:** No proposal will be considered unless it is made on the blanks furnished by the City. No Bidder shall take any exception to any requirement of the specifications. Each proposal must contain the full name of the party or parties submitting the proposal and all persons interested therein. Each Bidder may submit evidence of its experiences on projects of similar size and complexity.

**AWARD OF CONTRACT:** The City reserves the right to waive any technicalities, informalities or to reject any or all bids received and to accept any bid, with any combination of alternates, which is deemed most favorable to the City of Elyria, Ohio at the time and under the conditions stipulated in the project documents.

Published by Order of: **Kevin A. Brubaker, Mayor**

## **INSTRUCTIONS TO BIDDERS**

### **1. ORDINANCE**

- 1.1 The bids for this project, known as 2026 Street Sweeping Services are being taken in accordance with Ordinance No. 2026-43 passed by the Elyria City Council on April 6, 2026.

### **2. DEFINED TERMS**

- 2.1 See section "A" of the 2026 Street Sweeping Specifications for the definitions of terms.

### **3. COPIES OF BIDDING DOCUMENTS**

- 3.1 Complete sets of the Bidding Documents may be obtained at the Office of the City Engineer.

### **4. QUALIFICATIONS OF BIDDERS**

- 4.1 To demonstrate qualifications to perform the work, each Bidder must be prepared to submit within five (5) days after the bid opening, upon the City's request, detailed written evidence such as financial data, previous experience, present commitments, availability of required equipment and other such data as may be needed to demonstrate the bidder's qualifications.
- 4.2 Each Bidder must be qualified to do business in the State of Ohio, or must obtain such qualification prior to award of the contract by the City.

### **5. EXAMINATION OF CONTRACT DOCUMENTS AND SITE**

- 5.1 It is the responsibility of each Bidder before submitting a bid:
  - 5.1.1 To examine thoroughly the Contract Documents and other related data identified in the Bidding Documents;
  - 5.1.2 To make his own determination of the length of curb face to be swept, (the listing of streets included with the contract documents are for general information only and it is not a part of the contract).
  - 5.1.3 To visit the site to become familiar with and satisfy Bidder as to the general, local and site conditions that may affect cost, progress, performance or the furnishing of the work;
  - 5.1.4 To consider federal, state and local laws and regulations that may affect cost, progress, performance, or the furnishing of the work;
  - 5.1.5 To study and carefully correlate bidders knowledge and observations, with the Contract Documents, and other related data; and
  - 5.1.6 To promptly notify the City Engineer of all conflicts, errors, ambiguities or discrepancies,

which Bidder has discovered in or between the Contract Documents and other related documents or observations.

- 5.2 Before submitting a bid, each Bidder will be responsible to obtain such additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the site or otherwise, which may affect cost, progress, performance, or furnishing the work, or which relates to any aspect of the means, methods, techniques, sequences, or procedure of construction to be selected and employed by Bidder and all safety precautions and programs incidental thereto or which Bidder deems necessary to determine its bid for the performing, and furnishing the work in accordance with time, price, and other terms and conditions of the Contract Documents.
- 5.3 The submission of a bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of the Article 5, and that without exception the bid is premised upon performing and furnishing the work required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures of construction selected by the Bidder to complete the project as expressly required by the Contract Documents, that the Bidder has given the City Engineer written notice of all conflicts, errors, ambiguities and discrepancies that Bidder has discovered (if any) in the Contract Documents, in time for an addenda to be issued to all plan holders, and that the written resolutions thereof issued by the City Engineer as an addenda is acceptable to the Bidder, and that the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work.

## **6. AVAILABILITY OF LANDS FOR WORK**

- 6.1 The lands upon which the work is to be performed, the right-of-way and easements, and access thereto and other lands designated for use by the Contractor in performing the work are identified in various public records. All additional lands and access thereto required for temporary facilities, storage of equipment, or storage of materials and equipment to be used in the work are to be obtained and paid for by the Contractor.

## **7. INTERPRETATIONS AND ADDENDA**

- 7.1 All questions about the true meaning or intent of the Bidding Documents are to be directed to the City Engineer, or in his absence to the Acting City Engineer. Interpretations or clarifications considered necessary by the City Engineer in response to such questions will be issued by Addenda, either mailed, faxed or hand delivered to all parties recorded by the City Engineer as having received the Bidding Documents.
- 7.2 An Addenda may also be issued by the City Engineer to modify the Bidding Documents as deemed advisable by the City.

## **8. BID SECURITY**

- 8.1 Each Bid must be accompanied by a Bid Guarantee. The Bid Guarantee may be either a BID/CONTRACT BOND, BID BOND, CERTIFIED CHECK, CASHIERS CHECK or a LETTER OF CREDIT. The Bid Guarantee shall meet all requirements of Section 153.54 of the Ohio Revised Code, and any additional requirements stated herein.
- 8.2 Any bond shall be furnished by a surety company licensed to conduct business in the State of Ohio. Any check used as bid security shall be drawn on a solvent bank.
- 8.3 Any BID/CONTRACT BOND submitted shall be for the full amount of the base bid plus the highest combination of additive alternates, if any. The form of the BID/CONTRACT BOND shall be of substantially the same form as provided in Section 153.571 of the Ohio Revised Code and it shall serve as both a bid bond and a contract bond. If stated, the amount of the BID/CONTRACT BOND shall be specified in figures. Specifying the amount of the bond as a percentage, or one hundred percent (100%) is not acceptable.
- 8.4 Any BID BOND submitted shall be for not less than ten percent (10%) of the base bid plus the highest combination of additive alternates, if any. The amount may be stated as either figures or as a percentage.
- 8.5 Any CERTIFIED CHECK, CASHIERS CHECK or a LETTER OF CREDIT submitted shall be made payable to the City of Elyria Ohio, and shall be for an amount of not less than ten percent (10%) of the base bid plus the highest combination of additive alternates, if any. The amount shall be stated in figures. Any CERTIFIED CHECK, CASHIERS CHECK or a LETTER OF CREDIT submitted shall be accompanied by an executed Consent of Surety form.
- 8.6 In case a Bidder, to whom a contract is awarded, fails to execute the contract within ten (10) days after notice of award is delivered in writing to the Bidder, or in case a Bidder fails to secure the contract with an acceptable performance bond and payments bond (each in the full amount of the Contract) and execute the contract within ten (10) days after notice of the award is delivered in writing to the Bidder, the Bidder shall be considered as refusing the contract and shall forfeit their Bid Security in accordance with provisions of Section 153.54 of the Ohio Revised Code.
- 8.7 The bid security from each Bidder may be held by the City for up to sixty (60) days. The bid security will be returned to the unsuccessful bidders after the contract has been signed and secured as provided herein above by the successful Bidder.

## **9. CONTRACT TIME**

- 9.1 The number of days within which, or the date by which, the work is to be substantially completed and also completed and ready for a pre-final payment, are set forth in the Agreement Form.

## **10. LIQUIDATED DAMAGES**

10.1 Provisions for liquidated damages, if any, are set forth in the Agreement Form.

## **11. BID FORM**

11.1 The Bid Form is included with the Bidding Documents. This form shall be used by the Bidder to submit its bid.

11.2 All blanks on the Bid Form (except the signature line) must be completed, by printing in ink or by typewriter. No white-out may be used on the Bid Form.

11.3 Bids by corporations must be executed by a corporate officer accompanied by evidence of authority to sign. The corporate seal must be affixed and attested by the secretary or an assistant secretary.

11.4 Bids by a partnership must be executed in the partnership name and signed by a partner, whose title must be shown below the signature.

11.5 The bid shall contain an acknowledgment of receipt of all Addenda.

11.6 The address and telephone number for communication regarding the bid must be shown.

11.7 An out-of-state corporation must provide evidence of authority to conduct business in the State of Ohio.

11.8 The unit bid price stated in the bid form, shall be the full price for completion of one unit of the item, which unit price shall include all payments by the City to the Contractor, for all labor, material, equipment, supervision, and overhead required to complete that unit of an item.

11.9 The cost of completing all work specified in the Specifications, in accordance with the Contract Documents, shall be included by the Bidder in the bid amount stated by the Bidder on the Bid Form.

## **12. SUBMISSION OF BIDS**

12.1 Bids shall be submitted at the time and place indicated in the Invitation to Bidders, and shall be bound with the other Bidding Documents, and enclosed in an opaque sealed envelope, marked "BID ENCLOSED" for project (by name) plus the name and address of the Bidder.

12.2 If the bid is sent through the mail or delivered by another delivery system, the sealed bid envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of the delivery envelope. Bids received, if any, after the deadline for delivery of bids, will be returned unopened.

**13. NO MODIFICATION OF BIDS**

13.1 After submission of a Bid to the City, no modification of the Bid may be made by the Bidder.

**14. WITHDRAWAL OF BIDS**

14.1 After submission of a bid to the City, and at any time before the deadline for bid submission, the Bidder may withdraw its bid, by giving a duly signed written notice requesting to withdraw the bid to the City. Thereafter, that Bidder will be disqualified from further bidding on the work, including any re-bid held by the City.

**15. OPENING OF BIDS**

15.1 All bids received will be opened and (unless obviously non-responsive) read aloud publicly at the place where the bids are to be submitted. A summary of the prices bid will be mailed to all bidders after a tabulation of the bids is completed by the Engineer.

**16. BIDS TO REMAIN SUBJECT TO ACCEPTANCE**

16.1 All bids will remain subject to acceptance for sixty (60) days after the day of the bid opening, but the City may, in its sole discretion, release the bid and return the Bid Security prior to the end of the sixty (60) day period.

**17. AWARD OF CONTRACT**

17.1 The City reserves the right to reject any or all bids, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced or conditional bids and to reject the bid of any Bidder if the City believes that it would not be in the best interest of the City to make an award to that Bidder, whether because the bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City.

17.2 In evaluating the bids to determine the lowest and best bid, the City will consider the qualification of the Bidders, whether or not the bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may have been submitted with the bid, or as may be requested per the Contract Documents before the award is made by the City.

17.3 The City may consider the qualifications and experience of the Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. The City may consider also the operating cost, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the work when such data is required to be submitted prior to the award of the work.

17.4 The City may conduct such investigations as the City deems necessary to assist in the

evaluation of any bid and to establish the responsibility, qualifications and financial ability of the Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the work in accordance with the Contract Documents to the City's satisfaction within the prescribed time.

- 17.5 If the contract is to be awarded, it will be awarded to the Bidder whose evaluation by the City indicates to the City that the award will be in the best interest of the City.
- 17.6 If the contract is to be awarded, the City will give the Successful Bidder a Notice of Award, within sixty (60) days after the day of the bid opening, unless the Bidder grants a time extension to the City.

## **18. SIGNING OF AGREEMENT**

- 18.1 When the City gives a written Notice of Award to the Successful Bidder, it will be accompanied by the required number of the unsigned counterparts of the Agreement. Within ten (10) days thereafter the Contractor shall sign the Agreement and deliver all copies to the City Engineer. The City will then execute the Agreement, and the City Finance Director's Certification of Funds, and will deliver one (1) fully executed Agreement to the Contractor with the Notice to Commence Work. One copy of the Agreement and attached documents will be sent to the local agent of the Contractor's Surety.

## **19. CONTRACT SECURITY**

- 19.1 When the Successful Bidder delivers the executed Agreement to the City, it must be accompanied by the required performance and payment bonds, unless the bond submitted with the bid was a BID/CONTRACT BOND which will serve as the required Contract Security.

## **20. PAYMENT PROCEDURES**

- 20.1 The Contractor shall submit an invoice for payment to the City Engineer's office, not more often than once per month. Payments made by the City before the sweeping work is completed shall not exceed the percentage of the work completed, for the time covered by the invoice. Payment will normally be made by the City within twenty-one (21) days of receipt of the invoice.

## **21. EQUAL EMPLOYMENT OPPORTUNITY**

- 23.1 In addition to the City of Elyria, Ohio, Codified Ordinance Chapter 167, the contractor shall, and all subcontractors working on the project shall, comply with the equal employment requirements for the utilization of minorities and females pursuant to Chapter 123 of the Ohio Administrative Code, the Governor's Executive Order of 1972, and the Governor's Executive Order 84-9.

2026 Street Sweeping Services  
**AGREEMENT FORM**

**AGREEMENT  
BY AND BETWEEN  
THE CITY OF ELYRIA  
AND**

\_\_\_\_\_

CONTRACT NO. \_\_\_\_ - \_\_\_\_

This Agreement is made and entered into, effective upon full execution by all parties, by and between the City of Elyria, Ohio, an Ohio municipal corporation with offices located at 131 Court St., Elyria, Ohio 44035 (the "City") and \_\_\_\_\_, an Ohio entity with offices located at \_\_\_\_\_, Ohio 44\_\_\_\_ (the "Contractor"). The Contractor and the City shall be collectively referred to as the "Parties" and individually as the "Party."

WHEREAS, this Agreement was authorized by Ordinance No. \_\_\_\_\_, which was passed by the Elyria City Council on \_\_\_\_\_; and

WHEREAS, the City desires to enter into an agreement for \_\_\_\_\_ services (the "Agreement" or "Contract"); and

WHEREAS, the Contractor has submitted a bid in response to the City's request for bid proposals; and

WHEREAS, the City has determined that the Contractor has the experience and resources to complete the work as contemplated by this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Contractor agree as follows:

**ARTICLE 1 – WORK**

The Contractor shall furnish all labor, equipment, supplies, and supervision of labors necessary to complete the work, which is the subject of this Agreement (the "Work"). The Work will involve the construction of \_\_\_\_\_ . The project location is \_\_\_\_\_. Construction documents were prepared by \_\_\_\_\_ and the Office of the Elyria City Engineer.

The City's request for bid proposals (attached as Exhibit "A") and Contractor's proposal (attached as Exhibit "B") are incorporated by reference as if fully rewritten herein. In the event that a discrepancy exists between the terms of Exhibits A and B, the terms of Exhibit A will be controlling and binding. In the event that a discrepancy exists between the terms of the Exhibits and this Agreement, the terms of this Agreement will be controlling and binding.

**ARTICLE 2 - ENGINEER TO BE CITY'S REPRESENTATIVE**

The services of the Contractor shall be carried out under the authority for contract administration of the Mayor and Safety-Service Director of the City, who is designating the City Engineer as the person who, as the City's representative, will administer the contract, undertake and assume all duties and responsibilities, and will have the authority and rights assigned to the Engineer under the specifications for this work.

**ARTICLE 3 - CONTRACT PERFORMANCE**

COMPLETION TIME: Construction of this project shall begin at the discretion of the contractor but must be completed no later than \_\_\_\_\_, 20\_\_.

**ARTICLE 4 - LIQUIDATED DAMAGES**

The City and the Contractor recognize that time is of the essence in this agreement, and that the City will suffer financial loss (including but not limited to incidental and consequential damages) if the Work is not carried out within the time specified in Article 3 herein. Both the City and the Contractor recognize the impossibility of calculating the actual loss suffered by the City if the Work is not substantially completed within the specified time. Accordingly, instead of requiring any such proof, the City and the Contractor agree that as liquidated damages for delay (but not as a penalty) the Contractor shall pay the City the sum of five hundred dollars (\$500.00) for each calendar day that expires after the time specified in Article 3 herein for completing the work assigned, unless the City grants a time extension for good reason not under the control of the Contractor. In addition to the foregoing, Contractor agrees to pay for the cost of any additional inspection services that the City requires as a result of delays.

**ARTICLE 5 - CONTRACT AMOUNT**

The City shall pay the Contractor for performance of the Work, in accordance with the contract documents, a total amount of, which shall not exceed, \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (\$\_\_\_\_\_).

The Contractor agrees that no extra work will require any extra or additional payments by the City, unless the extra work is authorized in writing by the City's Mayor before the extra work is performed.

**ARTICLE 6 - PAYMENT PROCEDURES**

The Contractor agrees to promptly (by the 5th of each month), but not more frequently than once every thirty (30) days, submit an original invoice with one (1) copy and the required estimate computations with required certifications to the Engineer. The City will make progress payments on or about the 26<sup>th</sup> day of each month.

Prior to substantial completion, progress payments will be in an amount equal to ninety percent (90%) of the Work completed and ninety percent (90%) of the materials and equipment delivered to the project site, but not yet incorporated into the Work, less in each case, the aggregate of all payments previously made. No retainer shall be subject to interest payments to the Contractor nor required to be deposited with an escrow agent who will pay interest to the Contractor.

Acceptance of the Work, Pre-Final Payment and Final Payment: Upon final completion and acceptance of the work by the City in accordance with E.C.O. 143.06, the City shall pay the Contractor all funds due the Contractor, except for the five percent (5%) retainer per Section 22 of the Instructions to Bidders. The five percent (5%) retainer shall be paid by the City to the Contractor, after completion of all work and all punch list items. If defects in the Work are found during the one (1) year period after final completion, the defects are to be corrected by the Contractor. The corrected work shall be guaranteed for a period of one (1) year by the Contractor. After satisfactory completion of all work and all punch list items, the five percent (5%) retainer or any payment withheld for other purpose may be released.

**ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS**

The Contractor acknowledges that it has taken the steps reasonably necessary to ascertain the nature and the location of the Work to be performed, and that it has investigated and satisfied itself as to the general and local conditions which can affect the Work, its cost, including but not limited to (1) the cost of purchasing, transportation, handling and storage of materials and supplies, (2) the availability of labor and cost, (3) the

uncertainties of weather or similar physical conditions, including the time of year the project is to be constructed, (4) all other physical conditions which can impact the cost of doing Work, (5) the character of the equipment and facilities needed to prepare to do the work and to carry out the work to be performed, considering the limited work area, and the access to the site, (6) the cost of the Contractor's overhead, (7) the cost of providing worker supervision and management, (8) the cost of providing insurance, bonds, and related expenses.

The Contractor also acknowledges that it has had sufficient time during the bidding of the project to review all contract documents, and to make all investigations necessary to reasonably ascertain the cost of doing the Work. Further, the Contractor has correlated the results of observations, examination, investigations, and review of local labor conditions with the terms and conditions of all of the contract documents, including the addenda listed on the Contractor's Bid Form, in determining the price bid for the Work. The Contractor acknowledges that the City assumes no responsibility for any understanding reached or representations made concerning conditions which can affect the Work, by any of its officers, employees, or agents before execution of this Agreement, unless that understanding or representation is expressly stated in the contract documents which are a part of the Agreement.

## **ARTICLE 8 – INDEMNIFICATION**

Contractor shall indemnify, defend and hold harmless the City, its elected officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all loss, cost, expense, damage, injury, liability, claim, demand, penalty or cause of action (including attorneys' fees) directly or indirectly arising out of, resulting from or related to (in whole or in part), (1) the Work performed hereunder, (2) the contract or (3) an act or omission of Contractor, a Subcontractor or any individual partnership or joint venture or corporation (a) directly or indirectly employed by Contractor or a Subcontractor or (b) for whose acts or omissions Contractor or a Subcontractor may be liable. Contractor shall promptly advise the City in writing of any action, administrative or legal proceeding or investigation as to which this indemnification may apply, and Contractor, at Contractor's expense shall assume on behalf of the City, and conduct with due diligence and in good faith, the defense with counsel satisfactory to the City, provided, that the City shall have the right to be represented therein by advisory counsel of its own selection and at its own expense; and provided further, that if the defendants in any such action include both Contractor and the City, and the City shall have reasonably concluded that there may be legal defenses available to the City which are different from or additional to, or inconsistent with those available to Contractor, the City shall have the right to select separate counsel to participate in a defense of such action on its own behalf at Contractor's expense. In the event of failure by Contractor to fully perform in accordance with this indemnification, the City, at its option, and without relieving Contractor of its obligations hereunder may so perform, but all costs and expenses so incurred by the City in that event shall be reimbursed by Contractor to the City, together with interest on the same from the day any such expense was paid by the City until reimbursed by Contractor at the rate of interest provided to be paid on judgments, by the law of the State of Ohio. The obligations of Contractor under this Section shall survive the expiration of the Contract.

In claims against any of the Indemnified Parties by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts or omissions they may be liable, the indemnification obligation under this Section shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under workers' compensations acts, disability benefits acts, or other employee benefit acts.

The Contractor acknowledges that, as a political subdivision of the State of Ohio, the City does not indemnify any person or entity. The Contractor agrees that no provision of this Agreement or any other agreement between the Contractor and the City may be interpreted to obligate the City to indemnify or defend the Contractor or any other party.

**ARTICLE 9 - CONTRACT DOCUMENTS**

This Agreement and accompanying documents, including the Bid Form, Unit Price Schedule, Instructions to Bidders, Invitation to Bid, all Addenda listed on the Contractors Bid Form, the General Conditions, State Prevailing Wages and Technical Specifications as prepared by the City Engineer’s Office, and all attachments submitted by the Contractor with its Bid Form, are made a part of the Agreement hereto as if the contents of those contract documents were fully rewritten herein. The City and the Contractor agree that there are no oral or written representations, understandings or agreements relating to this Agreement which are not fully expressed herein. No modification, change or amendment hereof shall be valid unless such is in writing and signed by the authorized representative of the party against which such modification, change or amendment is sought to be enforced.

**ARTICLE 10 - INSURANCE**

10.1 Insurance Coverage Requirements. Contractor agrees to procure and maintain during the term of this Agreement insurance in the types and amounts shown below.

- a) Worker’s Compensation in full compliance with the requirements of the State of Ohio.
- b) SEE REQUEST FOR BID PROPOSALS FOR SPECIFIC INSURANCE REQUIREMENTS.

All insurance shall be exclusive of defense costs whenever possible.

10.2 Insurance Coverage Terms and Conditions.

- a) The insurance policies of the Contractor, required for this Agreement, shall:
  - (i) Name the “City of Elyria, Ohio” as an Additional Insured. This does not apply to Worker’s Compensation and Professional Liability.
  - (ii) Contain a waiver of subrogation provision wherein the insurer(s) waives all rights of recovery against the City; and
  - (iii) Be primary and not in excess or contingent on any other basis; and
- b) The insurance required for this Agreement shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best’s rating of A- VII or above.
- c) The terms of this Agreement shall be controlling and shall not be limited by any insurance policy provision.
- d) High-risk activities may require higher insurance limits.
- e) These insurance provisions shall not affect or limit the liability of the Contractor stated elsewhere in this Agreement or as provided by law.
- f) The Contractor shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Agreement.
- g) The City reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the City.
- h) If the Bid/Proposal specifies the need for higher limits of liability for any applicable insurance

provision, the Bid/Proposal specifications shall govern.

i) Where coverages are made on a claims-made basis, the claims-made retroactive date on the policy shall be prior to the commencement of professional activity related to this Agreement.

j) The Contractor shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing that the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by the City shall not constitute a waiver of any rights of the parties under this Agreement.

k) The Certificate(s) of Insurance evidencing these coverages shall contain the following additional insured and waiver of subrogation language where applicable:

(i) "City of Elyria, Ohio is an additional insured for purposes of commercial general liability and automobile liability": and/or

(ii) "Waiver of subrogation in favor of the City of Elyria."

l) Any additional insured shall receive at least thirty (30) days' notice of any cancellation, change reducing the coverage, or refusal to renew, which is adverse to the interest of any additional insured to be affected. The City shall be provided with any notice of non-renewal, regardless of the cost. The same terms apply to any subcontractors to the extent practical.

10.3 Certificate of Insurance. This Agreement is contingent upon, and not valid or binding upon City, until such times as City receives said Certificate of Insurance.

## **ARTICLE 11 - TERMINATION**

11.1 Termination for Default. Either party may terminate this Agreement, in whole or in part, whenever such party determines that the other has failed to satisfactorily fulfill its material obligations and responsibilities hereunder and is unable to cure such failure within a reasonable period of time, not to exceed thirty (30) calendar days. Such termination shall be referred to as "Termination for Default." If the defaulting party is unable to cure the failure within the specified time period, the party seeking to terminate may, by giving written notice thereof to the defaulting party, terminate this Agreement, in full or in part, as of the date specified in the notice of termination. The Contractor, however, shall be paid for all services and/or materials provided on or prior to the date of termination. Any fees paid in advance shall be returned to the City at a prorated amount.

11.2 Termination for Financial Instability. In the event that the Contractor becomes financially unstable to the point of (i) ceasing to conduct business in the normal course, (ii) making a general assignment for the benefit of creditors, or (iii) suffering or permitting the appointment of a receiver for its business or its assets, or there is a filing by or against the Contractor of a meritorious petition in bankruptcy under any bankruptcy or debtor's law, the City may, at its option, terminate this Agreement under Section 11.1, the "Termination for Default" clause, by giving written notice thereof.

## **ARTICLE 12 – ASSIGNMENT**

No assignment by a party hereto of any rights under or interests in the Agreement will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment. No assignment will release or discharge the assignor from any duty or responsibility under the contract documents.

**ARTICLE 13 – SAFETY**

The Contractor agrees to comply with Chapter 4121:1-3 of the Ohio Administrative Code entitled “Specific Safety Requirements of the Industrial Commission of Ohio relating to Construction,” effective November 1, 1979 and with the “Federal Occupational Safety and Health Act of 1970 and Code of Federal Regulation, Title 29, Chapter XVII, Part 1926,” and to also comply with all other requirements of law.

**ARTICLE 14 – WARRANTY**

THE CONTRACTOR HEREBY WARRANTS THAT THE SERVICES WILL NOT INFRINGE, MISAPPROPRIATE OR VIOLATE ANY INTELLECTUAL PROPERTY OR ANY OTHER RIGHT OF ANY PERSON OR ENTITY. THE SERVICES WILL BE PERFORMED IN A PROFESSIONAL AND WORKMANLIKE MANNER, CONSISTENT WITH INDUSTRY STANDARDS. THE SERVICES WILL BE PERFORMED IN STRICT ACCORDANCE WITH THE HIGHEST STANDARDS OF CARE, SKILL, DILIGENCE AND PROFESSIONAL COMPETENCE APPLICABLE TO SUPPLIERS/CONTRACTORS ENGAGED IN PROVIDING SIMILAR SERVICES IN THE LORAIN COUNTY AREA. THE CONTRACTOR HAS THE REQUISITE SKILL AND STAFF TO PERFORM THE SERVICES REQUIRED HEREUNDER FULLY, IN A TIMELY AND EFFICIENT MANNER. THE CONTRACTOR WILL PERFORM THE SERVICES IN ACCORDANCE WITH ALL APPLICABLE LAWS.

**ARTICLE 15 - BLANK**

**ARTICLE 16 – SUCCESSORS**

The City and the Contractor each bind themselves, their partners, successors, assigns and legal representatives in respect to all conveniences, agreements and obligations contained in the contract documents.

**ARTICLE 17 - OTHER PROVISIONS**

The Contractor agrees to comply with the requirements of Chapter 167 of the Elyria Codified Ordinances as amended, regarding Affirmative Action and Equal Employment Opportunity. All sections of Chapter 167 as amended on the first date of advertising this project, which are to be a part of any construction or service agreement executed by the City, are included in this Agreement by reference, as if repeated in full herein.

**ARTICLE 18 – REVIEW BY COUNSEL**

Each party and its counsel have reviewed and approved this Agreement and any ambiguities will not be resolved against the drafting party.

**ARTICLE 19 – ENTIRE AGREEMENT**

This Agreement sets forth the entire agreement between the parties and supersedes any prior agreements, negotiations or understandings of the parties.

**ARTICLE 20 – GOVERNING LAW**

**This Agreement shall be governed by, and shall be construed and enforced in accordance with, the laws of the State of Ohio. The parties agree that any actions regarding this Agreement or the Work performed hereunder shall be brought in the Court of Common Pleas of Lorain County, Ohio. Each party consents to the exclusive jurisdiction of the Court of Common Pleas of Lorain County, Ohio, and hereby agrees not to challenge this Governing Law and Jurisdiction provision, and further agrees not to attempt to remove any legal action outside of Lorain County for any reason.**

**ARTICLE 21 – SEVERABILITY**

If any term or provision of this Agreement is deemed by a court of law to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**ARTICLE 22 – SURVIVAL OF TERMS**

Termination or expiration of this Contract for any reason shall not release either party from any liabilities or obligations set forth in this Contract which (i) the parties have expressly agreed shall survive any such termination or expiration, or (ii) remain to be performed or by their nature would be intended to be applicable following any such termination or expiration.

**ARTICLE 23 – WAIVER**

No delay or omission by either party in the exercise of any right or power shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of the parties of any of the covenants, conditions or agreements to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement herein contained. No change, waiver or discharge hereof shall be valid unless in writing and signed by an authorized representative of the party against which such change, waiver, or discharge is sought to be enforced.

**ARTICLE 24 – FORCE MAJEURE**

Neither Party shall be in default if its failure to perform any obligation hereunder is caused solely by supervening conditions beyond that Party's reasonable control, including, without limitation, acts of God, civil commotion, strikes, labor disputes, or governmental demands or requirements.

**ARTICLE 25 – INDEPENDENT CONTRACTOR**

It is fully understood and agreed that the Contractor is an independent contractor and is not an agent, servant, or employee of the City. The Contractor declares that it is engaged as an independent business and has complied with all applicable federal, state, and local laws regarding business permits and licenses of any kind, including but not limited to any insurance coverage, workers' compensation, or unemployment compensation that is required in the normal course of business and will assume all responsibility for any federal, state, municipal or other tax liabilities.

**ARTICLE 26 - ANTI-DISCRIMINATION**

Contractor agrees that in its employment of labor, skilled or unskilled, there shall be no discrimination exercised against any person because of race, color, religion, national origin, sex, gender, ancestry, age, disability, sexual orientation, sexual identity, genetic information, military status, or veteran status, and a violation of this term shall be deemed a material breach of this Contract.

**ARTICLE 27 – HEADINGS**

The section headings appearing in this Contract are inserted only as a matter of convenience and in no way define, limit, or describe the scope or extent of such section.

**ARTICLE 28 - COUNTERPARTS**

This Contract may be executed in separate original or facsimile counterparts, each of which shall be deemed an original, and all of which shall be deemed one and the same instrument.

**ARTICLE 29 – OHIO REVISED CODE**

**Contractor shall comply with all applicable provisions of Sections 2909.21 to 2909.34 Ohio Revised Code (Ohio Patriot Act) and Sections 3517.13 Ohio Revised Code.**

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, this Agreement has been executed in duplicate by the City and the Contractor on the dates below.

**CONTRACTOR NAME**

**THE CITY OF ELYRIA, OHIO**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Kevin A. Brubaker – Mayor      Date

\_\_\_\_\_  
Print Name

APPROVED AS TO FORM:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amanda R. Deery, Law Director

\_\_\_\_\_  
Date

**FINANCE DIRECTOR'S CERTIFICATION OF FUNDS**

I hereby certify that there is in the Treasury of the City of Elyria, State of Ohio, to the credit of the Wastewater Pollution Control Fund, Wastewater Misc. Department and Stormwater Fund, and not appropriated for any other purpose and/or in the process of collection, as required by law, the sum of \_\_\_\_\_ and \_\_\_/100 (\$) to pay the cost of the attached contract for the **2026 Street Sweeping Services** in the City of Elyria, Ohio.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ in the year of 2026.

\_\_\_\_\_  
Thaddeus M. Pileski, CPA, CPFA  
City Finance Director

Ordinance No.: 2026-43

Passed On: April 6, 2026

Account No.: 640.0096.64030  
650.0098.64030

**NOTICE TO COMMENCE WORK  
and  
NOTICE TO COMMENCEMENT OF A PUBLIC IMPROVEMENT  
PURSUANT TO REVISED CODE SECTION 1414.282**

State of Ohio  
                  SS  
County of Lorain

I, Kevin A. Brubaker, being first duly sworn, says that:

- 1) Affiant is the Mayor of the City of Elyria, Ohio.
- 2) The City of Elyria, Ohio gives this Notice to Commence Work to the Contractor, for the public improvement of the **2026 Street Sweeping Services**
- 3) The following is the name, address and trade of the principal contractor working on this public improvement:

NAME:  
ADDRESS:  
TRADE:  
DATE OF FIRST EXECUTED CONTRACT:

- 4) The following is the name and address of the surety for the principal contractor:

NAME OF SURETY:  
ADDRESS OF SURETY:

- 5) For the purpose of serving an affidavit pursuant to Revised Code Section 1414.28, service may be made upon the following representative of the Public Authority:

Mayor Kevin A. Brubaker  
City of Elyria, Ohio  
131 Court Street  
Elyria, Ohio 44035

FURTHER AFFIANT SAYETH NAUGHT.

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

SWORN TO BEFORE ME and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

(SEAL)

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

**RESOLUTION OF DIRECTORS**

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

The Board of Directors of:

\_\_\_\_\_ (Firm Name)

met on the \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_.

A motion was made, seconded and passed authorizing:

\_\_\_\_\_ (Name), \_\_\_\_\_ (Title)

to sign and submit a bid to the City of Elyria, Ohio, for the:

\_\_\_\_\_ (Name of Project)

and authorizing the same person to enter into a contract with the City of Elyria, Ohio, if the City awards the work to the firm.

By: \_\_\_\_\_, Title: \_\_\_\_\_  
(Signature)

ATTEST:

By: \_\_\_\_\_, Title: \_\_\_\_\_  
(Signature)

(CORPORATION SEAL)

NOTE: A similar form with an original signature and a current date (within 12 months) may be used in place of this form. If the form submitted with the bid has photo copy signatures, the form must be replaced with one having original signatures, before the contract is signed.

**BID FORM**

**(FIXED PRICE CONTRACT)**

**Project: 2026 Street Sweeping Services**

**THIS BID IS SUBMITTED TO:**

Mayor Kevin A. Brubaker  
Office of the Safety-Service Director  
City of Elyria, Ohio  
131 Court Street  
Elyria, Ohio 44035

- 1) The undersigned BIDDER proposes and agrees, if this BID is accepted, to enter into an AGREEMENT with the CITY in the form included in the Contract Documents to complete all WORK as specified or indicated in the CONTRACT DOCUMENTS, for the CONTRACT PRICE, and within the CONTRACT TIME indicated in this BID, and all in accordance with the CONTRACT DOCUMENTS.
- 2) BIDDER accepts all of the terms and conditions of the INVITATION TO BID, INSTRUCTIONS TO BIDDERS, including without limitation those dealing with the disposal of the BID SECURITY. This BID will remain open for sixty (60) days after the day of BID OPENING. BIDDER will sign the AGREEMENT and submit the documents required by the CONTRACT DOCUMENTS within ten (10) days after the date of the CITY’S NOTICE OF AWARD.
- 3) In submitting this BID, the BIDDER represents, as more fully set forth in the AGREEMENT, that:
  - (a) The BIDDER has examined copies of the INVITATION TO BID, the INSTRUCTIONS TO BIDDERS, the PLANS and all other CONTRACT DOCUMENTS, and also the following addenda:

Date	Number	Topic
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the receipt of all of which is hereby acknowledged.

- (b) BIDDER has examined the sites and locality where the work is to be performed, the legal requirements (FEDERAL, STATE, and LOCAL, laws, ordinances, rules and regulations), and conditions affecting cost, progress or performance of the WORK, and has made such independent investigations as BIDDER deems necessary.
- (c) This BID is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any

group, association, organization, or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid; BIDDER has not solicited or induced any person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the CITY.

(d) BIDDER agrees that the sweeping operations will start within ten (10) working days of the starting date stated in the specifications for each period of service. The work shall be carried out at such rate as to complete the sweeping of the entire City within the specified time period and after the NOTICE TO COMMENCE WORK issued by the CITY, is received by the CONTRACTOR.

(e) BIDDER will complete the WORK for the following prices:

**BASE BID:**

1.) For the work done in the Spring Season of 2026, the lump sum amount to be paid by the City to the Contractor shall not exceed,

**Lump Sum Price In Figures:** \$ \_\_\_\_\_

**Lump Sum Price In Words:** \$ \_\_\_\_\_

2.) For all costs to collect, remove, and dispose of street sweeping material as per the specification, the unit price amount per ton of material to be paid by the City to the Contractor shall be,

**Unit Price In Figures:** \$ \_\_\_\_\_ **per Ton x 500 Tons** \_\_\_\_\_

**Unit Price In Words:** \$ \_\_\_\_\_

3.) For extra sweeping done by the hour during 2026, as and only if directed by the Engineer, the amount to be paid for each hour of extra sweeping shall not exceed,

**Unit Price In Figures:** \$ \_\_\_\_\_ **per Hour x 10 Hours** \_\_\_\_\_

**Unit Price In Words:** \$ \_\_\_\_\_

**ADD ALTERNATE 'A'**

4.) For the work done in the Fall Season of 2026, the lump sum amount to be paid by the City to the Contractor shall not exceed,

**Lump Sum Price In Figures:** \$ \_\_\_\_\_

**Lump Sum Price In Words:** \$ \_\_\_\_\_

**UNOFFICIAL TOTAL BASE BID ITEMS (1) THROUGH (3) \$ \_\_\_\_\_**

**ADD ALTERNATE 'A'- (4) FALL SEASON \$ \_\_\_\_\_**

4) The following documents are attached to and made a condition of this BID:

- (a) Bid Security in the form of \_\_\_\_\_.
- (b) City EEO and Affirmative Action Forms.
- (c) Resolution of Directors, if bid is by a corporation.
- (d) Bidder's Insurance Agent's Affidavit, signed by the agent.

The BIDDER is a \_\_\_\_\_ . (Insert Individual, Partnership, Corporation, or Joint Venture.)

This PROPOSAL is signed on this \_\_\_\_\_ day of \_\_\_\_\_, in the year of 2026.

BIDDER: \_\_\_\_\_ (SEAL)  
(Firm Name)

BY: \_\_\_\_\_ Title: \_\_\_\_\_  
(Printed Name)

BY: \_\_\_\_\_ Attest: \_\_\_\_\_  
(Authorized Signature)

BUSINESS ADDRESS: (Address to which all official notices are to be sent)

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

Phone No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

**(NOTE: If BID is by a partnership, a partner must sign; if the BID is by a corporation, an authorized officer must sign, and seal is to be affixed; and if BID is by a joint venture, all members of the joint venture must sign).**

2026 Street Sweeping Services  
**BID GUARANTY AND CONTRACT BOND**  
(OHIO REVISED CODE SECTION 153.571)

Bond Number \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_

\_\_\_\_\_  
(Bidder's Name and Address)

as principal and \_\_\_\_\_ (Name of Sureties) as sureties,

are hereby held and firmly bound unto the City of Elyria, Ohio, as obligee in the penal sum of the dollar amount of the bid submitted by the principal to the obligee on \_\_\_\_\_ (Date) to undertake the project known as

\_\_\_\_\_  
(Name of Project)

The penal sum referred to herein shall be the dollar amount of the principal's bid to the obligee, incorporating any additive or deductive alternate proposals made by the principal on the date referred to above to the obligee, which are accepted by the obligee. In no case shall the penal sum exceed the amount of \$ \_\_\_\_\_ (Dollars in Figures)

\_\_\_\_\_  
(Dollars in Words) (If the amount in figures and the amount in words are different, the amount in words shall be used as the amount intended.) (If the foregoing blank is not

filled in, the penal sum will be the full amount of the principal's bid, including alternates. Alternatively, if the blank is filled in, the amount stated must not be less than the full amount of the bid including alternates, in dollars and cents. A percentage is not acceptable.) For the payment of the penal sum well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above named principal has submitted a bid for

\_\_\_\_\_  
(Name of Project)

Now, therefore, if the obligee accepts the bid of the principal and the principal fails to enter into a proper contract in accordance with the bid, plans, details, specifications, and bills of material; and in the event the principal pays to the obligee the difference not to exceed ten percent (10%) of the penalty hereof between the amount specified in the bid and such larger amount for which the obligee may in good faith contract with the next lowest bidder to perform the work covered by the bid; or in the event the obligee does not award the contract to the next lowest bidder and resubmits the project for bidding, the principal pays to the obligee the difference not to exceed ten percent (10%) of the penalty hereof between the amount specified in the bid, or the costs, in connection, and printing and mailing notices to prospective bidders, whichever is less, then this obligation shall be null and void, otherwise to remain in full force and effect; if the obligee accepts the bid of the principal and the principal within ten (10) days after the awarding of the contract enters into a proper contract in accordance with the bid, plans, details, specifications, and bill of materials, which said contract is made a part of this bond the same as though set forth herein;

Now also, if the said principal shall well and faithfully do and perform the things agreed by obligee to be done and performed according to the terms of said contract; and shall pay all lawful claims of subcontractors, materialmen, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said contract; we agreeing and assenting that this undertaking shall be for the benefit of any materialman or laborer having a just claim, as well as for the obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions, in or to the terms of the said contract or in or to the plans or specifications therefor shall in any wise affect the obligations of said surety on this bond.

Name of Bidder: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Printed Name)

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
(Signature) (Signature)

Name of Surety: \_\_\_\_\_ (SEAL)

Surety Mailing Address: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Printed Name)

By: \_\_\_\_\_ (Attorney-in-Fact)  
(Signature)

Surety Agent Mailing Address: \_\_\_\_\_

### CONSENT OF SURETY

**KNOW ALL MEN BY THESE PRESENTS**, that we \_\_\_\_\_

(Name of Bidder) as principal and \_\_\_\_\_ (Name of Surety Company)

a corporation created and existing under the laws of the State of \_\_\_\_\_

and having its principal office at \_\_\_\_\_

(Complete mailing address of Surety Company) are held firmly bound unto the CITY OF ELYRIA, OHIO, hereby jointly and severally and binding our heirs, successors, administrators, executors, legal representatives and assigns by these presents.

**THE CONDITION OF THIS OBLIGATION** are such that whereas, the above named principal submits the herewith proposal for the **2026 Street Sweeping Services** to the CITY OF ELYRIA, OHIO, in conformance with the INVITATION TO BID, and with the INSTRUCTIONS TO BIDDERS. We, the above named surety, will meet all stipulations and will execute the Surety Bonds as hereinafter, to the above named principal in event he should be awarded a contract and in an amount of \_\_\_\_\_

(Amount in Words) which is an amount equaling or exceeding the amount of said principal's bid plus all additive alternates, and guaranteeing its performance in conformity with the plans and specifications, and a payment bond in the amount of \_\_\_\_\_

(Amount in Words) amount equaling or exceeding the amount of said principal's bid plus all additive alternates, as guaranteeing the payment of all laborers and suppliers of materials for the project, to the City of Elyria, Ohio.

**WITNESS OUR SIGNATURES** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Name of Bidder: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Printed Name)

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
(Signature) (Signature)

Name of Surety: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Printed Name)

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
(Signature) (Signature)

Surety Agent Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR'S EQUIPMENT INFORMATION**  
(This form is to be filled out and returned with the bid.)

What equipment do you own or have under an executed lease that would be available for use on this project?

**SWEEPER NO. 1** MAKE AND MODEL: \_\_\_\_\_  
I.D. AND LICENSE NO.: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
DATE RE-BUILT IF RE-BUILT: \_\_\_\_\_

**SWEEPER NO. 2** MAKE AND MODEL: \_\_\_\_\_  
I.D. AND LICENSE NO.: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
DATE RE-BUILT IF RE-BUILT: \_\_\_\_\_

**SWEEPER NO. 3** MAKE AND MODEL: \_\_\_\_\_  
I.D. AND LICENSE NO.: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
DATE RE-BUILT IF RE-BUILT: \_\_\_\_\_

**SWEEPER NO. 4** MAKE AND MODEL: \_\_\_\_\_  
(Back-up Unit) I.D. AND LICENSE NO.: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
DATE RE-BUILT IF RE-BUILT: \_\_\_\_\_



**(Attach Bidders Insurance Certificate to this page)**

(The insurance certificate may be submitted after the bid opening date)

**TAX AFFIDAVIT**

STATE OF OHIO  
SS  
LORAIN COUNTY

I \_\_\_\_\_ (Name), \_\_\_\_\_ (Title),

of the \_\_\_\_\_ (Company Name),  
first being duly sworn do depose and state that it has submitted a competitive bid for a contract, to be administered and awarded by the City of Elyria, Ohio.

Further, Affiant says that it was not charged with any delinquent personal property taxes, penalties or interest due or owing to the County of Lorain, State of Ohio, except as hereinafter stated:

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

(If none, state "NONE". If due, state "AMOUNT DUE", together with assessed interest and penalty.)

Further, Affiant says that a copy of this statement, affirmed under oath shall be made a part of its bid and the contract to be awarded.

Further, Affiant sayeth naught.

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

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

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

(SEAL)

\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission Expires \_\_\_\_\_,

**BIDDER'S AFFIDAVIT**

This affidavit is to be filled out and executed by the Bidder; if the bid is made by a corporation, then by it's properly authorized agent.

STATE OF OHIO \_\_\_\_\_)

SS)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_ being first duly sworn, deposes and says that he/she is

\_\_\_\_\_ (Sole Owner, a Partner, Officer of, etc) of the \_\_\_\_\_ (Name of Business) the party making the

enclosed bid; and says further that:

(Give the names of all persons, firms or corporations interested in the enclosed bid)

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

and, that those listed are only party or parties interested with in the profits of any contract which may result from the herein contained bid; that the said proposal is made without any connection or interest in the profits thereof with any other person making any other bid or proposal for said work; that no member of the City Council, the head of any department, division, or bureau or employee therein or any officer of the City of Elyria, Ohio is directly or indirectly interested therein; that said bid is genuine and not collusion, or communication or conference, with any person, to fix the bid price of affiant or any other Bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other Bidder, or to secure any advantage against the City of Elyria, Ohio, or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true; that such Bidder has not, directly or indirectly submitted this bid, or contents thereof, or divulged information or data relative thereto to any association, or to any member or agent thereof; and further says that all the statements made by him in said proposal or bid are true.

\_\_\_\_\_  
AFFIANT

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public in and for,  
\_\_\_\_\_ County, Ohio

My commission Expires \_\_\_\_\_

PENALTY FOR FALSE CERTIFICATION:

Section 35 of the Criminal Code, as amended, provides a penalty of not more than \$10,000.00 or imprisonment of not more than ten (10) years, or both, for knowingly and willfully making or causing to be made, "any false or fraudulent statements --- or use or cause to be made or used and false --- account, claim, certification, affidavit, or deposition, knowing the same to contain any fraudulent or fictitious statement---" relating to any matter within the jurisdiction of any Governmental Department, or Agency.

## 2026 STREET SWEEPING SPECIFICATIONS

The City of Elyria considers Street Sweeping as an Essential Function for municipal operations.

### A. DEFINITIONS:

- 1) City shall mean the City of Elyria, Ohio.
- 2) Contractor shall mean the person, firm, or corporation who has entered into an agreement with the City to provide street cleaning services for a specific period of time.
- 3) Sweeping season shall mean the days from **May 1st to July 31th** for the spring season and **September 7th to October 23rd** for the fall season.
- 4) Debris shall mean all materials normally picked up by a mechanical sweeper (in good working order) such as but not limited to sand, salt, glass, paper, cans, dirt, and other materials found on street surface. It does not include large items that could damage the sweeper such as bricks, large stones, chunks of broken concrete, large tree limbs, steel cables, auto tail pipes, firewood, or other large items that are not normally found on the street surface.
- 5) Street shall mean the paved surface area between the curbs, on streets with one or more curbs. (It does not include sidewalks, driveways, or any City owned parking lots.) It does include intersections, turn out apron area to the side streets and bridges.
- 6) Adverse weather conditions shall mean heavy rains, high winds, extreme cold and snow or other weather conditions as so designated by the Engineer. Sweeping shall not be done under adverse weather conditions.
- 7) Director shall mean the City of Elyria Safety-Service Director or his authorized representative.
- 8) Contractual Officer shall mean the Mayor of the City of Elyria, or in his absence the Acting Mayor of the City of Elyria.
- 9) Holiday shall mean the days established by ordinance, during which the City Hall is closed.
- 10) Approved disposal of the street dirt shall mean a disposal method approved by the Ohio Environmental Protection Agency, under the rules in force on the first day of advertising this work for bids.
- 11) Working day shall mean a Monday through Friday, which are non-holidays.

### B. DESCRIPTION OF WORK:

#### 1) **The Contractor shall:**

- a) Provide a minimum of three (3) mechanical street sweepers, a minimum of three (3) equipment operators, supplies, supervision as needed to complete the work within the contract time limits, and support in the form of the trucking of street dirt to an EPA approved disposal site.
- b) Provide mechanical street sweepers that can sweep on both the right hand and left hand curbs, while aimed and traveling in the direction of traffic.
- c) Have a backup sweeper available at all times, to be used in the event one of the sweepers in use should become non-operational for some reason. The sweepers, for main use and backup, at the time of bidding shall not be more than three (4) years old, or the sweeper units shall have been completely rebuilt within eighteen (18) months, before the date of the bid opening.
- d) Furnish a sweeper unit with dual gutter brooms, and a main broom together with the gutter

brooms capable of sweeping a minimum of nine (9) foot wide path in one pass along the curb. (The sweepers shall be equipped in accordance with existing state law and be equipped with a flashing light; which is visible for a minimum of one mile; has a flashing rate of sixty to ninety times per minute; is mounted for three hundred sixty degrees visibility; and have an amber lens.)

- e) Provide all fuel and mechanical maintenance of the sweepers.
- f) Provide off street right-of-way storage for the sweeper, if sites offered by the City on City property for over night parking of the sweeper, are not acceptable to the Contractor.
- g) Shall collect, transport and dispose of all street sweeping materials to an approved landfill. All cost associated with disposal of street sweeping shall be included in the unit price per ton for material disposed, including testing of the material. Disposal shall be as per Federal, State, and Local regulations. The Contractor shall provide the City with chain of custody documentation for removed materials. The Contractor shall provide copies of all manifest to the City for record. **Contractor shall provide all required erosion and/or sediment controls necessary to prevent leakage from dumpsters from entering the Black River and the City's storm sewer system.**
- h) Furnish all traffic safety devices to protect the sweeper and the public, as recommended for moving operations, in the Ohio Manual of Uniform Traffic Control Devices, latest edition on the date of first advertising for bids, for the type of street or road where the sweeper is working.
- i) Use the street zone map, furnished with the contract documents, to keep the Engineer informed of the locations being sweep on a given day, and to keep a record of completed of work.
- j) Provide a combination of mechanical and hand sweeping, as needed to collect all surface street dirt at key intersections. This includes the median paved areas and the open pavement areas, where traffic does not normally travel, and which may not be next to a curb face. The key intersections include:
  - 1) West Avenue and Oberlin Road
  - 2) Middle Avenue and Oberlin Road
  - 3) Gateway Blvd. and West River Road South (at south intersection)
  - 4) Gateway Blvd. and Third Street
  - 5) Gateway Blvd. and Second Street
  - 6) Gateway and West River Road North (at north intersection)
  - 7) Gateway Blvd. and West Bridge Street
  - 8) Gateway Blvd. and Fremont Street
  - 9) West River Road and Fremont Street
  - 10) Gateway Blvd. and Lake Avenue
  - 11) Lorain Blvd. and Lake Avenue
  - 12) Huron Street and Lowell Street
  - 13) Lake Avenue and Woodland Avenue
  - 14) S.R. 113 and Lake Avenue
  - 15) S.R. 57, S.R. 113, and Lorain Blvd.
  - 16) S.R. 57 and Bell Avenue
  - 17) S.R. 57 and Warden Avenue
  - 18) S.R. 57 and Midway Blvd.
  - 19) S.R. 57 and Griswold Road
  - 20) S.R. 57 and Beechwood Drive
  - 21) West River Road and Griswold Road
  - 22) West River Road and Midway Blvd.

- 23) S.R. 57 and Furnace St
  - 24) S.R. 57 and West River Road
  - 25) S.R. 57 and Gulf Road
  - 26) S.R. 57 and Abbe Road
  - 27) Gulf Road, Cleveland Street, and East Bridge Street
  - 28) S.R. 301 (Abbe Road) and Antioch Drive
  - 29) S.R. 301 and Burns Road
  - 30) S.R. 301 and Hilliard Road
  - 31) S.R. 57, S.R. 301, and Abbe Road
  - 32) U.S. 20, S.R. 57, and Cleveland Street
  - 33) U.S. 20 and Taylor Street
  - 34) U.S. 20 and East Broad Street
  - 35) East River Street and Clark Street
  - 36) Broad Street and East Bridge Street
  - 37) West River Road (N) and Griswold Road
  - 38) West River Road (N) and Midway Blvd.
  - 39) Leo Bullocks Parkway and Murray Ridge Road
  - 40) Leo Bullocks Parkway and West Ridge Road
  - 41) Painted Traffic Islands on West River Rd (N) from SR-57 to Griswold Rd.
  - 42) Painted Traffic Islands on SR-57
  - 43) Painted Traffic Islands on SR-301 from Burns Rd north to Corp. Line
  - 44) Middle Avenue between medians
- 
- k) The work at the key intersections includes the sweeping of the dirt on top of the paved islands (including under a median guard rail), as well as next to curb faces.
  - l) Confirm to the Engineer or his representative by 10:00 a.m. each work day to facilitate the sweeping operations.
  - m) Install, maintain and remove all “NO PARKING” signs as required to facilitate the sweeping operations. It will be the Contractor’s responsibility to make sure that “NO PARKING” signs are posted at least **72 hours** prior to beginning of sweeping on a street where parking is allowed. **If the Contractor needs to re-post an area, they shall remove the old signs and install new "No Parking" signs. The Contractor shall stamp or write the date posted on each "No Parking" sign. The Contractor shall send a certified written notification, in spreadsheet format, to the City of areas posted including the date posted.**
  - n) Provide a written report daily, stating which streets have been swept and which intersections on the key intersection list were swept.
  - o) Draw water for sweepers from only those fire hydrants approved for use by the City. Use of non-approved hydrants is strictly prohibited (E.C.O. CH 939.04). The Contractor will pay in full any cost/damages incurred by the City, resulting from the Contractor using non-approved fire hydrants. Water used to complete the project shall be free of charge.
  - p) Provide all hoses and fittings needed to fill the sweeper with water from City approved fire hydrants. (The method of filling shall be such that backflow to the water distribution system is prevented.)
  - q) Use only sites approved by the City Engineer on City or on private property for the temporary storage of debris picked up by the sweeping operations. The storage shall be such that water pollution will not result if it should rain before the dirt is removed from the site. No dirt shall remain at a site for more than five (5) calendar days.
  - r) Provide equipment and follow procedures as follows:
    - 1) The street sweeper machine must be equipped with a water spray system for dust

control that has a variable rate of spraying water. The rate of water application shall be increased as needed to prevent excessive dust (excessive in the opinion of the Engineer or his representative) from blowing from the area being swept by the sweeper.

- 2) All sweepers must be properly registered in accordance with the Motor Vehicle Laws of the State of Ohio.
  - 3) The sweeper shall be kept in good working order, including the brooms, during the life of the contract. Any sweeper not working satisfactorily, in the opinion of the Safety-Service Director, City Engineer or City Waste Water Pollution Control Plant Superintendent, shall be removed from service by the contractor, until repaired and made to work in a satisfactory manner.
  - 4) Spare parts must be kept on hand by the contractor to minimize the down time or interruptions to the sweeping operations.
  - 5) The equipment must be kept in good order and shall pick up the street dirt to the cleanliness standards approved by the City Engineer. If at any time the cleanliness standards are not being met, the Engineer may direct (at no extra cost to the City) that area be swept again. If there is a continuous problem in meeting the cleanliness standards of the City, in the opinion of the Engineer, he may order the work stopped and payment will be made only for the portion done.
  - 6) All equipment must conform to all federal, state and local safety standards, including warning lights.
  - 7) All mechanical sweepers and trucks must be clearly identified with a legible business name of the contractor permanently mounted thereon.
- s) Make sufficient passes to clean the street gutter line and surface to the width of the broom. Where the street has a large amount of dirt, this may require more than one pass for the sweeper to pick up all of the dirt. No extra payment will be made by the City due to the extra dirt that may be found at various locations. The contractor is to make a minimum of one pass at all street curbs in the City for the lump sum bid. If dirt is missed due to parked cars, for not posting NO PARKING signs, then the contractor shall be required to make additional passes to clean up the dirt at no extra cost to the City. Where in the opinion of the Engineer the dirt was missed due to parked cars even after NO PARKING signs are posted, he may order extra passes at the hourly rate bid for extra service.
- t) Whenever the Contractor receives any notice of a deficiency in his performance from the City, that the street surface was not sweep as clean as it should have been, then the Contractor shall re-sweep the location(s) no later than one working day, following receipt of such notice, without extra pay from the City.
- u) The Contractor shall notify the City Engineer's office one (1) week prior to starting street sweeping so that the City may issue a press release.

### **C. TIME REQUIREMENTS:**

- 1) The contractor shall begin the sweeping work within ten (10) days of the start of the sweeping season or Notice of Award and be carried out continuously until the full City has been completed.
- 2) No sweeping work shall be done by the contractor on City observed Holidays, Saturdays or Sundays without the approval of the City Engineer.
- 3) No sweeping work shall be done by the contractor before 7:00 a.m. or after 6:00 p.m. without the

approval of the City Engineer.

- 4) The scheduled work rate shall be sufficient to complete the City within the dates setting the sweeping season with normal weather.

**D. BONDING REQUIREMENTS:**

- 1) The contractor shall furnish the City with a performance and payment bond in the full amount of his bid, including the alternate bid.

**E. INSURANCE REQUIREMENTS:**

- 1) The contractor expressly understands and agrees that he is an independent contractor, and that he is not an employee of the City, and that the City is not required to provide workers' compensation, health or accident insurance, general liability insurance or any other form of insurance coverage of any kind which would cover the contractor, his employees, of his subcontractors, under the terms of the agreement for this work.
- 2) The contractor shall carry liability insurance which covers his operations and any subcontractors. The insurance shall have not less than the following minimums:

Bodily Injury Liability, General	\$2,000,000.00 each occurrence
Automobile Bodily Injury Liability	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 aggregate

- 3) The contractor's liability insurance, including the umbrella liability coverage, shall include the City of Elyria, Ohio as an additional insured.
- 4) The contractor and any subcontractor, if any, shall maintain in full force, Workers' Compensation and Employee's Liability as follows:

Workers' Compensation	Statutory Limit
Employee's Liability	\$1,000,000.00 per occurrence

- 5) The contractor shall maintain in full force an excess umbrella liability insurance which shall apply to Bodily Injury General, Bodily Injury Automobile, and Employee's Liability as follows:

Excess Umbrella Liability	\$1,000,000.00 per occurrence
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- 6) The insurance certificate furnished to the City shall contain a statement meeting the following requirement:

"In the event of cancellation, non-renewal, or other material changes in the policy described in this certificate, the holder of this certificate will be given thirty (30) days prior written notice before the change goes into effect."

**F. PAYMENT SCHEDULE:**

- 1) A payment shall be due the contractor for work carried out under the terms of the contract and only if authorized by the issuance of a notice to proceed with the work by the City's contractual officer, for the time period specified in the proposal. Progress payments will be made monthly for work completed as provided for in the agreement.

**G. CITY RESPONSIBILITIES:**

- 1) The City shall:
  - a) Furnish water from approved fire hydrants for the sweepers use, at no charge to the contractor.
  - b) Review the contractor's proposed storage of equipment location, schedule of work, and give a prompt response.
  - c) Review the proposed sweeper equipment and approve all machines before the contract is awarded if the machines meet the specifications.
  - d) Enforce the posting of temporary NO PARKING signs, when applicable, for the street locations selected by the City. Publish proper News Release in local newspaper about Street Sweeping operations.
  - e) Pay for the services of the contractor.
  - f) Be responsible for the general pick-up of tree leaves in the fall of the year.
  - g) Clean the debris from street inlets, as may be needed from time to time to allow water to enter the inlets.
  - h) Make prompt investigations of complaints by citizens concerning the operations of the contractor, and inform the contractor of any claim by citizens that they are owed damages due to the contractor's operations.
  - i) Make daily inspections of the Contractor's work performance. Report in writing any deficiency observed in the Contractor's work performance, within one (1) working day after determination that any performance is not completely satisfactory and not within the cleanliness guidelines of the City.
  - j) Communicate with Contractor regarding City construction projects that may interfere with Contractor's sweeping schedule/route, i.e. resurfacing projects, road reconstructions, sewer & water installation.

NOTE: New homes are being built in subdivisions throughout the City. Street access may be impacted at times due to construction equipment, worker parking, etc.

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## SUPPLEMENTARY CONDITIONS

### I. INSURANCE LIMITS:

**LIABILITY, PROPERTY DAMAGE, VEHICLE AND BUILDER'S RISK INSURANCE:** Contractor shall purchase and maintain such comprehensive general liability and other types of insurance as will provide protection from claims as set forth herein which may arise out of or result from Contractor's performance of the work and Contractor's other obligations under all contract documents, whether such performance is by Contractor, by any lower subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

The claims types for which insurance shall be provided shall include:

- a) Claims under workers compensation, disability benefits and others similar employee benefit acts;
- b) Claims for damage because of bodily injury, occupational sickness, sickness, disease, or death of any person;
- c) Claims for damages sustained by any person as a result of an employment practices offense directly or indirectly related to the employment of such person by the contractor or a subcontractor or by any other person for any other reason;
- d) Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of the use resulting therefrom;
- e) Claims for damages because of bodily injury or death of any person or for property damage arising out of the ownership, leasing, renting, hires, loaned, or otherwise using, and the maintenance of any item of construction or equipment of any power tools by Contractor or a subcontractor;
- f) Claims for damages because of bodily injury or death of any person or for property damage arising out of the ownership, leasing, renting or using maintenance of any motor vehicle, by Contractor or a subcontractor;
- g) Claims for damages to the work itself, and/or all existing City property located in the proximate area of the work, because of injury or destruction of the tangible property, including the loss of use resulting therefrom; and
- h) Claims for damages because of bodily injury or death of any person or property damage arising out of the use, transportation or storage of any type of explosives, explosive devices or dangerous ordnance use in doing work included in the Contract.

The insurance limits required by this section shall include the specific coverage as are applicable to the work, and shall be written for the specified limits stated herein, or for the specific limits as provided in any applicable supplementary specification, or as may be required by law, wherever is greater.

The Contractor shall have and maintain the type of insurance that provides the limits of coverage for each occurrence. If the Contractor's policy is not of the form providing coverage limits for each occurrence, then he shall obtain a rider providing coverage by occurrence for the work under this specification.

The insurance shall be written by a solvent and otherwise acceptable company(s) authorized to do business in the State of Ohio,

Evidence of insurance shall be provided by the Contractor to the City for review and acceptance by the City, before the issuance of the Notice to Commence.

Such evidence shall consist of the Contractors insurance agents "insurance affidavit" (when requested, on a form that is on file at the City Engineer's office) the Certificate of Insurance plus the Certificate of Compliance provided by the Ohio Department of Insurance for the Company(s) in question.

Failure to provide evidence of the maintenance of all of the required insurance shall suspend the City's obligation to pay for any and all work performed after the cessation of the required coverage for which evidence has previously been provided, and can be the basis of a non-compensable order to suspend work or for the termination of the contract for cause.

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The Contractor's policy shall provide and the Certificate of Insurance shall reflect the fact that the City is an additional insured and all (if any) other additional insured shall receive at least thirty (30) days notice of any cancellation, change reducing the coverage, or refusal to renew, which is adverse to the interests of the City and/or other additional insured to be effected. The City and other additional insured shall be provided with any notice on non-renewal, regardless of the cause.

The liability limits for the required coverage notes above shall be at least:

	<b>EACH OCCURRENCE</b>	<b>AGGREGATE</b>
Bodily Injury & Property Damage Combined	\$ 2,000,000.00	\$ 2,000,000.00
Vehicle Liability	\$ 1,000,000.00	\$ 1,000,000.00
Builders Risk/Installation Floater	(The amount of the contract)	

**ANY AND ALL LIABILITY LIMITS SHALL BE EXCLUSIVE OF DEFENSE COSTS.**

**II. CONTROLLING LAW AND JURISDICTION:**

This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Ohio. This Agreement shall be subject to the jurisdiction of the Court of Common Pleas Lorain County, Ohio.

**III. ENGINEER:**

Unless otherwise provided, the **Engineer** shall be the City of Elyria Engineer.

**IV. AGREEMENT FORM:**

Agreement form included in bid document is an example for bidder's reference and may be modified on an individual project basis.

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## EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

### During the performance of this contract, the contractor agrees as follows:

1. The contractor shall not discriminate against any employee or applicant for employment because of race, religion, age, color, sex, national origin or handicap. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated without regard to race, religion, color, sex, national origin or handicap during employment.

As used herein, the work "treated" shall mean and include without limitation, the following:

**recruited:** whether in the form of rates of pay or other forms of compensation

**selected for training:** including apprenticeship, promoted, upgraded, transferred, laid off and terminated

The contractor agrees to and shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of the non-discrimination clause.

2. The contractor shall, in all solicitations or advertisement for employees placed by or on the behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or handicap.
3. The contractor shall submit to the City, in writing, an affirmative action plan and shall furnish all information and reports required by the City or its representatives pursuant to this chapter and permit access to the contractor's books, records, and accounts by the contracting agency and affirmative action officials for purposes of investigation to ascertain compliance with the Affirmative Action Program. The contractor may comply with the provisions of this section by doing one of the following:
  - (a) The contractor may submit its Affirmative Action Program in writing at the time of its submission of bid; or
  - (b) The contractor may submit its Affirmative Action Program in writing prior to its submission of bid for pre-certification.

The contractor's Affirmative Action Program may be pre-certified upon the filing and approval of its Affirmative Action Program with the City's OEO office not more than six months prior to its bid submission. Upon pre-certification, the contractor will be issued a pre-certification compliance number for its Affirmative Action Program, which may be used and referred to in any bid submission in the place of any other written requirement for Affirmative Action Program submission. It shall be the sole responsibility of the contractor to be re-certified upon the expiration of its pre-certification. Approved programs may be reviewed before any pre-certification expiration date.

4. The contractor shall send to each labor union or representatives of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments under the Equal Employment Opportunity Clause of the City of Elyria and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The contractor shall take such action with respect to any subcontractor as the City of Elyria may direct as a means of enforcing the provisions of the EEO Clause including penalties and sanctions for noncompliance. Provided, however; that in the event the contractor becomes involved in or is threatened with litigation as a result of such direction by the City, the City will enter into such litigation as is necessary to protect the interests of the City and to effectuate the City's Equal Opportunity Program and in the case of contracts

2026 Street Sweeping Services

receiving federal assistance, the contractor or the City may request the United States to enter into such litigation to protect the interests of the United States.

6. The contractor shall file and shall cause his/her subcontractors, if any, to file compliance reports with the City in the form and to the extent prescribed by the City or its representative. Compliance reports shall contain information as to the employment practices, policies, programs and statistics of the contract and subcontractor(s).
7. The contractor shall include the provisions of the Equal Employment Opportunity Clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor and/or vendor.
8. Refusal by the contractor or subcontractor to comply with any provision of this program as herein stated and described will subject the offending party to any or all of the following penalties:
  - (a) Withholding of all future payments under the involved public contracts to the contractor in violation until it is determined that the contractor or subcontractor is in compliance with the provision of this contract.
  - (b) Refusal of all future bids for any public contract with the City or any of its departments or divisions until such time as the contractor or subcontractor demonstrates that he/she has established and shall carry out the policies of the programs as herein outlined.
  - (c) Cancellation of the public contract and declaration of forfeiture of the performance bond.
  - (d) In cases in which there is substantial or material violation or the threat of substantial or material violation of the compliance procedure or as may be provided by contract, appropriate proceedings may be brought to enforce these provisions, including the enjoining within applicable laws of contractors, subcontractors or other organizations, individuals, or groups who prevent directly or indirectly or seek to prevent directly or indirectly compliance with the policy as herein outlined.

\_\_\_\_\_  
Name of Company Official

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Area Code/Telephone Number

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Date Signed

**CONTRACTOR'S/VENDOR'S AFFIRMATIVE ACTION  
INFORMATION SHEET**

This Affirmative Action Information Sheet is to be completed and returned with the Bid.

Bidder's EEO Officer's Name: \_\_\_\_\_

Bidder's EEO Officer's Title: \_\_\_\_\_

Bidder's Firm Name: \_\_\_\_\_

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

City/State/Zip Code \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Note: The Bidder must comply with either #1 or #2 below. (Please place a check mark in the correct item.)

#1 \_\_\_\_\_ Our firm has been precertified, by Elyria's EEO Officer.

Our precertification number is: \_\_\_\_\_

Our precertification expires on: \_\_\_\_\_

\_\_\_\_\_ A copy of our precertification letter from Elyria is attached.

#2 \_\_\_\_\_ We are enclosing our own Affirmative Action Plan (number of page(s) \_\_\_\_\_) with this bid.

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(for city office use only)

**CITY OF ELYRIA SIGN-OFF:**

Affirmative Action/Equal Opportunity Officer: \_\_\_\_\_

Comments:

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

**CONTRACTOR/SUPPLIER AFFIRMATIVE ACTION PROGRAM**  
TOTAL PRESENT WORKFORCE BREAKDOWN

**TABLE 1**

JOB CATAGORY	TOTAL MALES	MALE EMPLOYEES MINORITY GROUPS				TOTAL FEMALES	FEMALE EMPLOYEES MINORITY GROUPS				TOTAL ALL EMPLOYEES
		WHITE	BLACK	SPANISH	OTHER MINORITY		WHITE	BLACK	SPANISH	OTHER MINORITY	
OFFICIALS/ ADMINISTRATORS											
PROFESSIONALS											
TECHNICIANS											
PROTECTIVE SERVICE											
SALES											
PARAPROFESSIONALS											
OFFICE-CLERICAL											
SKILLED CRAFT SPECIFY											
JOURNEYMEN											
HELPERS											
APPRENTICES											
TRAINEES											
LABORERS											
SERVICE/CUSTODIAL											
OTHERS (SPECIFY)											
<b>TOTALS</b>											

ESTIMATED STREET SWEEPING MILEAGE				4/28/2026	
<i>DISTRICT NO.</i>	<i>MILES</i>	<i>FEET</i>	<i>DISTRICT NO.</i>	<i>MILES</i>	<i>FEET</i>
<b>DISTRICT #1</b>			<b>(cont. of District #3)</b>		
Gulf Rd. at S.R.2	0.076	400	Wilder Ave.	0.436	2300
Windbrook Dr.	0.265	1400	Hartford Dr.	0.424	2240
Deerfield Ct.	0.066	350	Hartford Rd.	0.460	2430
Hemlock Dr.	0.451	2380	Georgetown Ave.	1.057	5580
Timberlane Dr.	0.246	1300	Bennett Dr.	0.379	2000
Winthrop Dr.	0.220	1160	Wedgewood Ave.	0.089	470
Wildwood Place	0.038	200	Bedford Ave.	0.210	1110
Huntington Cr.	0.223	1180	Howard St.	0.417	2200
Greenway Dr.	0.208	1100	Duffey St.	0.252	1330
<b>District Total</b>	<b>1.794</b>	<b>9,470</b>	Augdon Dr.	0.434	2290
			Dorset Ct.	0.167	880
			Devonshire Ct.	0.123	650
			Arlington Ct.	0.028	150
<b>DISTRICT #2</b>			Wesley Ave.	0.265	1400
Loyola Dr.	0.634	3350	Bon-Air Ave.	0.197	1040
Pepperdine Dr.	0.309	1630	<b>District Total</b>	<b>8.366</b>	<b>44,170</b>
Tulane Ct.	0.098	520			
Villanova Cr.	0.216	1140			
Antioch Dr.	0.441	2330	<b>DISTRICT #4</b>		
Naples Dr.	0.610	3220	Hilliard Rd.	0.095	500
Campagna St.	0.227	1200	Rosealee Ave.	0.047	250
Antonette St.	0.180	950	Valley Blvd.	0.208	1100
Hilltop Cr.	0.089	470	Brandemere Ct.	0.178	940
College Park Dr.	0.316	1670	Berkeley Rd.	0.019	100
Commodore Cr.	0.165	870	Gulf Rd. north S.R.57	0.273	1440
Woodcrest Ct.	0.061	320	Abbe Rd.	0.360	1900
Burns Rd.	0.242	1280	Gulf @ SVCC	0.189	1000
Gulf North of Campagna	0.028	150	Crestview Dr.	0.328	1730
Hillcrest Ln.	0.142	750	<b>District Total</b>	<b>1.697</b>	<b>8,960</b>
Abbe Rd.	0.767	4050			
<b>District Total</b>	<b>4.527</b>	<b>23,900</b>			
			<b>DISTRICT #5</b>		
			Gulf Rd. south of Burns	0.411	2170
<b>DISTRICT #3</b>			Woodridge Dr.	0.222	1170
Thornwood Blvd.	0.136	720	Brookvalley Dr.	0.216	1140
Sandalwood Dr.	0.354	1870	Whitman Blvd.	0.750	3960
Finwood Ct.	0.205	1080	Hartford Dr.	0.102	540
Rosewood Dr.	0.369	1950	Skylark Ct.	0.074	390
Hollywood Dr.	0.436	2300	Stafford Dr.	0.398	2100
Salem Ave.	0.638	3370	Windsor Dr.	0.669	3530
Fairwood Blvd.	0.479	2530	Canterbury Rd.	0.544	2870
Jamestown Ave.	0.288	1520	Alexander Dr.	0.233	1230
Hammer Ct.	0.049	260	Belmar Ct.	0.055	290
Livermore Ln.	0.473	2500	Abbe Rd.	0.616	3250
<b>(cont. @ the top of pg.)</b>			<b>District Total</b>	<b>4.288</b>	<b>22,640</b>

<b>DISTRICT #6</b>			<b>DISTRICT #10</b>		
Windward Dr.	0.265	1400	Hollis Dr.	0.102	540
Briar Lake Dr.	0.299	1580	Bradford Dr.	0.125	660
Briar Lake Cr.	0.064	340	Keys Dr.	0.417	2200
Northfield Dr.	0.267	1410	Bell Ave. W.R. to SR57	0.612	3230
Meadow Dr.	0.021	110	Wilder Ave.	0.246	1300
Edgefield Dr.	0.089	470	Reublin Ct.	0.019	100
Woodview Dr.	0.123	650	Furnace St. N. of SR57	0.201	1060
Abbe Rd.	0.464	2450	West River I-80 to SR57	0.152	800
<b>District Total</b>	<b>1.593</b>	<b>8,410</b>	Willow Park Rd.	0.244	1290
			Ironwood Ct.	0.080	420
			Belmont Ave.	0.451	2380
			<b>District Total</b>	<b>2.648</b>	<b>13,980</b>
<b>DISTRICT #7</b>					
Liberty Ct.	0.176	930			
Freedom Ct.	0.150	790			
Keep Ct.	0.174	920	<b>DISTRICT #11</b>		
Beechwood Dr.	0.019	100	Franklin Ave.	0.326	1720
Schaden Access Rd.	0.133	700	Hayes Ave.	0.326	1720
Leona St. N. of Griswold	0.417	2200	Jackson Ave.	0.220	1160
Meadowfield Ct.	0.112	590	Garfield Ave.	0.220	1160
Creekfield Ct.	0.112	590	Furnace St. SR57 to WR	0.360	1900
Regency Ct.	0.108	570	Fairmount Ave.	0.119	630
<b>District Total</b>	<b>1.400</b>	<b>7,390</b>	Fillmore Ave.	0.055	290
			Euclid St.	0.061	320
			Floradale St.	0.076	400
			Louisiana Ave.	0.519	2740
<b>DISTRICT #8</b>			Bond St.	0.430	2270
Leona St. S. of Griswold	0.256	1350	Foster Ave. E of LB	0.331	1750
52nd St.	0.155	820	West River F to SR57	0.472	2490
Midway Blvd. W. of SR57	0.152	800	Taft Ave.	0.159	840
Frontage Rd.	0.133	700	Bath St.	0.241	1270
Griswold Rd.	0.208	1100	SR57	0.549	2900
<b>District Total</b>	<b>0.903</b>	<b>4,770</b>	<b>District Total</b>	<b>4.462</b>	<b>23,560</b>
<b>DISTRICT #9</b>					
49th St. (overpass)	0.345	1820			
Midway Blvd.	0.780	4120			
Moran St.	0.129	680			
Tillotson St.	0.148	780			
Travelers Ln.	0.275	1450			
Midway Blvd. WR to Ford	0.341	1800			
West River N (end to I-80)	1.155	6100			
David Dr.	0.133	700			
Griswold Rd.	0.436	2300			
Regency Ct.	0.098	515			
<b>District Total</b>	<b>3.838</b>	<b>20,265</b>			

<b>DISTRICT #12</b>			<b>DISTRICT #15</b>		
Bell Ave. RR to SR57	0.314	1660	Bell Ave. W. end to Lake	0.699	3690
Clinton Ave.	0.280	1480	Courtland St.	0.723	3820
High St.	0.218	1150	High St.	0.786	4150
Walnut St.	0.218	1150	Oakwood St.	0.568	3000
Bond St. RR to LBlvd.	0.261	1380	Clemens Ave.	0.286	1510
Foster Ave. RR to LBlvd	0.256	1350	Demas Ave.	0.114	600
Dewey Ave.	0.208	1100	Oak St.	0.197	1040
Madison St.	0.188	990	Spruce St.	0.216	1140
Bath St. Lake to LBlvd.	0.163	860	Seneca Ave.	0.223	1180
Jefferson St.	0.165	870	Penfield Ave.	0.208	1100
Adams St. Bond to Lake	0.455	2400	<b>District Total</b>	<b>4.021</b>	<b>21,230</b>
Frontage to LBlvd.	0.292	1540			
SR113	0.265	1400			
SR57	0.227	1200			
Lorain Blvd.	0.795	4200	<b>DISTRICT #16</b>		
<b>District Total</b>	<b>4.305</b>	<b>22,730</b>	Poplar St. W. of Gulf Rd.	0.042	220
			Elywood Dr.	0.138	730
			Washington Ave.	1.292	6820
			Glenwood St.	0.411	2170
<b>DISTRICT #13</b>			Hamilton Cr.	0.347	1830
Warden Ave.	0.667	3520	Hamilton Ave.	0.197	1040
Parmely Ave.	0.653	3450	Ohio St. W. of Gulf Rd.	0.606	3200
Brace Ave.	0.636	3360	Columbus St.	0.619	3270
Morgan Ave.	0.612	3230	Harrison St.	0.328	1730
Frontage Rd.	0.303	1600	St. Clair St.	0.206	1090
Caldwell Ave.	0.152	800	East River St.	0.246	1300
SR113	0.095	500	Ridge St.	0.261	1380
SR57	0.606	3200	Bailey Ct.	0.036	190
Lake Ave.	0.038	200	Mound St.	0.057	300
<b>District Total</b>	<b>3.761</b>	<b>19,860</b>	Cross St.	0.042	220
			Quincy St.	0.057	300
			Smith Ct.	0.061	320
<b>DISTRICT #14</b>			SR57	0.549	2900
Clemens N. of SR113	0.064	340	<b>District Total</b>	<b>5.494</b>	<b>29,010</b>
Bell Ave. RR to Lake Ave	0.263	1390			
Clinton Alley	0.057	300			
Clinton Ave.	0.225	1190			
High St.	0.261	1380			
Walnut St.	0.277	1460			
Bond St.	0.098	520			
Oak St.	0.178	940			
Spruce St.	0.244	1290			
Foster Ave.	0.299	1580			
Lake Ave.	0.576	3040			
Woodland Ave.	0.379	2000			
Persons Ct.	0.208	1100			
SR113	0.284	1500			
Lake Ave.	0.606	3200			
<b>District Total</b>	<b>4.021</b>	<b>21,230</b>			

<b>DISTRICT #17</b>			<b>DISTRICT #19</b>		
Sycamore St.	0.223	1180	Cleveland St.	1.008	5320
Poplar St.	0.956	5050	East Bridge St.	0.242	1280
Elma Dr.	0.146	770	Perry Ct.	0.068	360
Dilworth St.	0.208	1100	Artemas Ct.	0.095	500
Caroline St.	0.208	1100	Homer St.	0.114	600
Preston St.	0.208	1100	Northrup St.	0.140	740
Lafayette St.	0.206	1090	Winckles St.	0.144	760
Hamilton Ave.	0.206	1090	Olive St.	0.152	800
Ohio St.	0.375	1980	Edgewood St.	0.157	830
Greely St.	0.354	1870	Woodbury St.	0.165	870
Harwood St.	0.525	2770	Kenwood St.	0.170	900
Brandtson Ave.	0.614	3240	Hawthorne St.	0.182	960
Pasadena Ave.	0.688	3630	Eady Ct.	0.186	980
Roosevelt Ave.	0.684	3610	Yorkshire Ct.	0.189	1000
Olive St.	0.455	2400	Abbe Rd. (S)	0.201	1060
Bellfield Ave.	0.423	2236	Arnie's Lane	0.061	320
Longford Ave.	0.544	2870	SR57	0.208	1100
Marseilles Ave.	0.653	3450	<b>District Total</b>	<b>3.481</b>	<b>18,380</b>
Beebe Ave.	0.650	3430			
Hawthorne St.	0.633	3340			
Longfellow St.	0.604	3190	<b>DISTRICT #20</b>		
Abbe Rd.	0.028	150	East River St.	0.186	980
Bon-Air Ave.	0.492	2600	Park Place	0.091	480
Beverly Ct.	0.140	740	Buckeye St.	0.188	990
Byington Ct.	0.047	250	Frank Ct.	0.045	240
Abbe Rd.	0.114	600	Laundon St.	0.081	430
Gulf Rd.	0.809	4270	Williams St.	0.167	880
SR57	0.909	4800	Sumner St.	0.222	1170
<b>District Total</b>	<b>12.103</b>	<b>63,906</b>	Kipling St.	0.097	510
			Prospect St.	0.309	1630
			Winckles St.	0.352	1860
			Fairlawn Ave.	0.367	1940
<b>DISTRICT #18</b>			Warren Ave.	0.384	2030
Wesley Ave.	0.511	2700	Lexington Ave.	0.405	2140
White Oak Dr.	0.402	2120	Concord Ave.	0.286	1510
Sycamore St.	0.093	490	Boston Ave.	0.436	2300
Poplar St.	0.066	350	S. Logan St.	0.455	2400
Cleveland St.	0.051	270	Abbe Rd.	0.159	840
SR57	0.701	3700	Ternes Ave.	0.608	3210
<b>District Total</b>	<b>1.824</b>	<b>9,630</b>	Taylor St.	0.970	5120
			Clark St.	0.968	5110
			Sugar Ln.	0.527	2780
			SR57	0.727	3840
			Reasar Ct.	0.180	950
			Reaser Point Crossing	1.047	5527
			<b>District Total</b>	<b>9.255</b>	<b>48,867</b>

<b>DISTRICT #21</b>			<b>(cont. of District #22)</b>		
Broad St.	0.794	4190	Riverside Dr.	0.063	330
Second St.	0.545	2880	Blaine St.	0.146	770
Third St.	0.419	2210	Lincoln Ct.	0.098	520
Fourth St.	0.333	1760	Chase St.	0.106	560
East Bridge St.	0.216	1140	Grant St.	0.114	600
Depot St.	0.129	680	Fourth St.	0.178	940
Elm St.	0.098	520	Wesley Ave.	0.063	330
North St.	0.223	1180	Charles Ct.	0.097	510
West Bridge St.	0.343	1810	<b>District Total</b>	<b>9.530</b>	<b>50,320</b>
Water St.	0.155	820			
Chestnut St.	0.445	2350			
West Ave.	0.496	2620			
Lake Ave.	0.392	2070	<b>DISTRICT #23</b>		
Middle Ave.	0.402	2120	Cambridge Ave.	0.252	1330
Washington Ave.	0.080	420	Princeton Ave.	0.250	1320
East Ave.	0.436	2300	Eastern Heights Blvd.	0.422	2230
Locust St.	0.129	680	Harvard Ave.	0.303	1600
Pine St.	0.104	550	Stanford Ave.	0.551	2910
Center St.	0.057	300	Delaware Ave.	0.545	2880
Cedar St.	0.170	900	Case Ave.	0.544	2870
West Ave.	0.055	290	Purdue Ave.	0.542	2860
Tannery St.	0.098	520	Baldwin Ave.	0.547	2890
Parkview Ct.	0.095	500	Longson Ave.	0.117	620
Cascade St.	0.123	650	S. Logan St.	0.371	1960
Forest St.	0.051	270	Boston Ave.	0.403	2130
<b>District Total</b>	<b>6.388</b>	<b>33,730</b>	Concord Ave.	0.411	2170
			Henry St.	0.178	940
			Warren Ave.	0.235	1240
			Fairwood Blvd.	0.042	220
<b>DISTRICT #22</b>			Winckles St.	0.110	580
Kenyon Ave.	0.320	1690	Prospect St.	0.773	4080
Oxford Ave.	0.320	1690	<b>District Total</b>	<b>6.597</b>	<b>34,830</b>
Cambridge Ave.	0.383	2020			
Princeton Ave.	0.436	2300			
Eastern Heights Blvd.	0.506	2670			
Harvard Ave.	0.491	2590			
Cornell Ave.	0.473	2500			
Denison Ave.	0.468	2470			
Stanford Ave.	0.468	2470			
Columbia Ave.	0.458	2420			
Miami Ave.	0.453	2390			
Yale Ave.	0.436	2300			
Vassar Ave.	0.316	1670			
Prospect St.	0.155	820			
Garford Ave.	0.778	4110			
Park Ave.	0.790	4170			
Sherman St.	0.572	3020			
East River St.	0.845	4460			
<b>(cont. @ the top of pg.)</b>					

<b>DISTRICT #24</b>			<b>DISTRICT #26</b>		
Bowling Green Cr.	0.242	1280	Gateway Blvd.	1.051	5550
Indiana Ave.	0.225	1190	West River St.	1.083	5720
Notre Dame Cr.	0.123	650	Mussey Ave.	0.322	1700
Wisconsin Cr.	0.121	640	Melvyn Lane	0.335	1770
Dartmouth Cr.	0.081	430	Allen St.	0.212	1120
Illinois Cr.	0.117	620	Barbara St.	0.271	1430
University Ave.	1.178	6220	Garden St.	0.742	3920
Colgate Ave.	0.534	2820	Woodford Ave.	0.403	2130
Georgia Ave.	0.466	2460	Grandstand Ln	0.057	300
Michigan Ave.	0.568	3000	Sommer Way	0.114	600
Prospect St.	0.263	1390	Blake St.	0.119	630
Park Ave.	0.258	1360	Irondale St.	0.203	1070
East River St.	0.307	1620	Third St.	0.555	2930
Pinewood Dr.	0.417	2200	Second St.	0.625	3300
Oakdale Cr.	0.509	2690	Hazel St.	0.064	340
Queen Anne Cr.	0.104	550	Turner St.	0.176	930
Driftwood Cr.	0.107	565	16th St.	0.256	1350
<b>District Total</b>	<b>5.622</b>	<b>29,685</b>	17th St.	0.133	700
			18th St.	0.114	600
			19th St.	0.089	470
<b>DISTRICT #25</b>			Douglas Ave.	0.222	1170
Fifth St.	0.328	1730	<b>District Total</b>	<b>7.146</b>	<b>37,730</b>
Sixth St.	0.428	2260			
Seventh St.	0.331	1750			
Eighth St.	0.563	2970			
Ninth St.	0.561	2960	<b>DISTRICT #27</b>		
Tenth St.	0.402	2120	Bath St.	0.161	850
Gates Ave.	0.159	840	Erie St.	0.114	600
Howe St.	0.163	860	Lowell St.	0.470	2480
Eleventh St.	0.394	2080	School St.	0.133	700
George St.	0.165	870	Garvin Ave.	0.136	720
Wooster St.	0.165	870	Fremont St.	0.246	1300
12th St.	0.301	1590	Huron St.	0.142	750
13th St.	0.392	2070	Tattersall Ct.	0.045	240
14th St.	0.409	2160	Lake Ave.	0.580	3060
15th St.	0.733	3870	Hillsdale Ct.	0.053	280
16th St.	0.939	4960	Elbe St.	0.142	750
17th St.	0.297	1570	Lawrence St.	0.104	550
Maple St.	0.169	890	Waverly St.	0.123	650
Wolf St.	0.044	230	Furnace St.	0.383	2020
East Ave.	0.854	4510	Kaiser Ct.	0.061	320
Middle Ave.	2.167	11440	Rush St.	0.083	440
West Ave.	1.098	5800	Shear St.	0.081	430
Riverside Dr.	0.366	1930	Gateway Blvd.	0.366	1930
Earl Ct.	0.127	670	West River St.	0.112	590
Oberlin Rd.	0.271	1430	Lorain Blvd.	0.398	2100
Church Lane	0.057	300	Highland Ct.	0.064	340
Community Lane	0.076	400	Lake Ave.	0.691	3650
<b>District Total</b>	<b>11.956</b>	<b>63,130</b>	<b>District Total</b>	<b>4.688</b>	<b>24,750</b>

<b>DISTRICT #28</b>			<b>DISTRICT #30</b>		
Mount Vernon Ct.	0.150	790	Prospect St.	0.061	320
Valley Forge Dr.	0.375	1980	Calann Dr.	0.138	730
Monticello Cr.	0.246	1300	Clemson Ct.	0.080	420
Chesapeake Ct.	0.209	1106	Ashland Ave.	0.455	2400
Capitol Ct.	0.125	660	Kent Cr.	0.148	780
Bethesda Cr.	0.258	1360	Vanderbilt Ct.	0.095	500
Potomac Dr.	0.182	960	Bryan Ct.	0.085	450
Lee Cr.	0.027	140	Carol Lane	0.757	3995
Brunswick Dr.	0.538	2840	Duke Cr.	0.057	300
Turner Blvd.	0.193	1020	Rutgers Ct.	0.123	650
Chadwick Dr.	0.114	600	Bridgeport Dr.	0.216	1140
Academy Ct.	0.100	530	Hampton Dr.	0.066	350
Shilling Dr.	0.102	540	Sonesta Ave.	0.259	1370
Martha Ct.	0.034	180	Findlay	0.076	400
Revere Ct.	0.032	170	Dayton	0.076	400
Bullocks Parkway	1.648	8702	Xavier St.	0.375	1980
Paradise Dr.	0.118	625	Auburn St.	0.178	940
Fallingwater Dr.	0.104	550	Highland Park Dr.	0.284	1500
Springbrook Cir.	0.436	2300	Byington Ct.	0.085	450
Apollo Drive	0.120	635	Lindsay Ct.	0.061	320
Mercury Drive	0.120	635	Sante Fe Ct.	0.066	350
Sunset Ct.	0.033	173	Ferris State Ct.	0.095	500
Skyline Dr.	0.096	508	Fresno Ct.	0.057	300
Fowl Rd.	0.313	1650			
Fairfield Dr	0.213	1122			
Fairfield Ct	0.094	495	<b>District Total</b>	<b>3.891</b>	<b>20,545</b>
<b>West Spring Dr</b>	<b>0.237</b>	<b>1250</b>			
<b>Apple Ridge Dr</b>	<b>0.284</b>	<b>1500</b>			
<b>Ridgewater Dr</b>	<b>0.511</b>	<b>2700</b>			
<b>Potomac Dr.</b>	<b>0.327</b>	<b>1725</b>			
<b>District Total</b>	<b>7.338</b>	<b>38,746</b>			

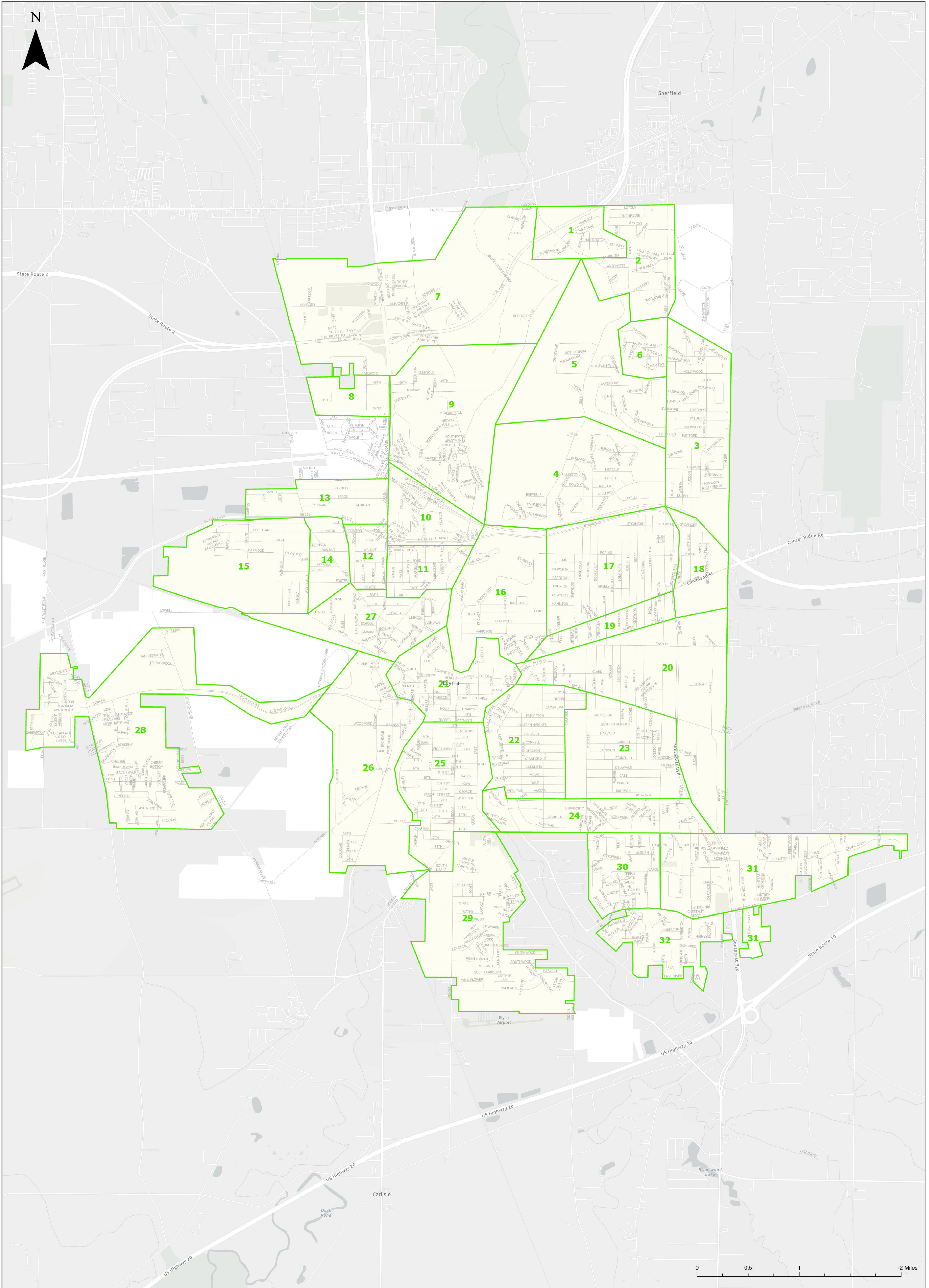


<b>Area of City</b>	<b>Length in Miles</b>				
District #1	1.794				
District #2	4.527				
District #3	8.366				
District #4	1.697				
District #5	4.288				
District #6	1.593				
District #7	1.400				
District #8	0.903				
District #9	3.838				
District #10	2.648				
District #11	4.462				
District #12	4.321				
District #13	3.761				
District #14	4.021				
District #15	4.021				
District #16	5.494				
District #17	12.103				
District #18	1.824				
District #19	3.481				
District #20	9.255				
District #21	6.388				
District #22	9.530				
District #23	6.597				
District #24	5.622				
District #25	11.956				
District #26	7.146				
District #27	4.688				
District #28	7.338				
District #29	5.269				
District #30	3.891				
District #31	7.466				
District #32	4.370				
<b>Estimated Total</b>	<b>164.06</b>				



# City of Elyria

## 2025 Street Sweeping



This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

# STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

Prepared by

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and

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Endorsed by



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These General Conditions have been prepared for use with the Suggested Forms of Agreement Between Owner and Contractor (EJCDC C-520 or C-525, 2007 Editions). Their provisions are interrelated and a change in one may necessitate a change in the other. Comments concerning their usage are contained in the Narrative Guide to the EJCDC Construction Documents (EJCDC C-001, 2007 Edition). For guidance in the preparation of Supplementary Conditions, see Guide to the Preparation of Supplementary Conditions (EJCDC C-800, 2007 Edition).

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## ARTICLE 1 – DEFINITIONS AND TERMINOLOGY

### 1.01 *Defined Terms*

- A. Wherever used in the Bidding Requirements or Contract Documents and printed with initial capital letters, the terms listed below will have the meanings indicated which are applicable to both the singular and plural thereof. In addition to terms specifically defined, terms with initial capital letters in the Contract Documents include references to identified articles and paragraphs, and the titles of other documents or forms.
1. *Addenda*—Written or graphic instruments issued prior to the opening of Bids which clarify, correct, or change the Bidding Requirements or the proposed Contract Documents.
  2. *Agreement*—The written instrument which is evidence of the agreement between Owner and Contractor covering the Work.
  3. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract Documents.
  4. *Asbestos*—Any material that contains more than one percent asbestos and is friable or is releasing asbestos fibers into the air above current action levels established by the United States Occupational Safety and Health Administration.
  5. *Bid*—The offer or proposal of a Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.
  6. *Bidder*—The individual or entity who submits a Bid directly to Owner.
  7. *Bidding Documents*—The Bidding Requirements and the proposed Contract Documents (including all Addenda).
  8. *Bidding Requirements*—The advertisement or invitation to bid, Instructions to Bidders, Bid security of acceptable form, if any, and the Bid Form with any supplements.
  9. *Change Order*—A document recommended by Engineer which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Contract Price or the Contract Times, issued on or after the Effective Date of the Agreement.
  10. *Claim*—A demand or assertion by Owner or Contractor seeking an adjustment of Contract Price or Contract Times, or both, or other relief with respect to the terms of the Contract. A demand for money or services by a third party is not a Claim.
  11. *Contract*—The entire and integrated written agreement between the Owner and Contractor concerning the Work. The Contract supersedes prior negotiations, representations, or agreements, whether written or oral.

12. *Contract Documents*—Those items so designated in the Agreement. Only printed or hard copies of the items listed in the Agreement are Contract Documents. Approved Shop Drawings, other Contractor submittals, and the reports and drawings of subsurface and physical conditions are not Contract Documents.
13. *Contract Price*—The moneys payable by Owner to Contractor for completion of the Work in accordance with the Contract Documents as stated in the Agreement (subject to the provisions of Paragraph 11.03 in the case of Unit Price Work).
14. *Contract Times*—The number of days or the dates stated in the Agreement to: (i) achieve Milestones, if any; (ii) achieve Substantial Completion; and (iii) complete the Work so that it is ready for final payment as evidenced by Engineer's written recommendation of final payment.
15. *Contractor*—The individual or entity with whom Owner has entered into the Agreement.
16. *Cost of the Work*—See Paragraph 11.01 for definition.
17. *Drawings*—That part of the Contract Documents prepared or approved by Engineer which graphically shows the scope, extent, and character of the Work to be performed by Contractor. Shop Drawings and other Contractor submittals are not Drawings as so defined.
18. *Effective Date of the Agreement*—The date indicated in the Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Agreement is signed and delivered by the last of the two parties to sign and deliver.
19. *Engineer*—The individual or entity named as such in the Agreement.
20. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but which does not involve a change in the Contract Price or the Contract Times.
21. *General Requirements*—Sections of Division 1 of the Specifications.
22. *Hazardous Environmental Condition*—The presence at the Site of Asbestos, PCBs, Petroleum, Hazardous Waste, or Radioactive Material in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto.
23. *Hazardous Waste*—The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.
24. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
25. *Liens*—Charges, security interests, or encumbrances upon Project funds, real property, or personal property.
26. *Milestone*—A principal event specified in the Contract Documents relating to an intermediate completion date or time prior to Substantial Completion of all the Work.

27. *Notice of Award*—The written notice by Owner to the Successful Bidder stating that upon timely compliance by the Successful Bidder with the conditions precedent listed therein, Owner will sign and deliver the Agreement.
28. *Notice to Proceed*—A written notice given by Owner to Contractor fixing the date on which the Contract Times will commence to run and on which Contractor shall start to perform the Work under the Contract Documents.
29. *Owner*—The individual or entity with whom Contractor has entered into the Agreement and for whom the Work is to be performed.
30. *PCBs*—Polychlorinated biphenyls.
31. *Petroleum*—Petroleum, including crude oil or any fraction thereof which is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute), such as oil, petroleum, fuel oil, oil sludge, oil refuse, gasoline, kerosene, and oil mixed with other non-Hazardous Waste and crude oils.
32. *Progress Schedule*—A schedule, prepared and maintained by Contractor, describing the sequence and duration of the activities comprising the Contractor's plan to accomplish the Work within the Contract Times.
33. *Project*—The total construction of which the Work to be performed under the Contract Documents may be the whole, or a part.
34. *Project Manual*—The bound documentary information prepared for bidding and constructing the Work. A listing of the contents of the Project Manual, which may be bound in one or more volumes, is contained in the table(s) of contents.
35. *Radioactive Material*—Source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954 (42 USC Section 2011 et seq.) as amended from time to time.
36. *Resident Project Representative*—The authorized representative of Engineer who may be assigned to the Site or any part thereof.
37. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged.
38. *Schedule of Submittals*—A schedule, prepared and maintained by Contractor, of required submittals and the time requirements to support scheduled performance of related construction activities.
39. *Schedule of Values*—A schedule, prepared and maintained by Contractor, allocating portions of the Contract Price to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.
40. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information which are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work.

41. *Site*—Lands or areas indicated in the Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements for access thereto, and such other lands furnished by Owner which are designated for the use of Contractor.
42. *Specifications*—That part of the Contract Documents consisting of written requirements for materials, equipment, systems, standards and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable thereto.
43. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work at the Site.
44. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.
45. *Successful Bidder*—The Bidder submitting a responsive Bid to whom Owner makes an award.
46. *Supplementary Conditions*—That part of the Contract Documents which amends or supplements these General Conditions.
47. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or Subcontractor.
48. *Underground Facilities*—All underground pipelines, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or attachments, and any encasements containing such facilities, including those that convey electricity, gases, steam, liquid petroleum products, telephone or other communications, cable television, water, wastewater, storm water, other liquids or chemicals, or traffic or other control systems.
49. *Unit Price Work*—Work to be paid for on the basis of unit prices.
50. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction, and furnishing, installing, and incorporating all materials and equipment into such construction, all as required by the Contract Documents.
51. *Work Change Directive*—A written statement to Contractor issued on or after the Effective Date of the Agreement and signed by Owner and recommended by Engineer ordering an addition, deletion, or revision in the Work, or responding to differing or unforeseen subsurface or physical conditions under which the Work is to be performed or to emergencies. A Work Change Directive will not change the Contract Price or the Contract Times but is evidence that the parties expect that the change ordered or documented by a

Work Change Directive will be incorporated in a subsequently issued Change Order following negotiations by the parties as to its effect, if any, on the Contract Price or Contract Times.

## 1.02 Terminology

A. The words and terms discussed in Paragraph 1.02.B through F are not defined but, when used in the Bidding Requirements or Contract Documents, have the indicated meaning.

### B. *Intent of Certain Terms or Adjectives:*

1. The Contract Documents include the terms “as allowed,” “as approved,” “as ordered,” “as directed” or terms of like effect or import to authorize an exercise of professional judgment by Engineer. In addition, the adjectives “reasonable,” “suitable,” “acceptable,” “proper,” “satisfactory,” or adjectives of like effect or import are used to describe an action or determination of Engineer as to the Work. It is intended that such exercise of professional judgment, action, or determination will be solely to evaluate, in general, the Work for compliance with the information in the Contract Documents and with the design concept of the Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective is not intended to and shall not be effective to assign to Engineer any duty or authority to supervise or direct the performance of the Work, or any duty or authority to undertake responsibility contrary to the provisions of Paragraph 9.09 or any other provision of the Contract Documents.

### C. *Day:*

1. The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.

### D. *Defective:*

1. The word “defective,” when modifying the word “Work,” refers to Work that is unsatisfactory, faulty, or deficient in that it:
  - a. does not conform to the Contract Documents; or
  - b. does not meet the requirements of any applicable inspection, reference standard, test, or approval referred to in the Contract Documents; or
  - c. has been damaged prior to Engineer’s recommendation of final payment (unless responsibility for the protection thereof has been assumed by Owner at Substantial Completion in accordance with Paragraph 14.04 or 14.05).

### E. *Furnish, Install, Perform, Provide:*

1. The word “furnish,” when used in connection with services, materials, or equipment, shall mean to supply and deliver said services, materials, or equipment to the Site (or some other specified location) ready for use or installation and in usable or operable condition.

2. The word "install," when used in connection with services, materials, or equipment, shall mean to put into use or place in final position said services, materials, or equipment complete and ready for intended use.
3. The words "perform" or "provide," when used in connection with services, materials, or equipment, shall mean to furnish and install said services, materials, or equipment complete and ready for intended use.
4. When "furnish," "install," "perform," or "provide" is not used in connection with services, materials, or equipment in a context clearly requiring an obligation of Contractor, "provide" is implied.

F. Unless stated otherwise in the Contract Documents, words or phrases that have a well-known technical or construction industry or trade meaning are used in the Contract Documents in accordance with such recognized meaning.

## ARTICLE 2 – PRELIMINARY MATTERS

### 2.01 *Delivery of Bonds and Evidence of Insurance*

- A. When Contractor delivers the executed counterparts of the Agreement to Owner, Contractor shall also deliver to Owner such bonds as Contractor may be required to furnish.
- B. *Evidence of Insurance:* Before any Work at the Site is started, Contractor and Owner shall each deliver to the other, with copies to each additional insured identified in the Supplementary Conditions, certificates of insurance (and other evidence of insurance which either of them or any additional insured may reasonably request) which Contractor and Owner respectively are required to purchase and maintain in accordance with Article 5.

### 2.02 *Copies of Documents*

- A. Owner shall furnish to Contractor up to ten printed or hard copies of the Drawings and Project Manual. Additional copies will be furnished upon request at the cost of reproduction.

### 2.03 *Commencement of Contract Times; Notice to Proceed*

- A. The Contract Times will commence to run on the thirtieth day after the Effective Date of the Agreement or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within 30 days after the Effective Date of the Agreement. In no event will the Contract Times commence to run later than the sixtieth day after the day of Bid opening or the thirtieth day after the Effective Date of the Agreement, whichever date is earlier.

### 2.04 *Starting the Work*

- A. Contractor shall start to perform the Work on the date when the Contract Times commence to run. No Work shall be done at the Site prior to the date on which the Contract Times commence to run.

2.05 *Before Starting Construction*

A. *Preliminary Schedules:* Within 10 days after the Effective Date of the Agreement (unless otherwise specified in the General Requirements), Contractor shall submit to Engineer for timely review:

1. a preliminary Progress Schedule indicating the times (numbers of days or dates) for starting and completing the various stages of the Work, including any Milestones specified in the Contract Documents;
2. a preliminary Schedule of Submittals; and
3. a preliminary Schedule of Values for all of the Work which includes quantities and prices of items which when added together equal the Contract Price and subdivides the Work into component parts in sufficient detail to serve as the basis for progress payments during performance of the Work. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work.

2.06 *Preconstruction Conference; Designation of Authorized Representatives*

A. Before any Work at the Site is started, a conference attended by Owner, Contractor, Engineer, and others as appropriate will be held to establish a working understanding among the parties as to the Work and to discuss the schedules referred to in Paragraph 2.05.A, procedures for handling Shop Drawings and other submittals, processing Applications for Payment, and maintaining required records.

B. At this conference Owner and Contractor each shall designate, in writing, a specific individual to act as its authorized representative with respect to the services and responsibilities under the Contract. Such individuals shall have the authority to transmit instructions, receive information, render decisions relative to the Contract, and otherwise act on behalf of each respective party.

2.07 *Initial Acceptance of Schedules*

A. At least 10 days before submission of the first Application for Payment a conference attended by Contractor, Engineer, and others as appropriate will be held to review for acceptability to Engineer as provided below the schedules submitted in accordance with Paragraph 2.05.A. Contractor shall have an additional 10 days to make corrections and adjustments and to complete and resubmit the schedules. No progress payment shall be made to Contractor until acceptable schedules are submitted to Engineer.

1. The Progress Schedule will be acceptable to Engineer if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Engineer responsibility for the Progress Schedule, for sequencing, scheduling, or progress of the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.
2. Contractor's Schedule of Submittals will be acceptable to Engineer if it provides a workable arrangement for reviewing and processing the required submittals.

3. Contractor's Schedule of Values will be acceptable to Engineer as to form and substance if it provides a reasonable allocation of the Contract Price to component parts of the Work.

### ARTICLE 3 – CONTRACT DOCUMENTS: INTENT, AMENDING, REUSE

#### 3.01 *Intent*

- A. The Contract Documents are complementary; what is required by one is as binding as if required by all.
- B. It is the intent of the Contract Documents to describe a functionally complete project (or part thereof) to be constructed in accordance with the Contract Documents. Any labor, documentation, services, materials, or equipment that reasonably may be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the indicated result will be provided whether or not specifically called for, at no additional cost to Owner.
- C. Clarifications and interpretations of the Contract Documents shall be issued by Engineer as provided in Article 9.

#### 3.02 *Reference Standards*

- A. Standards, Specifications, Codes, Laws, and Regulations
  1. Reference to standards, specifications, manuals, or codes of any technical society, organization, or association, or to Laws or Regulations, whether such reference be specific or by implication, shall mean the standard, specification, manual, code, or Laws or Regulations in effect at the time of opening of Bids (or on the Effective Date of the Agreement if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.
  2. No provision of any such standard, specification, manual, or code, or any instruction of a Supplier, shall be effective to change the duties or responsibilities of Owner, Contractor, or Engineer, or any of their subcontractors, consultants, agents, or employees, from those set forth in the Contract Documents. No such provision or instruction shall be effective to assign to Owner, Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, any duty or authority to supervise or direct the performance of the Work or any duty or authority to undertake responsibility inconsistent with the provisions of the Contract Documents.

#### 3.03 *Reporting and Resolving Discrepancies*

##### A. *Reporting Discrepancies:*

1. *Contractor's Review of Contract Documents Before Starting Work:* Before undertaking each part of the Work, Contractor shall carefully study and compare the Contract Documents and check and verify pertinent figures therein and all applicable field measurements. Contractor shall promptly report in writing to Engineer any conflict, error, ambiguity, or discrepancy which Contractor discovers, or has actual knowledge of, and shall obtain a written interpretation or clarification from Engineer before proceeding with any Work affected thereby.

2. *Contractor's Review of Contract Documents During Performance of Work:* If, during the performance of the Work, Contractor discovers any conflict, error, ambiguity, or discrepancy within the Contract Documents, or between the Contract Documents and (a) any applicable Law or Regulation, (b) any standard, specification, manual, or code, or (c) any instruction of any Supplier, then Contractor shall promptly report it to Engineer in writing. Contractor shall not proceed with the Work affected thereby (except in an emergency as required by Paragraph 6.16.A) until an amendment or supplement to the Contract Documents has been issued by one of the methods indicated in Paragraph 3.04.
3. Contractor shall not be liable to Owner or Engineer for failure to report any conflict, error, ambiguity, or discrepancy in the Contract Documents unless Contractor had actual knowledge thereof.

B. *Resolving Discrepancies:*

1. Except as may be otherwise specifically stated in the Contract Documents, the provisions of the Contract Documents shall take precedence in resolving any conflict, error, ambiguity, or discrepancy between the provisions of the Contract Documents and:
  - a. the provisions of any standard, specification, manual, or code, or the instruction of any Supplier (whether or not specifically incorporated by reference in the Contract Documents); or
  - b. the provisions of any Laws or Regulations applicable to the performance of the Work (unless such an interpretation of the provisions of the Contract Documents would result in violation of such Law or Regulation).

3.04 *Amending and Supplementing Contract Documents*

- A. The Contract Documents may be amended to provide for additions, deletions, and revisions in the Work or to modify the terms and conditions thereof by either a Change Order or a Work Change Directive.
- B. The requirements of the Contract Documents may be supplemented, and minor variations and deviations in the Work may be authorized, by one or more of the following ways:
  1. A Field Order;
  2. Engineer's approval of a Shop Drawing or Sample (subject to the provisions of Paragraph 6.17.D.3); or
  3. Engineer's written interpretation or clarification.

3.05 *Reuse of Documents*

- A. Contractor and any Subcontractor or Supplier shall not:
  1. have or acquire any title to or ownership rights in any of the Drawings, Specifications, or other documents (or copies of any thereof) prepared by or bearing the seal of Engineer or its consultants, including electronic media editions; or

2. reuse any such Drawings, Specifications, other documents, or copies thereof on extensions of the Project or any other project without written consent of Owner and Engineer and specific written verification or adaptation by Engineer.
- B. The prohibitions of this Paragraph 3.05 will survive final payment, or termination of the Contract. Nothing herein shall preclude Contractor from retaining copies of the Contract Documents for record purposes.

### 3.06 *Electronic Data*

- A. Unless otherwise stated in the Supplementary Conditions, the data furnished by Owner or Engineer to Contractor, or by Contractor to Owner or Engineer, that may be relied upon are limited to the printed copies (also known as hard copies). Files in electronic media format of text, data, graphics, or other types are furnished only for the convenience of the receiving party. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- B. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the transferring party.
- C. When transferring documents in electronic media format, the transferring party makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the data's creator.

## **ARTICLE 4 – AVAILABILITY OF LANDS; SUBSURFACE AND PHYSICAL CONDITIONS; HAZARDOUS ENVIRONMENTAL CONDITIONS; REFERENCE POINTS**

### 4.01 *Availability of Lands*

- A. Owner shall furnish the Site. Owner shall notify Contractor of any encumbrances or restrictions not of general application but specifically related to use of the Site with which Contractor must comply in performing the Work. Owner will obtain in a timely manner and pay for easements for permanent structures or permanent changes in existing facilities. If Contractor and Owner are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Contract Times, or both, as a result of any delay in Owner's furnishing the Site or a part thereof, Contractor may make a Claim therefor as provided in Paragraph 10.05.
- B. Upon reasonable written request, Owner shall furnish Contractor with a current statement of record legal title and legal description of the lands upon which the Work is to be performed and Owner's interest therein as necessary for giving notice of or filing a mechanic's or construction lien against such lands in accordance with applicable Laws and Regulations.
- C. Contractor shall provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment.

#### 4.02 *Subsurface and Physical Conditions*

A. *Reports and Drawings:* The Supplementary Conditions identify:

1. those reports known to Owner of explorations and tests of subsurface conditions at or contiguous to the Site; and
2. those drawings known to Owner of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities).

B. *Limited Reliance by Contractor on Technical Data Authorized:* Contractor may rely upon the accuracy of the “technical data” contained in such reports and drawings, but such reports and drawings are not Contract Documents. Such “technical data” is identified in the Supplementary Conditions. Except for such reliance on such “technical data,” Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors with respect to:

1. the completeness of such reports and drawings for Contractor’s purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, and safety precautions and programs incident thereto; or
2. other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings; or
3. any Contractor interpretation of or conclusion drawn from any “technical data” or any such other data, interpretations, opinions, or information.

#### 4.03 *Differing Subsurface or Physical Conditions*

A. *Notice:* If Contractor believes that any subsurface or physical condition that is uncovered or revealed either:

1. is of such a nature as to establish that any “technical data” on which Contractor is entitled to rely as provided in Paragraph 4.02 is materially inaccurate; or
2. is of such a nature as to require a change in the Contract Documents; or
3. differs materially from that shown or indicated in the Contract Documents; or
4. is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents;

then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency as required by Paragraph 6.16.A), notify Owner and Engineer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except as aforesaid) until receipt of written order to do so.

B. *Engineer's Review:* After receipt of written notice as required by Paragraph 4.03.A, Engineer will promptly review the pertinent condition, determine the necessity of Owner's obtaining additional exploration or tests with respect thereto, and advise Owner in writing (with a copy to Contractor) of Engineer's findings and conclusions.

C. *Possible Price and Times Adjustments:*

1. The Contract Price or the Contract Times, or both, will be equitably adjusted to the extent that the existence of such differing subsurface or physical condition causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
  - a. such condition must meet any one or more of the categories described in Paragraph 4.03.A; and
  - b. with respect to Work that is paid for on a unit price basis, any adjustment in Contract Price will be subject to the provisions of Paragraphs 9.07 and 11.03.
2. Contractor shall not be entitled to any adjustment in the Contract Price or Contract Times if:
  - a. Contractor knew of the existence of such conditions at the time Contractor made a final commitment to Owner with respect to Contract Price and Contract Times by the submission of a Bid or becoming bound under a negotiated contract; or
  - b. the existence of such condition could reasonably have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the Site and contiguous areas required by the Bidding Requirements or Contract Documents to be conducted by or for Contractor prior to Contractor's making such final commitment; or
  - c. Contractor failed to give the written notice as required by Paragraph 4.03.A.
3. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Contract Times, or both, a Claim may be made therefor as provided in Paragraph 10.05. However, neither Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors shall be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.

#### 4.04 *Underground Facilities*

A. *Shown or Indicated:* The information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the Site is based on information and data furnished to Owner or Engineer by the owners of such Underground Facilities, including Owner, or by others. Unless it is otherwise expressly provided in the Supplementary Conditions:

1. Owner and Engineer shall not be responsible for the accuracy or completeness of any such information or data provided by others; and

2. the cost of all of the following will be included in the Contract Price, and Contractor shall have full responsibility for:
  - a. reviewing and checking all such information and data;
  - b. locating all Underground Facilities shown or indicated in the Contract Documents;
  - c. coordination of the Work with the owners of such Underground Facilities, including Owner, during construction; and
  - d. the safety and protection of all such Underground Facilities and repairing any damage thereto resulting from the Work.

B. *Not Shown or Indicated:*

1. If an Underground Facility is uncovered or revealed at or contiguous to the Site which was not shown or indicated, or not shown or indicated with reasonable accuracy in the Contract Documents, Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing any Work in connection therewith (except in an emergency as required by Paragraph 6.16.A), identify the owner of such Underground Facility and give written notice to that owner and to Owner and Engineer. Engineer will promptly review the Underground Facility and determine the extent, if any, to which a change is required in the Contract Documents to reflect and document the consequences of the existence or location of the Underground Facility. During such time, Contractor shall be responsible for the safety and protection of such Underground Facility.
2. If Engineer concludes that a change in the Contract Documents is required, a Work Change Directive or a Change Order will be issued to reflect and document such consequences. An equitable adjustment shall be made in the Contract Price or Contract Times, or both, to the extent that they are attributable to the existence or location of any Underground Facility that was not shown or indicated or not shown or indicated with reasonable accuracy in the Contract Documents and that Contractor did not know of and could not reasonably have been expected to be aware of or to have anticipated. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment in Contract Price or Contract Times, Owner or Contractor may make a Claim therefor as provided in Paragraph 10.05.

4.05 *Reference Points*

- A. Owner shall provide engineering surveys to establish reference points for construction which in Engineer's judgment are necessary to enable Contractor to proceed with the Work. Contractor shall be responsible for laying out the Work, shall protect and preserve the established reference points and property monuments, and shall make no changes or relocations without the prior written approval of Owner. Contractor shall report to Engineer whenever any reference point or property monument is lost or destroyed or requires relocation because of necessary changes in grades or locations, and shall be responsible for the accurate replacement or relocation of such reference points or property monuments by professionally qualified personnel.

#### 4.06 *Hazardous Environmental Condition at Site*

- A. *Reports and Drawings:* The Supplementary Conditions identify those reports and drawings known to Owner relating to Hazardous Environmental Conditions that have been identified at the Site.
- B. *Limited Reliance by Contractor on Technical Data Authorized:* Contractor may rely upon the accuracy of the “technical data” contained in such reports and drawings, but such reports and drawings are not Contract Documents. Such “technical data” is identified in the Supplementary Conditions. Except for such reliance on such “technical data,” Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors with respect to:
1. the completeness of such reports and drawings for Contractor’s purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences and procedures of construction to be employed by Contractor and safety precautions and programs incident thereto; or
  2. other data, interpretations, opinions and information contained in such reports or shown or indicated in such drawings; or
  3. any Contractor interpretation of or conclusion drawn from any “technical data” or any such other data, interpretations, opinions or information.
- C. Contractor shall not be responsible for any Hazardous Environmental Condition uncovered or revealed at the Site which was not shown or indicated in Drawings or Specifications or identified in the Contract Documents to be within the scope of the Work. Contractor shall be responsible for a Hazardous Environmental Condition created with any materials brought to the Site by Contractor, Subcontractors, Suppliers, or anyone else for whom Contractor is responsible.
- D. If Contractor encounters a Hazardous Environmental Condition or if Contractor or anyone for whom Contractor is responsible creates a Hazardous Environmental Condition, Contractor shall immediately: (i) secure or otherwise isolate such condition; (ii) stop all Work in connection with such condition and in any area affected thereby (except in an emergency as required by Paragraph 6.16.A); and (iii) notify Owner and Engineer (and promptly thereafter confirm such notice in writing). Owner shall promptly consult with Engineer concerning the necessity for Owner to retain a qualified expert to evaluate such condition or take corrective action, if any. Promptly after consulting with Engineer, Owner shall take such actions as are necessary to permit Owner to timely obtain required permits and provide Contractor the written notice required by Paragraph 4.06.E.
- E. Contractor shall not be required to resume Work in connection with such condition or in any affected area until after Owner has obtained any required permits related thereto and delivered written notice to Contractor: (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of Work; or (ii) specifying any special conditions under which such Work may be resumed safely. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Contract Times, or both, as a result of such Work stoppage or such special conditions under which Work

is agreed to be resumed by Contractor, either party may make a Claim therefor as provided in Paragraph 10.05.

- F. If after receipt of such written notice Contractor does not agree to resume such Work based on a reasonable belief it is unsafe, or does not agree to resume such Work under such special conditions, then Owner may order the portion of the Work that is in the area affected by such condition to be deleted from the Work. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of an adjustment in Contract Price or Contract Times as a result of deleting such portion of the Work, then either party may make a Claim therefor as provided in Paragraph 10.05. Owner may have such deleted portion of the Work performed by Owner's own forces or others in accordance with Article 7.
- G. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition, provided that such Hazardous Environmental Condition: (i) was not shown or indicated in the Drawings or Specifications or identified in the Contract Documents to be included within the scope of the Work, and (ii) was not created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 4.06.G shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.
- H. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 4.06.H shall obligate Contractor to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.
- I. The provisions of Paragraphs 4.02, 4.03, and 4.04 do not apply to a Hazardous Environmental Condition uncovered or revealed at the Site.

## **ARTICLE 5 – BONDS AND INSURANCE**

### **5.01 *Performance, Payment, and Other Bonds***

- A. Contractor shall furnish performance and payment bonds, each in an amount at least equal to the Contract Price as security for the faithful performance and payment of all of Contractor's obligations under the Contract Documents. These bonds shall remain in effect until one year after the date when final payment becomes due or until completion of the correction period specified in Paragraph 13.07, whichever is later, except as provided otherwise by Laws or Regulations or by the Contract Documents. Contractor shall also furnish such other bonds as are required by the Contract Documents.

- B. All bonds shall be in the form prescribed by the Contract Documents except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury. All bonds signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond.
- C. If the surety on any bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of Paragraph 5.01.B, Contractor shall promptly notify Owner and Engineer and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the requirements of Paragraphs 5.01.B and 5.02.

#### 5.02 *Licensed Sureties and Insurers*

- A. All bonds and insurance required by the Contract Documents to be purchased and maintained by Owner or Contractor shall be obtained from surety or insurance companies that are duly licensed or authorized in the jurisdiction in which the Project is located to issue bonds or insurance policies for the limits and coverages so required. Such surety and insurance companies shall also meet such additional requirements and qualifications as may be provided in the Supplementary Conditions.

#### 5.03 *Certificates of Insurance*

- A. Contractor shall deliver to Owner, with copies to each additional insured and loss payee identified in the Supplementary Conditions, certificates of insurance (and other evidence of insurance requested by Owner or any other additional insured) which Contractor is required to purchase and maintain.
- B. Owner shall deliver to Contractor, with copies to each additional insured and loss payee identified in the Supplementary Conditions, certificates of insurance (and other evidence of insurance requested by Contractor or any other additional insured) which Owner is required to purchase and maintain.
- C. Failure of Owner to demand such certificates or other evidence of Contractor's full compliance with these insurance requirements or failure of Owner to identify a deficiency in compliance from the evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
- D. Owner does not represent that insurance coverage and limits established in this Contract necessarily will be adequate to protect Contractor.
- E. The insurance and insurance limits required herein shall not be deemed as a limitation on Contractor's liability under the indemnities granted to Owner in the Contract Documents.

#### 5.04 *Contractor's Insurance*

- A. Contractor shall purchase and maintain such insurance as is appropriate for the Work being performed and as will provide protection from claims set forth below which may arise out of or result from Contractor's performance of the Work and Contractor's other obligations under the Contract Documents, whether it is to be performed by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable:
1. claims under workers' compensation, disability benefits, and other similar employee benefit acts;
  2. claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
  3. claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
  4. claims for damages insured by reasonably available personal injury liability coverage which are sustained:
    - a. by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or
    - b. by any other person for any other reason;
  5. claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; and
  6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
- B. The policies of insurance required by this Paragraph 5.04 shall:
1. with respect to insurance required by Paragraphs 5.04.A.3 through 5.04.A.6 inclusive, be written on an occurrence basis, include as additional insureds (subject to any customary exclusion regarding professional liability) Owner and Engineer, and any other individuals or entities identified in the Supplementary Conditions, all of whom shall be listed as additional insureds, and include coverage for the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of all such additional insureds, and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby;
  2. include at least the specific coverages and be written for not less than the limits of liability provided in the Supplementary Conditions or required by Laws or Regulations, whichever is greater;
  3. include contractual liability insurance covering Contractor's indemnity obligations under Paragraphs 6.11 and 6.20;

4. contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least 30 days prior written notice has been given to Owner and Contractor and to each other additional insured identified in the Supplementary Conditions to whom a certificate of insurance has been issued (and the certificates of insurance furnished by the Contractor pursuant to Paragraph 5.03 will so provide);
5. remain in effect at least until final payment and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work in accordance with Paragraph 13.07; and
6. include completed operations coverage:
  - a. Such insurance shall remain in effect for two years after final payment.
  - b. Contractor shall furnish Owner and each other additional insured identified in the Supplementary Conditions, to whom a certificate of insurance has been issued, evidence satisfactory to Owner and any such additional insured of continuation of such insurance at final payment and one year thereafter.

#### 5.05 *Owner's Liability Insurance*

- A. In addition to the insurance required to be provided by Contractor under Paragraph 5.04, Owner, at Owner's option, may purchase and maintain at Owner's expense Owner's own liability insurance as will protect Owner against claims which may arise from operations under the Contract Documents.

#### 5.06 *Property Insurance*

- A. Unless otherwise provided in the Supplementary Conditions, Owner shall purchase and maintain property insurance upon the Work at the Site in the amount of the full replacement cost thereof (subject to such deductible amounts as may be provided in the Supplementary Conditions or required by Laws and Regulations). This insurance shall:
  1. include the interests of Owner, Contractor, Subcontractors, and Engineer, and any other individuals or entities identified in the Supplementary Conditions, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as a loss payee;
  2. be written on a Builder's Risk "all-risk" policy form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework, and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage (other than that caused by flood), and such other perils or causes of loss as may be specifically required by the Supplementary Conditions.

3. include expenses incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers and architects);
  4. cover materials and equipment stored at the Site or at another location that was agreed to in writing by Owner prior to being incorporated in the Work, provided that such materials and equipment have been included in an Application for Payment recommended by Engineer;
  5. allow for partial utilization of the Work by Owner;
  6. include testing and startup; and
  7. be maintained in effect until final payment is made unless otherwise agreed to in writing by Owner, Contractor, and Engineer with 30 days written notice to each other loss payee to whom a certificate of insurance has been issued.
- B. Owner shall purchase and maintain such equipment breakdown insurance or additional property insurance as may be required by the Supplementary Conditions or Laws and Regulations which will include the interests of Owner, Contractor, Subcontractors, and Engineer, and any other individuals or entities identified in the Supplementary Conditions, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as a loss payee.
- C. All the policies of insurance (and the certificates or other evidence thereof) required to be purchased and maintained in accordance with this Paragraph 5.06 will contain a provision or endorsement that the coverage afforded will not be canceled or materially changed or renewal refused until at least 30 days prior written notice has been given to Owner and Contractor and to each other loss payee to whom a certificate of insurance has been issued and will contain waiver provisions in accordance with Paragraph 5.07.
- D. Owner shall not be responsible for purchasing and maintaining any property insurance specified in this Paragraph 5.06 to protect the interests of Contractor, Subcontractors, or others in the Work to the extent of any deductible amounts that are identified in the Supplementary Conditions. The risk of loss within such identified deductible amount will be borne by Contractor, Subcontractors, or others suffering any such loss, and if any of them wishes property insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.
- E. If Contractor requests in writing that other special insurance be included in the property insurance policies provided under this Paragraph 5.06, Owner shall, if possible, include such insurance, and the cost thereof will be charged to Contractor by appropriate Change Order. Prior to commencement of the Work at the Site, Owner shall in writing advise Contractor whether or not such other insurance has been procured by Owner.

#### 5.07 *Waiver of Rights*

- A. Owner and Contractor intend that all policies purchased in accordance with Paragraph 5.06 will protect Owner, Contractor, Subcontractors, and Engineer, and all other individuals or entities identified in the Supplementary Conditions as loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) in such

policies and will provide primary coverage for all losses and damages caused by the perils or causes of loss covered thereby. All such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insureds or loss payees thereunder. Owner and Contractor waive all rights against each other and their respective officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them for all losses and damages caused by, arising out of or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the Work; and, in addition, waive all such rights against Subcontractors and Engineer, and all other individuals or entities identified in the Supplementary Conditions as loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) under such policies for losses and damages so caused. None of the above waivers shall extend to the rights that any party making such waiver may have to the proceeds of insurance held by Owner as trustee or otherwise payable under any policy so issued.

- B. Owner waives all rights against Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them for:
  - 1. loss due to business interruption, loss of use, or other consequential loss extending beyond direct physical loss or damage to Owner's property or the Work caused by, arising out of, or resulting from fire or other perils whether or not insured by Owner; and
  - 2. loss or damage to the completed Project or part thereof caused by, arising out of, or resulting from fire or other insured peril or cause of loss covered by any property insurance maintained on the completed Project or part thereof by Owner during partial utilization pursuant to Paragraph 14.05, after Substantial Completion pursuant to Paragraph 14.04, or after final payment pursuant to Paragraph 14.07.
- C. Any insurance policy maintained by Owner covering any loss, damage or consequential loss referred to in Paragraph 5.07.B shall contain provisions to the effect that in the event of payment of any such loss, damage, or consequential loss, the insurers will have no rights of recovery against Contractor, Subcontractors, or Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them.

#### 5.08 *Receipt and Application of Insurance Proceeds*

- A. Any insured loss under the policies of insurance required by Paragraph 5.06 will be adjusted with Owner and made payable to Owner as fiduciary for the loss payees, as their interests may appear, subject to the requirements of any applicable mortgage clause and of Paragraph 5.08.B. Owner shall deposit in a separate account any money so received and shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged Work shall be repaired or replaced, the moneys so received applied on account thereof, and the Work and the cost thereof covered by an appropriate Change Order.
- B. Owner as fiduciary shall have power to adjust and settle any loss with the insurers unless one of the parties in interest shall object in writing within 15 days after the occurrence of loss to Owner's exercise of this power. If such objection be made, Owner as fiduciary shall make settlement with the insurers in accordance with such agreement as the parties in interest may

reach. If no such agreement among the parties in interest is reached, Owner as fiduciary shall adjust and settle the loss with the insurers and, if required in writing by any party in interest, Owner as fiduciary shall give bond for the proper performance of such duties.

5.09 *Acceptance of Bonds and Insurance; Option to Replace*

- A. If either Owner or Contractor has any objection to the coverage afforded by or other provisions of the bonds or insurance required to be purchased and maintained by the other party in accordance with Article 5 on the basis of non-conformance with the Contract Documents, the objecting party shall so notify the other party in writing within 10 days after receipt of the certificates (or other evidence requested) required by Paragraph 2.01.B. Owner and Contractor shall each provide to the other such additional information in respect of insurance provided as the other may reasonably request. If either party does not purchase or maintain all of the bonds and insurance required of such party by the Contract Documents, such party shall notify the other party in writing of such failure to purchase prior to the start of the Work, or of such failure to maintain prior to any change in the required coverage. Without prejudice to any other right or remedy, the other party may elect to obtain equivalent bonds or insurance to protect such other party's interests at the expense of the party who was required to provide such coverage, and a Change Order shall be issued to adjust the Contract Price accordingly.

5.10 *Partial Utilization, Acknowledgment of Property Insurer*

- A. If Owner finds it necessary to occupy or use a portion or portions of the Work prior to Substantial Completion of all the Work as provided in Paragraph 14.05, no such use or occupancy shall commence before the insurers providing the property insurance pursuant to Paragraph 5.06 have acknowledged notice thereof and in writing effected any changes in coverage necessitated thereby. The insurers providing the property insurance shall consent by endorsement on the policy or policies, but the property insurance shall not be canceled or permitted to lapse on account of any such partial use or occupancy.

**ARTICLE 6 – CONTRACTOR'S RESPONSIBILITIES**

6.01 *Supervision and Superintendence*

- A. Contractor shall supervise, inspect, and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction. Contractor shall not be responsible for the negligence of Owner or Engineer in the design or specification of a specific means, method, technique, sequence, or procedure of construction which is shown or indicated in and expressly required by the Contract Documents.
- B. At all times during the progress of the Work, Contractor shall assign a competent resident superintendent who shall not be replaced without written notice to Owner and Engineer except under extraordinary circumstances.

#### 6.02 *Labor; Working Hours*

- A. Contractor shall provide competent, suitably qualified personnel to survey and lay out the Work and perform construction as required by the Contract Documents. Contractor shall at all times maintain good discipline and order at the Site.
- B. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site shall be performed during regular working hours. Contractor will not permit the performance of Work on a Saturday, Sunday, or any legal holiday without Owner's written consent (which will not be unreasonably withheld) given after prior written notice to Engineer.

#### 6.03 *Services, Materials, and Equipment*

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start-up, and completion of the Work.
- B. All materials and equipment incorporated into the Work shall be as specified or, if not specified, shall be of good quality and new, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of Owner. If required by Engineer, Contractor shall furnish satisfactory evidence (including reports of required tests) as to the source, kind, and quality of materials and equipment.
- C. All materials and equipment shall be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable Supplier, except as otherwise may be provided in the Contract Documents.

#### 6.04 *Progress Schedule*

- A. Contractor shall adhere to the Progress Schedule established in accordance with Paragraph 2.07 as it may be adjusted from time to time as provided below.
  - 1. Contractor shall submit to Engineer for acceptance (to the extent indicated in Paragraph 2.07) proposed adjustments in the Progress Schedule that will not result in changing the Contract Times. Such adjustments will comply with any provisions of the General Requirements applicable thereto.
  - 2. Proposed adjustments in the Progress Schedule that will change the Contract Times shall be submitted in accordance with the requirements of Article 12. Adjustments in Contract Times may only be made by a Change Order.

#### 6.05 *Substitutes and "Or-Equals"*

- A. Whenever an item of material or equipment is specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular Supplier, the specification or description is intended to establish the type, function, appearance, and quality required. Unless the specification or description contains or is followed by words reading that no like, equivalent,

or "or-equal" item or no substitution is permitted, other items of material or equipment or material or equipment of other Suppliers may be submitted to Engineer for review under the circumstances described below.

1. *"Or-Equal" Items:* If in Engineer's sole discretion an item of material or equipment proposed by Contractor is functionally equal to that named and sufficiently similar so that no change in related Work will be required, it may be considered by Engineer as an "or-equal" item, in which case review and approval of the proposed item may, in Engineer's sole discretion, be accomplished without compliance with some or all of the requirements for approval of proposed substitute items. For the purposes of this Paragraph 6.05.A.1, a proposed item of material or equipment will be considered functionally equal to an item so named if:

a. in the exercise of reasonable judgment Engineer determines that:

- 1) it is at least equal in materials of construction, quality, durability, appearance, strength, and design characteristics;
- 2) it will reliably perform at least equally well the function and achieve the results imposed by the design concept of the completed Project as a functioning whole; and
- 3) it has a proven record of performance and availability of responsive service.

b. Contractor certifies that, if approved and incorporated into the Work:

- 1) there will be no increase in cost to the Owner or increase in Contract Times; and
- 2) it will conform substantially to the detailed requirements of the item named in the Contract Documents.

2. *Substitute Items:*

a. If in Engineer's sole discretion an item of material or equipment proposed by Contractor does not qualify as an "or-equal" item under Paragraph 6.05.A.1, it will be considered a proposed substitute item.

b. Contractor shall submit sufficient information as provided below to allow Engineer to determine if the item of material or equipment proposed is essentially equivalent to that named and an acceptable substitute therefor. Requests for review of proposed substitute items of material or equipment will not be accepted by Engineer from anyone other than Contractor.

c. The requirements for review by Engineer will be as set forth in Paragraph 6.05.A.2.d, as supplemented by the General Requirements, and as Engineer may decide is appropriate under the circumstances.

d. Contractor shall make written application to Engineer for review of a proposed substitute item of material or equipment that Contractor seeks to furnish or use. The application:

- 1) shall certify that the proposed substitute item will:

- a) perform adequately the functions and achieve the results called for by the general design,
  - b) be similar in substance to that specified, and
  - c) be suited to the same use as that specified;
- 2) will state:
- a) the extent, if any, to which the use of the proposed substitute item will prejudice Contractor's achievement of Substantial Completion on time,
  - b) whether use of the proposed substitute item in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with Owner for other work on the Project) to adapt the design to the proposed substitute item, and
  - c) whether incorporation or use of the proposed substitute item in connection with the Work is subject to payment of any license fee or royalty;
- 3) will identify:
- a) all variations of the proposed substitute item from that specified, and
  - b) available engineering, sales, maintenance, repair, and replacement services; and
- 4) shall contain an itemized estimate of all costs or credits that will result directly or indirectly from use of such substitute item, including costs of redesign and claims of other contractors affected by any resulting change.
- B. *Substitute Construction Methods or Procedures:* If a specific means, method, technique, sequence, or procedure of construction is expressly required by the Contract Documents, Contractor may furnish or utilize a substitute means, method, technique, sequence, or procedure of construction approved by Engineer. Contractor shall submit sufficient information to allow Engineer, in Engineer's sole discretion, to determine that the substitute proposed is equivalent to that expressly called for by the Contract Documents. The requirements for review by Engineer will be similar to those provided in Paragraph 6.05.A.2.
- C. *Engineer's Evaluation:* Engineer will be allowed a reasonable time within which to evaluate each proposal or submittal made pursuant to Paragraphs 6.05.A and 6.05.B. Engineer may require Contractor to furnish additional data about the proposed substitute item. Engineer will be the sole judge of acceptability. No "or equal" or substitute will be ordered, installed or utilized until Engineer's review is complete, which will be evidenced by a Change Order in the case of a substitute and an approved Shop Drawing for an "or equal." Engineer will advise Contractor in writing of any negative determination.
- D. *Special Guarantee:* Owner may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute.

- E. *Engineer's Cost Reimbursement*: Engineer will record Engineer's costs in evaluating a substitute proposed or submitted by Contractor pursuant to Paragraphs 6.05.A.2 and 6.05.B. Whether or not Engineer approves a substitute so proposed or submitted by Contractor, Contractor shall reimburse Owner for the reasonable charges of Engineer for evaluating each such proposed substitute. Contractor shall also reimburse Owner for the reasonable charges of Engineer for making changes in the Contract Documents (or in the provisions of any other direct contract with Owner) resulting from the acceptance of each proposed substitute.
- F. *Contractor's Expense*: Contractor shall provide all data in support of any proposed substitute or "or-equal" at Contractor's expense.

6.06 *Concerning Subcontractors, Suppliers, and Others*

- A. Contractor shall not employ any Subcontractor, Supplier, or other individual or entity (including those acceptable to Owner as indicated in Paragraph 6.06.B), whether initially or as a replacement, against whom Owner may have reasonable objection. Contractor shall not be required to employ any Subcontractor, Supplier, or other individual or entity to furnish or perform any of the Work against whom Contractor has reasonable objection.
- B. If the Supplementary Conditions require the identity of certain Subcontractors, Suppliers, or other individuals or entities to be submitted to Owner in advance for acceptance by Owner by a specified date prior to the Effective Date of the Agreement, and if Contractor has submitted a list thereof in accordance with the Supplementary Conditions, Owner's acceptance (either in writing or by failing to make written objection thereto by the date indicated for acceptance or objection in the Bidding Documents or the Contract Documents) of any such Subcontractor, Supplier, or other individual or entity so identified may be revoked on the basis of reasonable objection after due investigation. Contractor shall submit an acceptable replacement for the rejected Subcontractor, Supplier, or other individual or entity, and the Contract Price will be adjusted by the difference in the cost occasioned by such replacement, and an appropriate Change Order will be issued. No acceptance by Owner of any such Subcontractor, Supplier, or other individual or entity, whether initially or as a replacement, shall constitute a waiver of any right of Owner or Engineer to reject defective Work.
- C. Contractor shall be fully responsible to Owner and Engineer for all acts and omissions of the Subcontractors, Suppliers, and other individuals or entities performing or furnishing any of the Work just as Contractor is responsible for Contractor's own acts and omissions. Nothing in the Contract Documents:
  - 1. shall create for the benefit of any such Subcontractor, Supplier, or other individual or entity any contractual relationship between Owner or Engineer and any such Subcontractor, Supplier or other individual or entity; nor
  - 2. shall create any obligation on the part of Owner or Engineer to pay or to see to the payment of any moneys due any such Subcontractor, Supplier, or other individual or entity except as may otherwise be required by Laws and Regulations.
- D. Contractor shall be solely responsible for scheduling and coordinating the Work of Subcontractors, Suppliers, and other individuals or entities performing or furnishing any of the Work under a direct or indirect contract with Contractor.

- E. Contractor shall require all Subcontractors, Suppliers, and such other individuals or entities performing or furnishing any of the Work to communicate with Engineer through Contractor.
- F. The divisions and sections of the Specifications and the identifications of any Drawings shall not control Contractor in dividing the Work among Subcontractors or Suppliers or delineating the Work to be performed by any specific trade.
- G. All Work performed for Contractor by a Subcontractor or Supplier will be pursuant to an appropriate agreement between Contractor and the Subcontractor or Supplier which specifically binds the Subcontractor or Supplier to the applicable terms and conditions of the Contract Documents for the benefit of Owner and Engineer. Whenever any such agreement is with a Subcontractor or Supplier who is listed as a loss payee on the property insurance provided in Paragraph 5.06, the agreement between the Contractor and the Subcontractor or Supplier will contain provisions whereby the Subcontractor or Supplier waives all rights against Owner, Contractor, Engineer, and all other individuals or entities identified in the Supplementary Conditions to be listed as insureds or loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) for all losses and damages caused by, arising out of, relating to, or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the Work. If the insurers on any such policies require separate waiver forms to be signed by any Subcontractor or Supplier, Contractor will obtain the same.

#### 6.07 *Patent Fees and Royalties*

- A. Contractor shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others. If a particular invention, design, process, product, or device is specified in the Contract Documents for use in the performance of the Work and if, to the actual knowledge of Owner or Engineer, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by Owner in the Contract Documents.
- B. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, and its officers, directors, members, partners, employees, agents, consultants, and subcontractors from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device specified in the Contract Documents, but not identified as being subject to payment of any license fee or royalty to others required by patent rights or copyrights.
- C. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the

performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents.

6.08 *Permits*

- A. Unless otherwise provided in the Supplementary Conditions, Contractor shall obtain and pay for all construction permits and licenses. Owner shall assist Contractor, when necessary, in obtaining such permits and licenses. Contractor shall pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of opening of Bids, or, if there are no Bids, on the Effective Date of the Agreement. Owner shall pay all charges of utility owners for connections for providing permanent service to the Work.

6.09 *Laws and Regulations*

- A. Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the Work. Except where otherwise expressly required by applicable Laws and Regulations, neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. If Contractor performs any Work knowing or having reason to know that it is contrary to Laws or Regulations, Contractor shall bear all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such Work. However, it shall not be Contractor's responsibility to make certain that the Specifications and Drawings are in accordance with Laws and Regulations, but this shall not relieve Contractor of Contractor's obligations under Paragraph 3.03.
- C. Changes in Laws or Regulations not known at the time of opening of Bids (or, on the Effective Date of the Agreement if there were no Bids) having an effect on the cost or time of performance of the Work shall be the subject of an adjustment in Contract Price or Contract Times. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment, a Claim may be made therefor as provided in Paragraph 10.05.

6.10 *Taxes*

- A. Contractor shall pay all sales, consumer, use, and other similar taxes required to be paid by Contractor in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the Work.

6.11 *Use of Site and Other Areas*

A. *Limitation on Use of Site and Other Areas:*

- 1. Contractor shall confine construction equipment, the storage of materials and equipment, and the operations of workers to the Site and other areas permitted by Laws and Regulations, and shall not unreasonably encumber the Site and other areas with construction equipment or other materials or equipment. Contractor shall assume full responsibility for any damage to any such land or area, or to the owner or occupant thereof, or of any adjacent land or areas resulting from the performance of the Work.

2. Should any claim be made by any such owner or occupant because of the performance of the Work, Contractor shall promptly settle with such other party by negotiation or otherwise resolve the claim by arbitration or other dispute resolution proceeding or at law.
3. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any claim or action, legal or equitable, brought by any such owner or occupant against Owner, Engineer, or any other party indemnified hereunder to the extent caused by or based upon Contractor's performance of the Work.

- B. *Removal of Debris During Performance of the Work:* During the progress of the Work Contractor shall keep the Site and other areas free from accumulations of waste materials, rubbish, and other debris. Removal and disposal of such waste materials, rubbish, and other debris shall conform to applicable Laws and Regulations.
- C. *Cleaning:* Prior to Substantial Completion of the Work Contractor shall clean the Site and the Work and make it ready for utilization by Owner. At the completion of the Work Contractor shall remove from the Site all tools, appliances, construction equipment and machinery, and surplus materials and shall restore to original condition all property not designated for alteration by the Contract Documents.
- D. *Loading Structures:* Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall Contractor subject any part of the Work or adjacent property to stresses or pressures that will endanger it.

#### 6.12 *Record Documents*

- A. Contractor shall maintain in a safe place at the Site one record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications in good order and annotated to show changes made during construction. These record documents together with all approved Samples and a counterpart of all approved Shop Drawings will be available to Engineer for reference. Upon completion of the Work, these record documents, Samples, and Shop Drawings will be delivered to Engineer for Owner.

#### 6.13 *Safety and Protection*

- A. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Such responsibility does not relieve Subcontractors of their responsibility for the safety of persons or property in the performance of their work, nor for compliance with applicable safety Laws and Regulations. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

1. all persons on the Site or who may be affected by the Work;

2. all the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
  3. other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities, and Underground Facilities not designated for removal, relocation, or replacement in the course of construction.
- B. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. Contractor shall notify owners of adjacent property and of Underground Facilities and other utility owners when prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation, and replacement of their property.
- C. Contractor shall comply with the applicable requirements of Owner's safety programs, if any. The Supplementary Conditions identify any Owner's safety programs that are applicable to the Work.
- D. Contractor shall inform Owner and Engineer of the specific requirements of Contractor's safety program with which Owner's and Engineer's employees and representatives must comply while at the Site.
- E. All damage, injury, or loss to any property referred to in Paragraph 6.13.A.2 or 6.13.A.3 caused, directly or indirectly, in whole or in part, by Contractor, any Subcontractor, Supplier, or any other individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, shall be remedied by Contractor (except damage or loss attributable to the fault of Drawings or Specifications or to the acts or omissions of Owner or Engineer or anyone employed by any of them, or anyone for whose acts any of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor or any Subcontractor, Supplier, or other individual or entity directly or indirectly employed by any of them).
- F. Contractor's duties and responsibilities for safety and for protection of the Work shall continue until such time as all the Work is completed and Engineer has issued a notice to Owner and Contractor in accordance with Paragraph 14.07.B that the Work is acceptable (except as otherwise expressly provided in connection with Substantial Completion).

#### 6.14 *Safety Representative*

- A. Contractor shall designate a qualified and experienced safety representative at the Site whose duties and responsibilities shall be the prevention of accidents and the maintaining and supervising of safety precautions and programs.

#### 6.15 *Hazard Communication Programs*

- A. Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.

## 6.16 *Emergencies*

- A. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor is obligated to act to prevent threatened damage, injury, or loss. Contractor shall give Engineer prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby or are required as a result thereof. If Engineer determines that a change in the Contract Documents is required because of the action taken by Contractor in response to such an emergency, a Work Change Directive or Change Order will be issued.

## 6.17 *Shop Drawings and Samples*

- A. Contractor shall submit Shop Drawings and Samples to Engineer for review and approval in accordance with the accepted Schedule of Submittals (as required by Paragraph 2.07). Each submittal will be identified as Engineer may require.

1. *Shop Drawings:*

- a. Submit number of copies specified in the General Requirements.
- b. Data shown on the Shop Drawings will be complete with respect to quantities, dimensions, specified performance and design criteria, materials, and similar data to show Engineer the services, materials, and equipment Contractor proposes to provide and to enable Engineer to review the information for the limited purposes required by Paragraph 6.17.D.

2. *Samples:*

- a. Submit number of Samples specified in the Specifications.
- b. Clearly identify each Sample as to material, Supplier, pertinent data such as catalog numbers, the use for which intended and other data as Engineer may require to enable Engineer to review the submittal for the limited purposes required by Paragraph 6.17.D.

- B. Where a Shop Drawing or Sample is required by the Contract Documents or the Schedule of Submittals, any related Work performed prior to Engineer's review and approval of the pertinent submittal will be at the sole expense and responsibility of Contractor.

- C. *Submittal Procedures:*

1. Before submitting each Shop Drawing or Sample, Contractor shall have:

- a. reviewed and coordinated each Shop Drawing or Sample with other Shop Drawings and Samples and with the requirements of the Work and the Contract Documents;
- b. determined and verified all field measurements, quantities, dimensions, specified performance and design criteria, installation requirements, materials, catalog numbers, and similar information with respect thereto;

- c. determined and verified the suitability of all materials offered with respect to the indicated application, fabrication, shipping, handling, storage, assembly, and installation pertaining to the performance of the Work; and
  - d. determined and verified all information relative to Contractor's responsibilities for means, methods, techniques, sequences, and procedures of construction, and safety precautions and programs incident thereto.
2. Each submittal shall bear a stamp or specific written certification that Contractor has satisfied Contractor's obligations under the Contract Documents with respect to Contractor's review and approval of that submittal.
  3. With each submittal, Contractor shall give Engineer specific written notice of any variations that the Shop Drawing or Sample may have from the requirements of the Contract Documents. This notice shall be both a written communication separate from the Shop Drawings or Sample submittal; and, in addition, by a specific notation made on each Shop Drawing or Sample submitted to Engineer for review and approval of each such variation.

*D. Engineer's Review:*

1. Engineer will provide timely review of Shop Drawings and Samples in accordance with the Schedule of Submittals acceptable to Engineer. Engineer's review and approval will be only to determine if the items covered by the submittals will, after installation or incorporation in the Work, conform to the information given in the Contract Documents and be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
2. Engineer's review and approval will not extend to means, methods, techniques, sequences, or procedures of construction (except where a particular means, method, technique, sequence, or procedure of construction is specifically and expressly called for by the Contract Documents) or to safety precautions or programs incident thereto. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.
3. Engineer's review and approval shall not relieve Contractor from responsibility for any variation from the requirements of the Contract Documents unless Contractor has complied with the requirements of Paragraph 6.17.C.3 and Engineer has given written approval of each such variation by specific written notation thereof incorporated in or accompanying the Shop Drawing or Sample. Engineer's review and approval shall not relieve Contractor from responsibility for complying with the requirements of Paragraph 6.17.C.1.

*E. Resubmittal Procedures:*

1. Contractor shall make corrections required by Engineer and shall return the required number of corrected copies of Shop Drawings and submit, as required, new Samples for review and approval. Contractor shall direct specific attention in writing to revisions other than the corrections called for by Engineer on previous submittals.

6.18 *Continuing the Work*

- A. Contractor shall carry on the Work and adhere to the Progress Schedule during all disputes or disagreements with Owner. No Work shall be delayed or postponed pending resolution of any disputes or disagreements, except as permitted by Paragraph 15.04 or as Owner and Contractor may otherwise agree in writing.

6.19 *Contractor's General Warranty and Guarantee*

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Engineer and its officers, directors, members, partners, employees, agents, consultants, and subcontractors shall be entitled to rely on representation of Contractor's warranty and guarantee.
- B. Contractor's warranty and guarantee hereunder excludes defects or damage caused by:
  - 1. abuse, modification, or improper maintenance or operation by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
  - 2. normal wear and tear under normal usage.
- C. Contractor's obligation to perform and complete the Work in accordance with the Contract Documents shall be absolute. None of the following will constitute an acceptance of Work that is not in accordance with the Contract Documents or a release of Contractor's obligation to perform the Work in accordance with the Contract Documents:
  - 1. observations by Engineer;
  - 2. recommendation by Engineer or payment by Owner of any progress or final payment;
  - 3. the issuance of a certificate of Substantial Completion by Engineer or any payment related thereto by Owner;
  - 4. use or occupancy of the Work or any part thereof by Owner;
  - 5. any review and approval of a Shop Drawing or Sample submittal or the issuance of a notice of acceptability by Engineer;
  - 6. any inspection, test, or approval by others; or
  - 7. any correction of defective Work by Owner.

6.20 *Indemnification*

- A. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of

or relating to the performance of the Work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts any of them may be liable .

- B. In any and all claims against Owner or Engineer or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors by any employee (or the survivor or personal representative of such employee) of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 6.20.A shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such Subcontractor, Supplier, or other individual or entity under workers' compensation acts, disability benefit acts, or other employee benefit acts.
- C. The indemnification obligations of Contractor under Paragraph 6.20.A shall not extend to the liability of Engineer and Engineer's officers, directors, members, partners, employees, agents, consultants and subcontractors arising out of:
  - 1. the preparation or approval of, or the failure to prepare or approve maps, Drawings, opinions, reports, surveys, Change Orders, designs, or Specifications; or
  - 2. giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage.

#### 6.21 *Delegation of Professional Design Services*

- A. Contractor will not be required to provide professional design services unless such services are specifically required by the Contract Documents for a portion of the Work or unless such services are required to carry out Contractor's responsibilities for construction means, methods, techniques, sequences and procedures. Contractor shall not be required to provide professional services in violation of applicable law.
- B. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of Contractor by the Contract Documents, Owner and Engineer will specify all performance and design criteria that such services must satisfy. Contractor shall cause such services or certifications to be provided by a properly licensed professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings and other submittals prepared by such professional. Shop Drawings and other submittals related to the Work designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to Engineer.
- C. Owner and Engineer shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals, provided Owner and Engineer have specified to Contractor all performance and design criteria that such services must satisfy.

- D. Pursuant to this Paragraph 6.21, Engineer's review and approval of design calculations and design drawings will be only for the limited purpose of checking for conformance with performance and design criteria given and the design concept expressed in the Contract Documents. Engineer's review and approval of Shop Drawings and other submittals (except design calculations and design drawings) will be only for the purpose stated in Paragraph 6.17.D.1.
- E. Contractor shall not be responsible for the adequacy of the performance or design criteria required by the Contract Documents.

## **ARTICLE 7 – OTHER WORK AT THE SITE**

### **7.01 *Related Work at Site***

- A. Owner may perform other work related to the Project at the Site with Owner's employees, or through other direct contracts therefor, or have other work performed by utility owners. If such other work is not noted in the Contract Documents, then:
  - 1. written notice thereof will be given to Contractor prior to starting any such other work; and
  - 2. if Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Contract Times that should be allowed as a result of such other work, a Claim may be made therefor as provided in Paragraph 10.05.
- B. Contractor shall afford each other contractor who is a party to such a direct contract, each utility owner, and Owner, if Owner is performing other work with Owner's employees, proper and safe access to the Site, provide a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such other work, and properly coordinate the Work with theirs. Contractor shall do all cutting, fitting, and patching of the Work that may be required to properly connect or otherwise make its several parts come together and properly integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating, or otherwise altering such work; provided, however, that Contractor may cut or alter others' work with the written consent of Engineer and the others whose work will be affected. The duties and responsibilities of Contractor under this Paragraph are for the benefit of such utility owners and other contractors to the extent that there are comparable provisions for the benefit of Contractor in said direct contracts between Owner and such utility owners and other contractors.
- C. If the proper execution or results of any part of Contractor's Work depends upon work performed by others under this Article 7, Contractor shall inspect such other work and promptly report to Engineer in writing any delays, defects, or deficiencies in such other work that render it unavailable or unsuitable for the proper execution and results of Contractor's Work. Contractor's failure to so report will constitute an acceptance of such other work as fit and proper for integration with Contractor's Work except for latent defects and deficiencies in such other work.

### **7.02 *Coordination***

- A. If Owner intends to contract with others for the performance of other work on the Project at the Site, the following will be set forth in Supplementary Conditions:

1. the individual or entity who will have authority and responsibility for coordination of the activities among the various contractors will be identified;
  2. the specific matters to be covered by such authority and responsibility will be itemized; and
  3. the extent of such authority and responsibilities will be provided.
- B. Unless otherwise provided in the Supplementary Conditions, Owner shall have sole authority and responsibility for such coordination.

### 7.03 *Legal Relationships*

- A. Paragraphs 7.01.A and 7.02 are not applicable for utilities not under the control of Owner.
- B. Each other direct contract of Owner under Paragraph 7.01.A shall provide that the other contractor is liable to Owner and Contractor for the reasonable direct delay and disruption costs incurred by Contractor as a result of the other contractor's wrongful actions or inactions.
- C. Contractor shall be liable to Owner and any other contractor under direct contract to Owner for the reasonable direct delay and disruption costs incurred by such other contractor as a result of Contractor's wrongful action or inactions.

## **ARTICLE 8 – OWNER'S RESPONSIBILITIES**

### 8.01 *Communications to Contractor*

- A. Except as otherwise provided in these General Conditions, Owner shall issue all communications to Contractor through Engineer.

### 8.02 *Replacement of Engineer*

- A. In case of termination of the employment of Engineer, Owner shall appoint an engineer to whom Contractor makes no reasonable objection, whose status under the Contract Documents shall be that of the former Engineer.

### 8.03 *Furnish Data*

- A. Owner shall promptly furnish the data required of Owner under the Contract Documents.

### 8.04 *Pay When Due*

- A. Owner shall make payments to Contractor when they are due as provided in Paragraphs 14.02.C and 14.07.C.

### 8.05 *Lands and Easements; Reports and Tests*

- A. Owner's duties with respect to providing lands and easements and providing engineering surveys to establish reference points are set forth in Paragraphs 4.01 and 4.05. Paragraph 4.02 refers to Owner's identifying and making available to Contractor copies of reports of explorations and

tests of subsurface conditions and drawings of physical conditions relating to existing surface or subsurface structures at the Site.

8.06 *Insurance*

A. Owner's responsibilities, if any, with respect to purchasing and maintaining liability and property insurance are set forth in Article 5.

8.07 *Change Orders*

A. Owner is obligated to execute Change Orders as indicated in Paragraph 10.03.

8.08 *Inspections, Tests, and Approvals*

A. Owner's responsibility with respect to certain inspections, tests, and approvals is set forth in Paragraph 13.03.B.

8.09 *Limitations on Owner's Responsibilities*

A. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

8.10 *Undisclosed Hazardous Environmental Condition*

A. Owner's responsibility in respect to an undisclosed Hazardous Environmental Condition is set forth in Paragraph 4.06.

8.11 *Evidence of Financial Arrangements*

A. Upon request of Contractor, Owner shall furnish Contractor reasonable evidence that financial arrangements have been made to satisfy Owner's obligations under the Contract Documents.

8.12 *Compliance with Safety Program*

A. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed pursuant to Paragraph 6.13.D.

**ARTICLE 9 – ENGINEER'S STATUS DURING CONSTRUCTION**

9.01 *Owner's Representative*

A. Engineer will be Owner's representative during the construction period. The duties and responsibilities and the limitations of authority of Engineer as Owner's representative during construction are set forth in the Contract Documents.

## 9.02 *Visits to Site*

- A. Engineer will make visits to the Site at intervals appropriate to the various stages of construction as Engineer deems necessary in order to observe as an experienced and qualified design professional the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, Engineer, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents. Engineer will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the Work. Engineer's efforts will be directed toward providing for Owner a greater degree of confidence that the completed Work will conform generally to the Contract Documents. On the basis of such visits and observations, Engineer will keep Owner informed of the progress of the Work and will endeavor to guard Owner against defective Work.
- B. Engineer's visits and observations are subject to all the limitations on Engineer's authority and responsibility set forth in Paragraph 9.09. Particularly, but without limitation, during or as a result of Engineer's visits or observations of Contractor's Work, Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work.

## 9.03 *Project Representative*

- A. If Owner and Engineer agree, Engineer will furnish a Resident Project Representative to assist Engineer in providing more extensive observation of the Work. The authority and responsibilities of any such Resident Project Representative and assistants will be as provided in the Supplementary Conditions, and limitations on the responsibilities thereof will be as provided in Paragraph 9.09. If Owner designates another representative or agent to represent Owner at the Site who is not Engineer's consultant, agent or employee, the responsibilities and authority and limitations thereon of such other individual or entity will be as provided in the Supplementary Conditions.

## 9.04 *Authorized Variations in Work*

- A. Engineer may authorize minor variations in the Work from the requirements of the Contract Documents which do not involve an adjustment in the Contract Price or the Contract Times and are compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. These may be accomplished by a Field Order and will be binding on Owner and also on Contractor, who shall perform the Work involved promptly. If Owner or Contractor believes that a Field Order justifies an adjustment in the Contract Price or Contract Times, or both, and the parties are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment, a Claim may be made therefor as provided in Paragraph 10.05.

## 9.05 *Rejecting Defective Work*

- A. Engineer will have authority to reject Work which Engineer believes to be defective, or that Engineer believes will not produce a completed Project that conforms to the Contract Documents

or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Engineer will also have authority to require special inspection or testing of the Work as provided in Paragraph 13.04, whether or not the Work is fabricated, installed, or completed.

9.06 *Shop Drawings, Change Orders and Payments*

- A. In connection with Engineer's authority, and limitations thereof, as to Shop Drawings and Samples, see Paragraph 6.17.
- B. In connection with Engineer's authority, and limitations thereof, as to design calculations and design drawings submitted in response to a delegation of professional design services, if any, see Paragraph 6.21.
- C. In connection with Engineer's authority as to Change Orders, see Articles 10, 11, and 12.
- D. In connection with Engineer's authority as to Applications for Payment, see Article 14.

9.07 *Determinations for Unit Price Work*

- A. Engineer will determine the actual quantities and classifications of Unit Price Work performed by Contractor. Engineer will review with Contractor the Engineer's preliminary determinations on such matters before rendering a written decision thereon (by recommendation of an Application for Payment or otherwise). Engineer's written decision thereon will be final and binding (except as modified by Engineer to reflect changed factual conditions or more accurate data) upon Owner and Contractor, subject to the provisions of Paragraph 10.05.

9.08 *Decisions on Requirements of Contract Documents and Acceptability of Work*

- A. Engineer will be the initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the Work thereunder. All matters in question and other matters between Owner and Contractor arising prior to the date final payment is due relating to the acceptability of the Work, and the interpretation of the requirements of the Contract Documents pertaining to the performance of the Work, will be referred initially to Engineer in writing within 30 days of the event giving rise to the question.
- B. Engineer will, with reasonable promptness, render a written decision on the issue referred. If Owner or Contractor believes that any such decision entitles them to an adjustment in the Contract Price or Contract Times or both, a Claim may be made under Paragraph 10.05. The date of Engineer's decision shall be the date of the event giving rise to the issues referenced for the purposes of Paragraph 10.05.B.
- C. Engineer's written decision on the issue referred will be final and binding on Owner and Contractor, subject to the provisions of Paragraph 10.05.
- D. When functioning as interpreter and judge under this Paragraph 9.08, Engineer will not show partiality to Owner or Contractor and will not be liable in connection with any interpretation or decision rendered in good faith in such capacity.

9.09 *Limitations on Engineer's Authority and Responsibilities*

- A. Neither Engineer's authority or responsibility under this Article 9 or under any other provision of the Contract Documents nor any decision made by Engineer in good faith either to exercise or not exercise such authority or responsibility or the undertaking, exercise, or performance of any authority or responsibility by Engineer shall create, impose, or give rise to any duty in contract, tort, or otherwise owed by Engineer to Contractor, any Subcontractor, any Supplier, any other individual or entity, or to any surety for or employee or agent of any of them.
- B. Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Engineer will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- C. Engineer will not be responsible for the acts or omissions of Contractor or of any Subcontractor, any Supplier, or of any other individual or entity performing any of the Work.
- D. Engineer's review of the final Application for Payment and accompanying documentation and all maintenance and operating instructions, schedules, guarantees, bonds, certificates of inspection, tests and approvals, and other documentation required to be delivered by Paragraph 14.07.A will only be to determine generally that their content complies with the requirements of, and in the case of certificates of inspections, tests, and approvals that the results certified indicate compliance with, the Contract Documents.
- E. The limitations upon authority and responsibility set forth in this Paragraph 9.09 shall also apply to the Resident Project Representative, if any, and assistants, if any.

9.10 *Compliance with Safety Program*

- A. While at the Site, Engineer's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Engineer has been informed pursuant to Paragraph 6.13.D.

**ARTICLE 10 – CHANGES IN THE WORK; CLAIMS**

10.01 *Authorized Changes in the Work*

- A. Without invalidating the Contract and without notice to any surety, Owner may, at any time or from time to time, order additions, deletions, or revisions in the Work by a Change Order, or a Work Change Directive. Upon receipt of any such document, Contractor shall promptly proceed with the Work involved which will be performed under the applicable conditions of the Contract Documents (except as otherwise specifically provided).
- B. If Owner and Contractor are unable to agree on entitlement to, or on the amount or extent, if any, of an adjustment in the Contract Price or Contract Times, or both, that should be allowed as a result of a Work Change Directive, a Claim may be made therefor as provided in Paragraph 10.05.

#### 10.02 *Unauthorized Changes in the Work*

- A. Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract Times with respect to any work performed that is not required by the Contract Documents as amended, modified, or supplemented as provided in Paragraph 3.04, except in the case of an emergency as provided in Paragraph 6.16 or in the case of uncovering Work as provided in Paragraph 13.04.D.

#### 10.03 *Execution of Change Orders*

- A. Owner and Contractor shall execute appropriate Change Orders recommended by Engineer covering:
  - 1. changes in the Work which are: (i) ordered by Owner pursuant to Paragraph 10.01.A, (ii) required because of acceptance of defective Work under Paragraph 13.08.A or Owner's correction of defective Work under Paragraph 13.09, or (iii) agreed to by the parties;
  - 2. changes in the Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive; and
  - 3. changes in the Contract Price or Contract Times which embody the substance of any written decision rendered by Engineer pursuant to Paragraph 10.05; provided that, in lieu of executing any such Change Order, an appeal may be taken from any such decision in accordance with the provisions of the Contract Documents and applicable Laws and Regulations, but during any such appeal, Contractor shall carry on the Work and adhere to the Progress Schedule as provided in Paragraph 6.18.A.

#### 10.04 *Notification to Surety*

- A. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change.

#### 10.05 *Claims*

- A. *Engineer's Decision Required:* All Claims, except those waived pursuant to Paragraph 14.09, shall be referred to the Engineer for decision. A decision by Engineer shall be required as a condition precedent to any exercise by Owner or Contractor of any rights or remedies either may otherwise have under the Contract Documents or by Laws and Regulations in respect of such Claims.
- B. *Notice:* Written notice stating the general nature of each Claim shall be delivered by the claimant to Engineer and the other party to the Contract promptly (but in no event later than 30 days) after the start of the event giving rise thereto. The responsibility to substantiate a Claim shall rest with the party making the Claim. Notice of the amount or extent of the Claim, with supporting data shall be delivered to the Engineer and the other party to the Contract within 60 days after the

start of such event (unless Engineer allows additional time for claimant to submit additional or more accurate data in support of such Claim). A Claim for an adjustment in Contract Price shall be prepared in accordance with the provisions of Paragraph 12.01.B. A Claim for an adjustment in Contract Times shall be prepared in accordance with the provisions of Paragraph 12.02.B. Each Claim shall be accompanied by claimant's written statement that the adjustment claimed is the entire adjustment to which the claimant believes it is entitled as a result of said event. The opposing party shall submit any response to Engineer and the claimant within 30 days after receipt of the claimant's last submittal (unless Engineer allows additional time).

- C. *Engineer's Action:* Engineer will review each Claim and, within 30 days after receipt of the last submittal of the claimant or the last submittal of the opposing party, if any, take one of the following actions in writing:
1. deny the Claim in whole or in part;
  2. approve the Claim; or
  3. notify the parties that the Engineer is unable to resolve the Claim if, in the Engineer's sole discretion, it would be inappropriate for the Engineer to do so. For purposes of further resolution of the Claim, such notice shall be deemed a denial.
- D. In the event that Engineer does not take action on a Claim within said 30 days, the Claim shall be deemed denied.
- E. Engineer's written action under Paragraph 10.05.C or denial pursuant to Paragraphs 10.05.C.3 or 10.05.D will be final and binding upon Owner and Contractor, unless Owner or Contractor invoke the dispute resolution procedure set forth in Article 16 within 30 days of such action or denial.
- F. No Claim for an adjustment in Contract Price or Contract Times will be valid if not submitted in accordance with this Paragraph 10.05.

## **ARTICLE 11 – COST OF THE WORK; ALLOWANCES; UNIT PRICE WORK**

### **11.01 *Cost of the Work***

- A. *Costs Included:* The term Cost of the Work means the sum of all costs, except those excluded in Paragraph 11.01.B, necessarily incurred and paid by Contractor in the proper performance of the Work. When the value of any Work covered by a Change Order or when a Claim for an adjustment in Contract Price is determined on the basis of Cost of the Work, the costs to be reimbursed to Contractor will be only those additional or incremental costs required because of the change in the Work or because of the event giving rise to the Claim. Except as otherwise may be agreed to in writing by Owner, such costs shall be in amounts no higher than those prevailing in the locality of the Project, shall not include any of the costs itemized in Paragraph 11.01.B, and shall include only the following items:
1. Payroll costs for employees in the direct employ of Contractor in the performance of the Work under schedules of job classifications agreed upon by Owner and Contractor. Such employees shall include, without limitation, superintendents, foremen, and other personnel

employed full time on the Work. Payroll costs for employees not employed full time on the Work shall be apportioned on the basis of their time spent on the Work. Payroll costs shall include, but not be limited to, salaries and wages plus the cost of fringe benefits, which shall include social security contributions, unemployment, excise, and payroll taxes, workers' compensation, health and retirement benefits, bonuses, sick leave, vacation and holiday pay applicable thereto. The expenses of performing Work outside of regular working hours, on Saturday, Sunday, or legal holidays, shall be included in the above to the extent authorized by Owner.

2. Cost of all materials and equipment furnished and incorporated in the Work, including costs of transportation and storage thereof, and Suppliers' field services required in connection therewith. All cash discounts shall accrue to Contractor unless Owner deposits funds with Contractor with which to make payments, in which case the cash discounts shall accrue to Owner. All trade discounts, rebates and refunds and returns from sale of surplus materials and equipment shall accrue to Owner, and Contractor shall make provisions so that they may be obtained.
3. Payments made by Contractor to Subcontractors for Work performed by Subcontractors. If required by Owner, Contractor shall obtain competitive bids from subcontractors acceptable to Owner and Contractor and shall deliver such bids to Owner, who will then determine, with the advice of Engineer, which bids, if any, will be acceptable. If any subcontract provides that the Subcontractor is to be paid on the basis of Cost of the Work plus a fee, the Subcontractor's Cost of the Work and fee shall be determined in the same manner as Contractor's Cost of the Work and fee as provided in this Paragraph 11.01.
4. Costs of special consultants (including but not limited to engineers, architects, testing laboratories, surveyors, attorneys, and accountants) employed for services specifically related to the Work.
5. Supplemental costs including the following:
  - a. The proportion of necessary transportation, travel, and subsistence expenses of Contractor's employees incurred in discharge of duties connected with the Work.
  - b. Cost, including transportation and maintenance, of all materials, supplies, equipment, machinery, appliances, office, and temporary facilities at the Site, and hand tools not owned by the workers, which are consumed in the performance of the Work, and cost, less market value, of such items used but not consumed which remain the property of Contractor.
  - c. Rentals of all construction equipment and machinery, and the parts thereof whether rented from Contractor or others in accordance with rental agreements approved by Owner with the advice of Engineer, and the costs of transportation, loading, unloading, assembly, dismantling, and removal thereof. All such costs shall be in accordance with the terms of said rental agreements. The rental of any such equipment, machinery, or parts shall cease when the use thereof is no longer necessary for the Work.
  - d. Sales, consumer, use, and other similar taxes related to the Work, and for which Contractor is liable, as imposed by Laws and Regulations.

- e. Deposits lost for causes other than negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, and royalty payments and fees for permits and licenses.
- f. Losses and damages (and related expenses) caused by damage to the Work, not compensated by insurance or otherwise, sustained by Contractor in connection with the performance of the Work (except losses and damages within the deductible amounts of property insurance established in accordance with Paragraph 5.06.D), provided such losses and damages have resulted from causes other than the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable. Such losses shall include settlements made with the written consent and approval of Owner. No such losses, damages, and expenses shall be included in the Cost of the Work for the purpose of determining Contractor's fee.
- g. The cost of utilities, fuel, and sanitary facilities at the Site.
- h. Minor expenses such as telegrams, long distance telephone calls, telephone service at the Site, express and courier services, and similar petty cash items in connection with the Work.
- i. The costs of premiums for all bonds and insurance Contractor is required by the Contract Documents to purchase and maintain.

B. *Costs Excluded:* The term Cost of the Work shall not include any of the following items:

1. Payroll costs and other compensation of Contractor's officers, executives, principals (of partnerships and sole proprietorships), general managers, safety managers, engineers, architects, estimators, attorneys, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks, and other personnel employed by Contractor, whether at the Site or in Contractor's principal or branch office for general administration of the Work and not specifically included in the agreed upon schedule of job classifications referred to in Paragraph 11.01.A.1 or specifically covered by Paragraph 11.01.A.4, all of which are to be considered administrative costs covered by the Contractor's fee.
2. Expenses of Contractor's principal and branch offices other than Contractor's office at the Site.
3. Any part of Contractor's capital expenses, including interest on Contractor's capital employed for the Work and charges against Contractor for delinquent payments.
4. Costs due to the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to, the correction of defective Work, disposal of materials or equipment wrongly supplied, and making good any damage to property.
5. Other overhead or general expense costs of any kind and the costs of any item not specifically and expressly included in Paragraphs 11.01.A.

- C. *Contractor's Fee:* When all the Work is performed on the basis of cost-plus, Contractor's fee shall be determined as set forth in the Agreement. When the value of any Work covered by a Change Order or when a Claim for an adjustment in Contract Price is determined on the basis of Cost of the Work, Contractor's fee shall be determined as set forth in Paragraph 12.01.C.
- D. *Documentation:* Whenever the Cost of the Work for any purpose is to be determined pursuant to Paragraphs 11.01.A and 11.01.B, Contractor will establish and maintain records thereof in accordance with generally accepted accounting practices and submit in a form acceptable to Engineer an itemized cost breakdown together with supporting data.

## 11.02 Allowances

- A. It is understood that Contractor has included in the Contract Price all allowances so named in the Contract Documents and shall cause the Work so covered to be performed for such sums and by such persons or entities as may be acceptable to Owner and Engineer.
- B. *Cash Allowances:*
  - 1. Contractor agrees that:
    - a. the cash allowances include the cost to Contractor (less any applicable trade discounts) of materials and equipment required by the allowances to be delivered at the Site, and all applicable taxes; and
    - b. Contractor's costs for unloading and handling on the Site, labor, installation, overhead, profit, and other expenses contemplated for the cash allowances have been included in the Contract Price and not in the allowances, and no demand for additional payment on account of any of the foregoing will be valid.
- C. *Contingency Allowance:*
  - 1. Contractor agrees that a contingency allowance, if any, is for the sole use of Owner to cover unanticipated costs.
- D. Prior to final payment, an appropriate Change Order will be issued as recommended by Engineer to reflect actual amounts due Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted.

## 11.03 Unit Price Work

- A. Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, initially the Contract Price will be deemed to include for all Unit Price Work an amount equal to the sum of the unit price for each separately identified item of Unit Price Work times the estimated quantity of each item as indicated in the Agreement.
- B. The estimated quantities of items of Unit Price Work are not guaranteed and are solely for the purpose of comparison of Bids and determining an initial Contract Price. Determinations of the actual quantities and classifications of Unit Price Work performed by Contractor will be made by Engineer subject to the provisions of Paragraph 9.07.

- C. Each unit price will be deemed to include an amount considered by Contractor to be adequate to cover Contractor's overhead and profit for each separately identified item.
- D. Owner or Contractor may make a Claim for an adjustment in the Contract Price in accordance with Paragraph 10.05 if:
  - 1. the quantity of any item of Unit Price Work performed by Contractor differs materially and significantly from the estimated quantity of such item indicated in the Agreement; and
  - 2. there is no corresponding adjustment with respect to any other item of Work; and
  - 3. Contractor believes that Contractor is entitled to an increase in Contract Price as a result of having incurred additional expense or Owner believes that Owner is entitled to a decrease in Contract Price and the parties are unable to agree as to the amount of any such increase or decrease.

## **ARTICLE 12 – CHANGE OF CONTRACT PRICE; CHANGE OF CONTRACT TIMES**

### **12.01 *Change of Contract Price***

- A. The Contract Price may only be changed by a Change Order. Any Claim for an adjustment in the Contract Price shall be based on written notice submitted by the party making the Claim to the Engineer and the other party to the Contract in accordance with the provisions of Paragraph 10.05.
- B. The value of any Work covered by a Change Order or of any Claim for an adjustment in the Contract Price will be determined as follows:
  - 1. where the Work involved is covered by unit prices contained in the Contract Documents, by application of such unit prices to the quantities of the items involved (subject to the provisions of Paragraph 11.03); or
  - 2. where the Work involved is not covered by unit prices contained in the Contract Documents, by a mutually agreed lump sum (which may include an allowance for overhead and profit not necessarily in accordance with Paragraph 12.01.C.2); or
  - 3. where the Work involved is not covered by unit prices contained in the Contract Documents and agreement to a lump sum is not reached under Paragraph 12.01.B.2, on the basis of the Cost of the Work (determined as provided in Paragraph 11.01) plus a Contractor's fee for overhead and profit (determined as provided in Paragraph 12.01.C).
- C. *Contractor's Fee:* The Contractor's fee for overhead and profit shall be determined as follows:
  - 1. a mutually acceptable fixed fee; or
  - 2. if a fixed fee is not agreed upon, then a fee based on the following percentages of the various portions of the Cost of the Work:
    - a. for costs incurred under Paragraphs 11.01.A.1 and 11.01.A.2, the Contractor's fee shall be 15 percent;

- b. for costs incurred under Paragraph 11.01.A.3, the Contractor's fee shall be five percent;
- c. where one or more tiers of subcontracts are on the basis of Cost of the Work plus a fee and no fixed fee is agreed upon, the intent of Paragraphs 12.01.C.2.a and 12.01.C.2.b is that the Subcontractor who actually performs the Work, at whatever tier, will be paid a fee of 15 percent of the costs incurred by such Subcontractor under Paragraphs 11.01.A.1 and 11.01.A.2 and that any higher tier Subcontractor and Contractor will each be paid a fee of five percent of the amount paid to the next lower tier Subcontractor;
- d. no fee shall be payable on the basis of costs itemized under Paragraphs 11.01.A.4, 11.01.A.5, and 11.01.B;
- e. the amount of credit to be allowed by Contractor to Owner for any change which results in a net decrease in cost will be the amount of the actual net decrease in cost plus a deduction in Contractor's fee by an amount equal to five percent of such net decrease; and
- f. when both additions and credits are involved in any one change, the adjustment in Contractor's fee shall be computed on the basis of the net change in accordance with Paragraphs 12.01.C.2.a through 12.01.C.2.e, inclusive.

#### 12.02 *Change of Contract Times*

- A. The Contract Times may only be changed by a Change Order. Any Claim for an adjustment in the Contract Times shall be based on written notice submitted by the party making the Claim to the Engineer and the other party to the Contract in accordance with the provisions of Paragraph 10.05.
- B. Any adjustment of the Contract Times covered by a Change Order or any Claim for an adjustment in the Contract Times will be determined in accordance with the provisions of this Article 12.

#### 12.03 *Delays*

- A. Where Contractor is prevented from completing any part of the Work within the Contract Times due to delay beyond the control of Contractor, the Contract Times will be extended in an amount equal to the time lost due to such delay if a Claim is made therefor as provided in Paragraph 12.02.A. Delays beyond the control of Contractor shall include, but not be limited to, acts or neglect by Owner, acts or neglect of utility owners or other contractors performing other work as contemplated by Article 7, fires, floods, epidemics, abnormal weather conditions, or acts of God.
- B. If Owner, Engineer, or other contractors or utility owners performing other work for Owner as contemplated by Article 7, or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in the Contract Price or the Contract Times, or both. Contractor's entitlement to an adjustment of the Contract Times is conditioned on such adjustment being essential to Contractor's ability to complete the Work within the Contract Times.

- C. If Contractor is delayed in the performance or progress of the Work by fire, flood, epidemic, abnormal weather conditions, acts of God, acts or failures to act of utility owners not under the control of Owner, or other causes not the fault of and beyond control of Owner and Contractor, then Contractor shall be entitled to an equitable adjustment in Contract Times, if such adjustment is essential to Contractor's ability to complete the Work within the Contract Times. Such an adjustment shall be Contractor's sole and exclusive remedy for the delays described in this Paragraph 12.03.C.
- D. Owner, Engineer, and their officers, directors, members, partners, employees, agents, consultants, or subcontractors shall not be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.
- E. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delays within the control of Contractor. Delays attributable to and within the control of a Subcontractor or Supplier shall be deemed to be delays within the control of Contractor.

## **ARTICLE 13 – TESTS AND INSPECTIONS; CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK**

### *13.01 Notice of Defects*

- A. Prompt notice of all defective Work of which Owner or Engineer has actual knowledge will be given to Contractor. Defective Work may be rejected, corrected, or accepted as provided in this Article 13.

### *13.02 Access to Work*

- A. Owner, Engineer, their consultants and other representatives and personnel of Owner, independent testing laboratories, and governmental agencies with jurisdictional interests will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access and advise them of Contractor's safety procedures and programs so that they may comply therewith as applicable.

### *13.03 Tests and Inspections*

- A. Contractor shall give Engineer timely notice of readiness of the Work for all required inspections, tests, or approvals and shall cooperate with inspection and testing personnel to facilitate required inspections or tests.
- B. Owner shall employ and pay for the services of an independent testing laboratory to perform all inspections, tests, or approvals required by the Contract Documents except:
  - 1. for inspections, tests, or approvals covered by Paragraphs 13.03.C and 13.03.D below;
  - 2. that costs incurred in connection with tests or inspections conducted pursuant to Paragraph 13.04.B shall be paid as provided in Paragraph 13.04.C; and
  - 3. as otherwise specifically provided in the Contract Documents.

- C. If Laws or Regulations of any public body having jurisdiction require any Work (or part thereof) specifically to be inspected, tested, or approved by an employee or other representative of such public body, Contractor shall assume full responsibility for arranging and obtaining such inspections, tests, or approvals, pay all costs in connection therewith, and furnish Engineer the required certificates of inspection or approval.
- D. Contractor shall be responsible for arranging and obtaining and shall pay all costs in connection with any inspections, tests, or approvals required for Owner's and Engineer's acceptance of materials or equipment to be incorporated in the Work; or acceptance of materials, mix designs, or equipment submitted for approval prior to Contractor's purchase thereof for incorporation in the Work. Such inspections, tests, or approvals shall be performed by organizations acceptable to Owner and Engineer.
- E. If any Work (or the work of others) that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Engineer, Contractor shall, if requested by Engineer, uncover such Work for observation.
- F. Uncovering Work as provided in Paragraph 13.03.E shall be at Contractor's expense unless Contractor has given Engineer timely notice of Contractor's intention to cover the same and Engineer has not acted with reasonable promptness in response to such notice.

#### 13.04 *Uncovering Work*

- A. If any Work is covered contrary to the written request of Engineer, it must, if requested by Engineer, be uncovered for Engineer's observation and replaced at Contractor's expense.
- B. If Engineer considers it necessary or advisable that covered Work be observed by Engineer or inspected or tested by others, Contractor, at Engineer's request, shall uncover, expose, or otherwise make available for observation, inspection, or testing as Engineer may require, that portion of the Work in question, furnishing all necessary labor, material, and equipment.
- C. If it is found that the uncovered Work is defective, Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such uncovering, exposure, observation, inspection, and testing, and of satisfactory replacement or reconstruction (including but not limited to all costs of repair or replacement of work of others); and Owner shall be entitled to an appropriate decrease in the Contract Price. If the parties are unable to agree as to the amount thereof, Owner may make a Claim therefor as provided in Paragraph 10.05.
- D. If the uncovered Work is not found to be defective, Contractor shall be allowed an increase in the Contract Price or an extension of the Contract Times, or both, directly attributable to such uncovering, exposure, observation, inspection, testing, replacement, and reconstruction. If the parties are unable to agree as to the amount or extent thereof, Contractor may make a Claim therefor as provided in Paragraph 10.05.

### 13.05 *Owner May Stop the Work*

- A. If the Work is defective, or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of Owner to stop the Work shall not give rise to any duty on the part of Owner to exercise this right for the benefit of Contractor, any Subcontractor, any Supplier, any other individual or entity, or any surety for, or employee or agent of any of them.

### 13.06 *Correction or Removal of Defective Work*

- A. Promptly after receipt of written notice, Contractor shall correct all defective Work, whether or not fabricated, installed, or completed, or, if the Work has been rejected by Engineer, remove it from the Project and replace it with Work that is not defective. Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or removal (including but not limited to all costs of repair or replacement of work of others).
- B. When correcting defective Work under the terms of this Paragraph 13.06 or Paragraph 13.07, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.

### 13.07 *Correction Period*

- A. If within one year after the date of Substantial Completion (or such longer period of time as may be prescribed by the terms of any applicable special guarantee required by the Contract Documents) or by any specific provision of the Contract Documents, any Work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor's use by Owner or permitted by Laws and Regulations as contemplated in Paragraph 6.11.A is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
  - 1. repair such defective land or areas; or
  - 2. correct such defective Work; or
  - 3. if the defective Work has been rejected by Owner, remove it from the Project and replace it with Work that is not defective, and
  - 4. satisfactorily correct or repair or remove and replace any damage to other Work, to the work of others or other land or areas resulting therefrom.
- B. If Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or repaired or may have the rejected Work removed and replaced. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute

resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others) will be paid by Contractor.

- C. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications.
- D. Where defective Work (and damage to other Work resulting therefrom) has been corrected or removed and replaced under this Paragraph 13.07, the correction period hereunder with respect to such Work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.
- E. Contractor's obligations under this Paragraph 13.07 are in addition to any other obligation or warranty. The provisions of this Paragraph 13.07 shall not be construed as a substitute for, or a waiver of, the provisions of any applicable statute of limitation or repose.

#### 13.08 *Acceptance of Defective Work*

- A. If, instead of requiring correction or removal and replacement of defective Work, Owner (and, prior to Engineer's recommendation of final payment, Engineer) prefers to accept it, Owner may do so. Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) attributable to Owner's evaluation of and determination to accept such defective Work (such costs to be approved by Engineer as to reasonableness) and for the diminished value of the Work to the extent not otherwise paid by Contractor pursuant to this sentence. If any such acceptance occurs prior to Engineer's recommendation of final payment, a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work, and Owner shall be entitled to an appropriate decrease in the Contract Price, reflecting the diminished value of Work so accepted. If the parties are unable to agree as to the amount thereof, Owner may make a Claim therefor as provided in Paragraph 10.05. If the acceptance occurs after such recommendation, an appropriate amount will be paid by Contractor to Owner.

#### 13.09 *Owner May Correct Defective Work*

- A. If Contractor fails within a reasonable time after written notice from Engineer to correct defective Work, or to remove and replace rejected Work as required by Engineer in accordance with Paragraph 13.06.A, or if Contractor fails to perform the Work in accordance with the Contract Documents, or if Contractor fails to comply with any other provision of the Contract Documents, Owner may, after seven days written notice to Contractor, correct, or remedy any such deficiency.
- B. In exercising the rights and remedies under this Paragraph 13.09, Owner shall proceed expeditiously. In connection with such corrective or remedial action, Owner may exclude Contractor from all or part of the Site, take possession of all or part of the Work and suspend Contractor's services related thereto, take possession of Contractor's tools, appliances, construction equipment and machinery at the Site, and incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored

elsewhere. Contractor shall allow Owner, Owner's representatives, agents and employees, Owner's other contractors, and Engineer and Engineer's consultants access to the Site to enable Owner to exercise the rights and remedies under this Paragraph.

- C. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) incurred or sustained by Owner in exercising the rights and remedies under this Paragraph 13.09 will be charged against Contractor, and a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work; and Owner shall be entitled to an appropriate decrease in the Contract Price. If the parties are unable to agree as to the amount of the adjustment, Owner may make a Claim therefor as provided in Paragraph 10.05. Such claims, costs, losses and damages will include but not be limited to all costs of repair, or replacement of work of others destroyed or damaged by correction, removal, or replacement of Contractor's defective Work.
- D. Contractor shall not be allowed an extension of the Contract Times because of any delay in the performance of the Work attributable to the exercise by Owner of Owner's rights and remedies under this Paragraph 13.09.

## **ARTICLE 14 – PAYMENTS TO CONTRACTOR AND COMPLETION**

### *14.01 Schedule of Values*

- A. The Schedule of Values established as provided in Paragraph 2.07.A will serve as the basis for progress payments and will be incorporated into a form of Application for Payment acceptable to Engineer. Progress payments on account of Unit Price Work will be based on the number of units completed.

### *14.02 Progress Payments*

#### *A. Applications for Payments:*

1. At least 20 days before the date established in the Agreement for each progress payment (but not more often than once a month), Contractor shall submit to Engineer for review an Application for Payment filled out and signed by Contractor covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the Contract Documents. If payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at the Site or at another location agreed to in writing, the Application for Payment shall also be accompanied by a bill of sale, invoice, or other documentation warranting that Owner has received the materials and equipment free and clear of all Liens and evidence that the materials and equipment are covered by appropriate property insurance or other arrangements to protect Owner's interest therein, all of which must be satisfactory to Owner.
2. Beginning with the second Application for Payment, each Application shall include an affidavit of Contractor stating that all previous progress payments received on account of the Work have been applied on account to discharge Contractor's legitimate obligations associated with prior Applications for Payment.

3. The amount of retainage with respect to progress payments will be as stipulated in the Agreement.

*B. Review of Applications:*

1. Engineer will, within 10 days after receipt of each Application for Payment, either indicate in writing a recommendation of payment and present the Application to Owner or return the Application to Contractor indicating in writing Engineer's reasons for refusing to recommend payment. In the latter case, Contractor may make the necessary corrections and resubmit the Application.
2. Engineer's recommendation of any payment requested in an Application for Payment will constitute a representation by Engineer to Owner, based on Engineer's observations of the executed Work as an experienced and qualified design professional, and on Engineer's review of the Application for Payment and the accompanying data and schedules, that to the best of Engineer's knowledge, information and belief:
  - a. the Work has progressed to the point indicated;
  - b. the quality of the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, the results of any subsequent tests called for in the Contract Documents, a final determination of quantities and classifications for Unit Price Work under Paragraph 9.07, and any other qualifications stated in the recommendation); and
  - c. the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work.
3. By recommending any such payment Engineer will not thereby be deemed to have represented that:
  - a. inspections made to check the quality or the quantity of the Work as it has been performed have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Contract Documents; or
  - b. there may not be other matters or issues between the parties that might entitle Contractor to be paid additionally by Owner or entitle Owner to withhold payment to Contractor.
4. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment, including final payment, will impose responsibility on Engineer:
  - a. to supervise, direct, or control the Work, or
  - b. for the means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or
  - c. for Contractor's failure to comply with Laws and Regulations applicable to Contractor's performance of the Work, or

- d. to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or
  - e. to determine that title to any of the Work, materials, or equipment has passed to Owner free and clear of any Liens.
5. Engineer may refuse to recommend the whole or any part of any payment if, in Engineer's opinion, it would be incorrect to make the representations to Owner stated in Paragraph 14.02.B.2. Engineer may also refuse to recommend any such payment or, because of subsequently discovered evidence or the results of subsequent inspections or tests, revise or revoke any such payment recommendation previously made, to such extent as may be necessary in Engineer's opinion to protect Owner from loss because:
- a. the Work is defective, or completed Work has been damaged, requiring correction or replacement;
  - b. the Contract Price has been reduced by Change Orders;
  - c. Owner has been required to correct defective Work or complete Work in accordance with Paragraph 13.09; or
  - d. Engineer has actual knowledge of the occurrence of any of the events enumerated in Paragraph 15.02.A.

*C. Payment Becomes Due:*

- 1. Ten days after presentation of the Application for Payment to Owner with Engineer's recommendation, the amount recommended will (subject to the provisions of Paragraph 14.02.D) become due, and when due will be paid by Owner to Contractor.

*D. Reduction in Payment:*

- 1. Owner may refuse to make payment of the full amount recommended by Engineer because:
  - a. claims have been made against Owner on account of Contractor's performance or furnishing of the Work;
  - b. Liens have been filed in connection with the Work, except where Contractor has delivered a specific bond satisfactory to Owner to secure the satisfaction and discharge of such Liens;
  - c. there are other items entitling Owner to a set-off against the amount recommended; or
  - d. Owner has actual knowledge of the occurrence of any of the events enumerated in Paragraphs 14.02.B.5.a through 14.02.B.5.c or Paragraph 15.02.A.
- 2. If Owner refuses to make payment of the full amount recommended by Engineer, Owner will give Contractor immediate written notice (with a copy to Engineer) stating the reasons for such action and promptly pay Contractor any amount remaining after deduction of the amount so withheld. Owner shall promptly pay Contractor the amount so withheld, or any

adjustment thereto agreed to by Owner and Contractor, when Contractor remedies the reasons for such action.

3. Upon a subsequent determination that Owner's refusal of payment was not justified, the amount wrongfully withheld shall be treated as an amount due as determined by Paragraph 14.02.C.1 and subject to interest as provided in the Agreement.

#### 14.03 *Contractor's Warranty of Title*

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to Owner no later than the time of payment free and clear of all Liens.

#### 14.04 *Substantial Completion*

- A. When Contractor considers the entire Work ready for its intended use Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete (except for items specifically listed by Contractor as incomplete) and request that Engineer issue a certificate of Substantial Completion.
- B. Promptly after Contractor's notification, Owner, Contractor, and Engineer shall make an inspection of the Work to determine the status of completion. If Engineer does not consider the Work substantially complete, Engineer will notify Contractor in writing giving the reasons therefor.
- C. If Engineer considers the Work substantially complete, Engineer will deliver to Owner a tentative certificate of Substantial Completion which shall fix the date of Substantial Completion. There shall be attached to the certificate a tentative list of items to be completed or corrected before final payment. Owner shall have seven days after receipt of the tentative certificate during which to make written objection to Engineer as to any provisions of the certificate or attached list. If, after considering such objections, Engineer concludes that the Work is not substantially complete, Engineer will, within 14 days after submission of the tentative certificate to Owner, notify Contractor in writing, stating the reasons therefor. If, after consideration of Owner's objections, Engineer considers the Work substantially complete, Engineer will, within said 14 days, execute and deliver to Owner and Contractor a definitive certificate of Substantial Completion (with a revised tentative list of items to be completed or corrected) reflecting such changes from the tentative certificate as Engineer believes justified after consideration of any objections from Owner.
- D. At the time of delivery of the tentative certificate of Substantial Completion, Engineer will deliver to Owner and Contractor a written recommendation as to division of responsibilities pending final payment between Owner and Contractor with respect to security, operation, safety, and protection of the Work, maintenance, heat, utilities, insurance, and warranties and guarantees. Unless Owner and Contractor agree otherwise in writing and so inform Engineer in writing prior to Engineer's issuing the definitive certificate of Substantial Completion, Engineer's aforesaid recommendation will be binding on Owner and Contractor until final payment.

- E. Owner shall have the right to exclude Contractor from the Site after the date of Substantial Completion subject to allowing Contractor reasonable access to remove its property and complete or correct items on the tentative list.

#### 14.05 *Partial Utilization*

- A. Prior to Substantial Completion of all the Work, Owner may use or occupy any substantially completed part of the Work which has specifically been identified in the Contract Documents, or which Owner, Engineer, and Contractor agree constitutes a separately functioning and usable part of the Work that can be used by Owner for its intended purpose without significant interference with Contractor's performance of the remainder of the Work, subject to the following conditions:
  1. Owner at any time may request Contractor in writing to permit Owner to use or occupy any such part of the Work which Owner believes to be ready for its intended use and substantially complete. If and when Contractor agrees that such part of the Work is substantially complete, Contractor, Owner, and Engineer will follow the procedures of Paragraph 14.04.A through D for that part of the Work.
  2. Contractor at any time may notify Owner and Engineer in writing that Contractor considers any such part of the Work ready for its intended use and substantially complete and request Engineer to issue a certificate of Substantial Completion for that part of the Work.
  3. Within a reasonable time after either such request, Owner, Contractor, and Engineer shall make an inspection of that part of the Work to determine its status of completion. If Engineer does not consider that part of the Work to be substantially complete, Engineer will notify Owner and Contractor in writing giving the reasons therefor. If Engineer considers that part of the Work to be substantially complete, the provisions of Paragraph 14.04 will apply with respect to certification of Substantial Completion of that part of the Work and the division of responsibility in respect thereof and access thereto.
  4. No use or occupancy or separate operation of part of the Work may occur prior to compliance with the requirements of Paragraph 5.10 regarding property insurance.

#### 14.06 *Final Inspection*

- A. Upon written notice from Contractor that the entire Work or an agreed portion thereof is complete, Engineer will promptly make a final inspection with Owner and Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

## 14.07 *Final Payment*

### A. *Application for Payment:*

1. After Contractor has, in the opinion of Engineer, satisfactorily completed all corrections identified during the final inspection and has delivered, in accordance with the Contract Documents, all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, marked-up record documents (as provided in Paragraph 6.12), and other documents, Contractor may make application for final payment following the procedure for progress payments.
2. The final Application for Payment shall be accompanied (except as previously delivered) by:
  - a. all documentation called for in the Contract Documents, including but not limited to the evidence of insurance required by Paragraph 5.04.B.6;
  - b. consent of the surety, if any, to final payment;
  - c. a list of all Claims against Owner that Contractor believes are unsettled; and
  - d. complete and legally effective releases or waivers (satisfactory to Owner) of all Lien rights arising out of or Liens filed in connection with the Work.
3. In lieu of the releases or waivers of Liens specified in Paragraph 14.07.A.2 and as approved by Owner, Contractor may furnish receipts or releases in full and an affidavit of Contractor that: (i) the releases and receipts include all labor, services, material, and equipment for which a Lien could be filed; and (ii) all payrolls, material and equipment bills, and other indebtedness connected with the Work for which Owner might in any way be responsible, or which might in any way result in liens or other burdens on Owner's property, have been paid or otherwise satisfied. If any Subcontractor or Supplier fails to furnish such a release or receipt in full, Contractor may furnish a bond or other collateral satisfactory to Owner to indemnify Owner against any Lien.

### B. *Engineer's Review of Application and Acceptance:*

1. If, on the basis of Engineer's observation of the Work during construction and final inspection, and Engineer's review of the final Application for Payment and accompanying documentation as required by the Contract Documents, Engineer is satisfied that the Work has been completed and Contractor's other obligations under the Contract Documents have been fulfilled, Engineer will, within ten days after receipt of the final Application for Payment, indicate in writing Engineer's recommendation of payment and present the Application for Payment to Owner for payment. At the same time Engineer will also give written notice to Owner and Contractor that the Work is acceptable subject to the provisions of Paragraph 14.09. Otherwise, Engineer will return the Application for Payment to Contractor, indicating in writing the reasons for refusing to recommend final payment, in which case Contractor shall make the necessary corrections and resubmit the Application for Payment.

### C. *Payment Becomes Due:*

1. Thirty days after the presentation to Owner of the Application for Payment and accompanying documentation, the amount recommended by Engineer, less any sum Owner is entitled to set off against Engineer's recommendation, including but not limited to liquidated damages, will become due and will be paid by Owner to Contractor.

#### 14.08 *Final Completion Delayed*

- A. If, through no fault of Contractor, final completion of the Work is significantly delayed, and if Engineer so confirms, Owner shall, upon receipt of Contractor's final Application for Payment (for Work fully completed and accepted) and recommendation of Engineer, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance to be held by Owner for Work not fully completed or corrected is less than the retainage stipulated in the Agreement, and if bonds have been furnished as required in Paragraph 5.01, the written consent of the surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by Contractor to Engineer with the Application for such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

#### 14.09 *Waiver of Claims*

- A. The making and acceptance of final payment will constitute:
  1. a waiver of all Claims by Owner against Contractor, except Claims arising from unsettled Liens, from defective Work appearing after final inspection pursuant to Paragraph 14.06, from failure to comply with the Contract Documents or the terms of any special guarantees specified therein, or from Contractor's continuing obligations under the Contract Documents; and
  2. a waiver of all Claims by Contractor against Owner other than those previously made in accordance with the requirements herein and expressly acknowledged by Owner in writing as still unsettled.

### **ARTICLE 15 – SUSPENSION OF WORK AND TERMINATION**

#### 15.01 *Owner May Suspend Work*

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 90 consecutive days by notice in writing to Contractor and Engineer which will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be granted an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension if Contractor makes a Claim therefor as provided in Paragraph 10.05.

#### 15.02 *Owner May Terminate for Cause*

- A. The occurrence of any one or more of the following events will justify termination for cause:
  1. Contractor's persistent failure to perform the Work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or

- suitable materials or equipment or failure to adhere to the Progress Schedule established under Paragraph 2.07 as adjusted from time to time pursuant to Paragraph 6.04);
2. Contractor's disregard of Laws or Regulations of any public body having jurisdiction;
  3. Contractor's repeated disregard of the authority of Engineer; or
  4. Contractor's violation in any substantial way of any provisions of the Contract Documents.
- B. If one or more of the events identified in Paragraph 15.02.A occur, Owner may, after giving Contractor (and surety) seven days written notice of its intent to terminate the services of Contractor:
1. exclude Contractor from the Site, and take possession of the Work and of all Contractor's tools, appliances, construction equipment, and machinery at the Site, and use the same to the full extent they could be used by Contractor (without liability to Contractor for trespass or conversion);
  2. incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere; and
  3. complete the Work as Owner may deem expedient.
- C. If Owner proceeds as provided in Paragraph 15.02.B, Contractor shall not be entitled to receive any further payment until the Work is completed. If the unpaid balance of the Contract Price exceeds all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Owner arising out of or relating to completing the Work, such excess will be paid to Contractor. If such claims, costs, losses, and damages exceed such unpaid balance, Contractor shall pay the difference to Owner. Such claims, costs, losses, and damages incurred by Owner will be reviewed by Engineer as to their reasonableness and, when so approved by Engineer, incorporated in a Change Order. When exercising any rights or remedies under this Paragraph, Owner shall not be required to obtain the lowest price for the Work performed.
- D. Notwithstanding Paragraphs 15.02.B and 15.02.C, Contractor's services will not be terminated if Contractor begins within seven days of receipt of notice of intent to terminate to correct its failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of said notice.
- E. Where Contractor's services have been so terminated by Owner, the termination will not affect any rights or remedies of Owner against Contractor then existing or which may thereafter accrue. Any retention or payment of moneys due Contractor by Owner will not release Contractor from liability.
- F. If and to the extent that Contractor has provided a performance bond under the provisions of Paragraph 5.01.A, the termination procedures of that bond shall supersede the provisions of Paragraphs 15.02.B and 15.02.C.

### 15.03 *Owner May Terminate For Convenience*

- A. Upon seven days written notice to Contractor and Engineer, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for (without duplication of any items):
1. completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
  2. expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses;
  3. all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) incurred in settlement of terminated contracts with Subcontractors, Suppliers, and others; and
  4. reasonable expenses directly attributable to termination.
- B. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

### 15.04 *Contractor May Stop Work or Terminate*

- A. If, through no act or fault of Contractor, (i) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (ii) Engineer fails to act on any Application for Payment within 30 days after it is submitted, or (iii) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon seven days written notice to Owner and Engineer, and provided Owner or Engineer do not remedy such suspension or failure within that time, terminate the Contract and recover from Owner payment on the same terms as provided in Paragraph 15.03.
- B. In lieu of terminating the Contract and without prejudice to any other right or remedy, if Engineer has failed to act on an Application for Payment within 30 days after it is submitted, or Owner has failed for 30 days to pay Contractor any sum finally determined to be due, Contractor may, seven days after written notice to Owner and Engineer, stop the Work until payment is made of all such amounts due Contractor, including interest thereon. The provisions of this Paragraph 15.04 are not intended to preclude Contractor from making a Claim under Paragraph 10.05 for an adjustment in Contract Price or Contract Times or otherwise for expenses or damage directly attributable to Contractor's stopping the Work as permitted by this Paragraph.

## **ARTICLE 16 – DISPUTE RESOLUTION**

### 16.01 *Methods and Procedures*

- A. Either Owner or Contractor may request mediation of any Claim submitted to Engineer for a decision under Paragraph 10.05 before such decision becomes final and binding. The mediation

will be governed by the Construction Industry Mediation Rules of the American Arbitration Association in effect as of the Effective Date of the Agreement. The request for mediation shall be submitted in writing to the American Arbitration Association and the other party to the Contract. Timely submission of the request shall stay the effect of Paragraph 10.05.E.

- B. Owner and Contractor shall participate in the mediation process in good faith. The process shall be concluded within 60 days of filing of the request. The date of termination of the mediation shall be determined by application of the mediation rules referenced above.
- C. If the Claim is not resolved by mediation, Engineer's action under Paragraph 10.05.C or a denial pursuant to Paragraphs 10.05.C.3 or 10.05.D shall become final and binding 30 days after termination of the mediation unless, within that time period, Owner or Contractor:
  - 1. elects in writing to invoke any dispute resolution process provided for in the Supplementary Conditions; or
  - 2. agrees with the other party to submit the Claim to another dispute resolution process; or
  - 3. gives written notice to the other party of the intent to submit the Claim to a court of competent jurisdiction.

## **ARTICLE 17 – MISCELLANEOUS**

### **17.01 *Giving Notice***

- A. Whenever any provision of the Contract Documents requires the giving of written notice, it will be deemed to have been validly given if:
  - 1. delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended; or
  - 2. delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to the giver of the notice.

### **17.02 *Computation of Times***

- A. When any period of time is referred to in the Contract Documents by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation.

### **17.03 *Cumulative Remedies***

- A. The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract Documents. The provisions of this Paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

17.04 *Survival of Obligations*

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract Documents, as well as all continuing obligations indicated in the Contract Documents, will survive final payment, completion, and acceptance of the Work or termination or completion of the Contract or termination of the services of Contractor.

17.05 *Controlling Law*

- A. This Contract is to be governed by the law of the state in which the Project is located.

17.06 *Headings*

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions.

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