

**PERMIT SET / BID DOCUMENTS**  
**PROJECT MANUAL & SPECIFICATIONS**  
**PARKING LOT EXPANSION**

FOR  
UPPER VALLEY CAREER CENTER  
8901 LOONEY ROAD  
PIQUA, OHIO 45356

JULY 2026

PREPARED BY



**PROJECT MANUAL & SPECIFICATIONS**

**DIVISION 00 – PROCUREMENT & CONTRACTING REQUIREMENTS**

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All other specifications are noted on the drawings.

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**LEGAL NOTICE  
INVITATION TO BID**

PARKING LOT EXPANSION PROJECT  
UPPER VALLEY CAREER CENTER  
8901 Looney Road  
Piqua, OH 45356

Separate sealed bids for furnishing all labor, materials, and equipment necessary to complete the Parking Lot Expansion Project for Upper Valley Career Center, 8811 Career Center Drive, Piqua, Ohio 45356 as specified, will be received by the Office of the Treasurer, Upper Valley Career Center located at 8811 Career Drive, Piqua, Ohio 45356, August 13, 2026 at 2:00 P.M. (local time) and will be opened and read aloud at that time at the above address.

Bids may be mailed or delivered in person to Mr. Anthony Fraley, Treasurer, at 8811 Career Center Drive, Piqua, Ohio 45356, on or before August 13, 2026. Bids received after 2:00 P.M. (local time) will be returned unopened. No bids received through FAX transmission will be accepted.

Copies of bidding documents may be examined during regular business hours at the Dayton Builders Exchange and McGraw-Hill Dodge and the office of the Architect, Levin Porter Associates, Inc. 3011 Newmark Drive, Miamisburg, OH 45342. Qualified Bidders may obtain digital sets of bidding documents after July 22, 2026 by contacting Mark Wiseman at [mwiseman@levin-porter.com](mailto:mwiseman@levin-porter.com). Documents will be distributed via electronic .pdf file only (no fee).

A Pre-Bid Meeting will be held at 8811 Career Center Drive, Piqua, Ohio 45356 on August 5, 2026 at 3:00 PM. All bidders are encouraged to attend.

A bid security in the form of a Bid Bond in accordance with Chapter 153.54 of the Ohio Revised Code in the amount of 100 percent of the total bid shall accompany each bid, or a certified check, cashier's check, or letter of credit pursuant to Chapter 1305 of the Ohio Revised Code in the amount of 10 percent of the total bid shall accompany each bid. The successful bidder(s) will be required to furnish a satisfactory performance bond for one hundred (100%) of the contract price.

No bidder may withdraw his bid within 60 days after the actual date of the bid opening.

The Board of Education reserves the right to reject each and every bid, and to waive informalities and errors in bidding to the extent permitted by law. This includes the right to extend the date and time for receipts of bids.

BOARD OF EDUCATION  
UPPER VALLEY CAREER CENTER

By: Steve Verhoff, Director of Business Operations  
Publication Dates: July 22, 2026

INSTRUCTIONS TO BIDDERS

1. EXAMINATION OF DOCUMENTS AND SITE CONDITIONS

- A. Study all Contract Documents. Direct inquiries to Architect in writing. Clarifying addenda, which will become part of the Contract Documents, will be printed and distributed to all persons holding Bidding Documents. The Architect and Owner will not be responsible for oral instructions.
- B. Examine site to obtain first-hand knowledge of existing conditions. No allowance will be made subsequently on behalf of the Contractor for any error or negligence on his part in this connection.
- C. Sets of documents for on-premise use of sub-bidders are available at the plan rooms listed in Legal Notice in addition to the Architect's offices in Dayton, Ohio.

2. BASIS FOR BID AND AWARDS

- A. Bidders shall submit separate LUMP SUM proposals for any or all divisions of work requested on the Form of Proposal. If space is provided on the Form of Proposal for bidding combinations of bid items or divisions of work, bidders may submit a LUMP SUM proposal for any combination or all bid items shown. Bidders are encouraged but are not required to submit separate LUMP SUM proposals for those bid items included in any such combination bid.
- B. Include all unit cost items and Alternates requested on the Form of Proposal that pertain to the bid items, divisions of work, or combinations thereof that you bid.
- C. The Owner reserves the right to waive informalities and reject any or all bids or to accept the bid which embraces such combination of alternate proposals as may be in the best interest of the Owner.

3. BID EVALUATION CRITERIA

- A. As authorized under Section 3313.46(A)(6), ORC, the Owner reserves the right to accept or reject any or all bids, in whole or in part, and to award the Contract to any remaining Bidder the Owner determines to be the lowest responsible Bidder. The Owner reserves the right to reject any Alternate or Alternates and to accept any remaining Alternate or Alternates. Alternates may be accepted or rejected in any order.
- B. As authorized under Section 3313.46(A)(9), ORC, the bid of any Bidder who engages in collusive bidding shall be rejected. The Owner may reject the bid of any Bidder who has engaged in collusive bidding at any future bid opening.
- C. The Owner reserves the right, but shall not be required, to waive, or to allow any Bidder a reasonable opportunity to (except the requirements of paragraph 1B 2.8.1), provided the irregularity or deficiency does not affect the bid amount or otherwise give the Bidder a competitive advantage versus other Bidders. Noncompliance with any requirement of the Contract Documents may cause a Bidder to be rejected.

- D. The Bidder recognizes the right of the Owner to reject a bid, if the Bidder failed to furnish required bid security, or to submit the data required by the bidding documents, or if the bid is incomplete or irregular.
- E. The right is reserved to reject bids where an investigation of the available evidence of information does not satisfy the Owner that the Bidder is qualified to properly carry out the terms of the Contract Documents.
- F. Bona fide bids in a definite stated amount, without special clauses governing price of labor and material increases, shall be the only ones that will be considered. No Contract shall be entered into carrying what is commonly known as an "Escalator Clause".
- G. Bids which contain qualifications or conditions that are contrary to the text or intent of the Contract Documents, and which are inserted in the bid for the purpose of limiting or otherwise qualifying the responsibility of the bidder, outside of the text or intent of the Contract Documents, will be subject to disqualification.
- H. Failure to submit the requested information with the bid shall be grounds for rejecting the bid.
- I. The Owner also reserves the right to reject the bid of a bidder as not responsible who has previously failed to perform properly or to complete contracts of a similar nature on time, who is not in a position to perform the Contract, or who has habitually, and without just cause, neglected the payment of bills or otherwise disregarded his obligations to subcontractors, materialmen, or employees.

#### 4. BID EVALUATION PROCEDURE

- A. Pursuant to Section 3313.46(A)(6), ORC, the Contract will be awarded to the lowest responsible Bidder as determined at the discretion of the Owner. The following procedures shall be followed by the Owner to implement the provisions of Section 3313.46(A)(6), ORC.
  - 1. In determining which Bidder is the lowest, the Owner shall consider the Base Bid and any requested Alternate or Alternates which the Owner determines to accept.
  - 2. The total of the accepted Alternate(s) will be added to the Base Bid for the purpose of determining the lowest Bidder.
  - 3. If two or more Bidders submit the same bid amount and are determined to be responsible, the Owner reserves the right to select one Bidder by lot in the presence of all such bidders in such manner as the Architect shall determine and such selection shall be final.
- B. In determining whether a Bidder is responsible, factors to be considered include, without limitation:
  - 1. Whether the Bidder's bid is responsive; specifically, whether the Bidder's bid responds to the Contract Documents in all material respects and contains no irregularities and deviations from the Contract Documents which would affect the amount of the bid or otherwise give the Bidder a competitive advantage.
  - 2. Preferences required by law or the Owner where applicable;

3. The experience of the Bidder;
  4. The financial condition of the Bidder;
  5. The conduct and performance of the Bidder on previous contracts, including the contracts involving the Owner and Architect;
  6. The facilities of the Bidder;
  7. The management skills of the Bidder;
  8. The ability of the Bidder to execute the Contract properly;
  9. A Bidder who submits a bid for work as a Mechanical Contractor, i.e., for electrical, plumbing, hydronics, refrigeration, or heating, ventilating and air conditioning, may be required to submit evidence of licensure by the Ohio Construction Industry Examining Board;
- C. The Architect shall obtain from the lowest Bidder and such other Bidders as the Architect determines to be appropriate any information appropriate to the consideration of factors showing responsibility, including but not limited to:
1. Overall experience of the Bidder, including number of years in business under present and former business names;
  2. Complete listing of all ongoing and completed public and private construction projects in the last three years with Project name, Owner name, address and phone number; architect name, address and phone number; contract nature and amount, percent complete and / or schedule completion date.
  3. Complete listing of the construction experience and present commitments of key organization managers and individuals.
  4. Description of relevant facilities of Bidder.
  5. Complete listing of ongoing and completed litigation, formal dispute resolutions initiated by, or against, the Bidder, related to any public and private project in the last three years.
  6. Complete listing of any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years.
  7. Trade and Bank References, including information concerning the Bidder as reported by Dunn and Bradstreet and other similar reporting sources (e.g. Financial Information Report, Credit Advisory, Payment Analysis Business Information).
  8. Description of the management experience of the Bidder's project manager(s) and superintendent(s).
  9. Complete list of major subcontractors with an estimated contract value of \$250,000 or more, which the Bidder proposes to employ on the project.
  10. Current Ohio Workers Compensation Certificate.

- D. If the lowest Bidder is not responsible, and all bids are not rejected, the Owner shall follow the procedures set forth in Paragraph 4.B and 4.C (above) with each next lowest Bidder until the contract is awarded, all bids are rejected or all Bidders are determined not to be responsible.
- E. Owner may reject all bids for one or more bid packages, prior to, during or after any Bidder evaluation in Paragraph 3 (above), and may re-advertise using the original estimate, or an amended estimate, and advertise in the manner provided for in the advertisement.

5. REJECTION OF BID BY OWNER

- A. If the lowest Bidder is not responsible, the Owner shall reject such Bidder and notify the Bidder in writing by certified mail of the finding and the reasons for the finding.

6. STANDARDS - SUBSTITUTIONS

- A. The name or make of any product(s) named in the Specifications to denote the kind and quality required as a STANDARD, whether or not the words, "or equal" or "approved equal" or other synonymous terms are used, shall be known as "Standards". Where two or more standards are listed together Bidders may bid on any of the "Standards" named. All Bid Proposals shall be based on standards specified.
- B. Bidders desiring consideration for the use of products not named in the Specifications, may submit proposals for the substitution of same for Standards as specified, providing the Substitution List included in the Bid Proposal is used. Complete Specifications and descriptions of the substitution being submitted shall be furnished to the Architect, if the substitution is to be considered for acceptance. Any substitution as approved by the Architect and accepted by the Owner will be incorporated in the formal contract. If the Bidder offers no substitutions on the Substitution list, the "Standard" specified shall be used.

7. BID SECURITY

- A. Each Proposal shall be accompanied by a certified check or cashier's check upon a solvent bank or a letter of credit pursuant to Ohio Revised Code Chapter 1305 executed by a surety company authorized to do business in the State of Ohio, for a sum equal to ten percent (10%) of the amount of the bid submitted, or, in the alternate, the bid can be accompanied by a Bid and Performance Bond for a sum equal to one hundred percent (100%) of the amount of the bid submitted, all pursuant to Revised Code Section 153.54, as guarantee that if the bid is accepted, a Contract will be entered into and its performance properly secured. Should any proposal be rejected, such certified check, cashier's check or letter of credit will be returned to the bidder, and should any proposal be accepted, such check or letter of credit will be returned to the bidder upon the proper execution and securing of the Contract and Performance Bond pursuant to Revised Code Section 153.54.
- B. If the bidder fails to furnish an appropriate bid guaranty with the bid, the bid shall be rejected as non-responsive. Telegraphic notification of execution of a bid bond does not meet the requirements of a bid guaranty accompanying the bid. Use of a form containing additional materials language from that required by statute will not be accepted and bidders are urged to use the bond form contained in the bid documents.

- C. If a surety company bond is furnished, each bond must be accompanied by a Power of Attorney of the agent of the company signing same, showing that said agent is authorized to execute bonds in a sum sufficient to cover the amount of the bond in each particular case. The bond must also be accompanied by a certificate signed by the Superintendent of Division of Insurance, State of Ohio, showing that said company is authorized to do business in Ohio.

8. PERFORMANCE BOND AND LABOR AND MATERIAL BOND

- A. Any bidder to whom a Contract is awarded that secured his Proposal with a certified check, cashier's check or a letter of credit, within 10 days after notification of award, shall furnish a Performance Bond pursuant to the Ohio Revised Code Section 153.54.
- B. The surety company bond shall be accompanied by a Power of Attorney of the agent of the company signing same, showing the said agent is authorized to execute bonds in a sum sufficient to cover the amount of the bond. The bond must also be accompanied by a certified check signed by the Superintendent of Division of Insurance, State of Ohio, showing that said company is authorized to do business in Ohio.

9. FORM OF PROPOSAL

- A. ***Submit two (2) copies of the Form of Proposal.*** All proposals shall be submitted upon the blank "Form of Proposal" furnished by the Architect. The wording of the Form of Proposal shall be used without change, alteration or addition.
- B. The bidder must state both in words and figures all specified lump sums and other specific items when and as noted and provided in the Form of Proposal. In case of discrepancy, the amount in words shall govern.
- C. Signatures shall be legibly written in longhand, and name typed or printed below signature. In case of partnership, the name of each individual shall be given; in case of corporation, the signature of the officer duly authorized to sign shall appear under the corporate name and seal.
- D. Proposals shall be enclosed in a sealed opaque envelope with Bidder's name in the upper left hand corner, and shall be endorsed "Proposal for (fill in name of contract(s) bid) Work for Construction of **PARKING LOT EXPANSION FOR UPPER VALLEY CAREER CENTER**".
- E. No bidder may withdraw his proposal for a period of 60 days after the date of bid opening.
- F. The attached Form of Proposal is for reference only. Loose copies are available from the Architect upon request.

10. FORM OF CONTRACT

- A. Form of Contract: AIA Document A101, "Standard Form of Agreement Between Owner and Contractor When Basis of Payment is Stipulated Sum-2017 Edition" shall be form used for all Contracts with the Owner.

11. AWARD OF CONTRACT

- A. The Contract shall be considered as awarded when formal notice of award or letter of intent has been served upon the successful bidder by the Owner or the Architect, but the Agreement shall not be complete until the signed Agreement, satisfactory surety bonds and insurance certificates have been furnished by the successful bidder at his own expense, to the Owner.
- B. It is the intent of the Owner to award the contract immediately. Contract award will be based on the lowest and best combined total of Base Bid plus or minus the bids of any Alternates that may be accepted. Definition of lowest and best bid shall be the lowest for the combination of base bid and alternates that is in the opinion of the Owner in the best interest of the Owner.
- C. Allow 60 days after receipt of bids for Owner's review of bids and preparation of Contract.

12. COMPLETION DATE

- A. The work shall begin no later than seven (7) days after Owner's signing of the Contract and/or issuance of Notice to Proceed, and shall achieved Substantial Completion no later than the specified Substantial Completion date, and shall achieve Final Completion by the specified Final Completion Date.
- B. See Specification Section 01 01 00 – Summary of Work for information on project scheduling requirements and Substantial Completion and Final Completion dates.
- C. The actual date the Contractor achieves Substantial Completion shall be the date the Architect determines the work has achieved Substantial Completion and subsequently issues the Certificate of Substantial Completion to Owner and Contractor.
- D. The actual date the Contractor achieves Final Completion shall be the date the Architect determines all work has been completed and subsequently approves the Final Application for Payment of the Contractor.

13. LIQUIDATED DAMAGES

- A. Time is of the essence of the Contract, and dates of Substantial Completion and Final Completion are essential. Failure to meet these dates will cause damage to the Owner.
- B. Failure of the Contractor to achieve Substantial Completion and/or Final Completion by the dates specified will result in Liquidated Damage being assessed against the Contractor as prescribed in the Contract Documents.
- C. Key Project Dates: As listed in Specification Section 01 01 00 – Summary of Work.

14. PRE-BID CONFERENCE

- A. ***A Pre-Bid Meeting will be held at 8901 Looney Road, Piqua, OH 45356 on August 5, 2026 at 3:00 PM.*** This is not mandatory, however all prime bidders and major subcontractors are requested to have representatives attend.

15. SUBCONTRACTING

- A. The Contractor may utilize the services of Subcontractors, however the successful bidder shall submit to the Architect, for approval before contract is entered into, a complete list naming all proposed Subcontractors.
- B. The Owner reserves the right to accept or reject the employment of any or all Subcontractor(s).
- C. The Contractor shall be fully responsible to the Owner for the acts and omissions of his Subcontractors as he is for the acts and omissions of persons directly employed by him.

16. CONTRACTOR'S QUALIFICATIONS

- A. Contractor shall submit, when requested by the Architect, a list of similar projects (size, scope and schedule) completed within the last 10 years and a list of references.
- B. Contractor's qualification statement when requested shall be provided on AIA Document A305, "Contractor's Qualification Statement" form.

17. QUESTIONS

- A. Submit all questions about Documents to Architect in writing. Replies will be submitted to all qualified bidders in writing. Such written clarifications shall be considered Addenda and also shall become part of the Contract. The Architect and Owner will not be responsible for oral clarification. Questions received less than three (3) days before Bid Opening cannot be answered.

18. OHIO SALES TAX EXEMPTION

- A. Materials for this building are not subject to the State of Ohio Sales Tax. Contractor will be a licensed vendor in State of Ohio and will purchase material for this work without payment of Sales Tax. Owner will furnish Contractor with Certificate of Exemption.

19. DELINQUENT PERSONAL PROPERTY TAX STATEMENT

- A. Prior to entering a Contract for the Work, Contractor shall furnish a signed and notarized "Delinquent Personal Tax Statement" per requirements of Ohio Revised Code Section 5719.042. ***This form shall be submitted with the Bid / Form of Proposal.***

20. NON-COLLUSION AFFIDAVIT

- A. Prior to entering a Contract for the Work, Contractor shall furnish a signed and notarized "Non-Collusion Affidavit" included in this Specification. ***This form shall be submitted with the Bid / Form of Proposal.***

END OF SECTION

FORM OF PROPOSAL

TO: Mr. Anthony Fraley, Treasurer  
Upper Valley Career Center  
8811 Career Drive  
Piqua, Ohio 45356

Having carefully read and examined the Contract Documents for the Execution and Construction of the PARKING LOT EXPANSION PROJECT for UPPER VALLEY CAREER CENTER and having inspected the premises and all the conditions affecting the work, the undersigned propose(s) to furnish all materials and perform all labor necessary to performance and completion of such item or items as are enumerated below, all to be in full accordance with the Bidding and Contract Documents; and further, agrees that if any or all of said bids be accepted, the undersigned will enter into a Contract according to the form required by the Owner for the faithful performance of labor and furnishing of material included in such bid or bids so accepted, and will furnish a good and sufficient Bond to the satisfaction of the Owner, in an amount equal to one hundred percent (100%) of the Contract Price for the faithful performance of such Contract as required by law and the Owner.

Addenda Received prior to submission of Bid:

Addendum Number(s): \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
(Contracting Firm) (Date)

Address of Firm: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Contacting Firm's Point of Contact for this Bid: \_\_\_\_\_

**BID ITEM NO. 1: COMPLETE CONTRACT - Base Bid Total Contract Proposal**

BID TOTAL, for the sum of:

\_\_\_\_\_ (Dollars)                      \$ \_\_\_\_\_

**SUBSTITUTION LIST**

All Bids shall be based upon the STANDARD specified or their EQUALS. Bidders desiring to make Substitutions for "STANDARD" specified or different methods of construction shall list the proposed Substitution or Methods below, together with the Base Bid:

| Brand, Make or<br>Method Specified | Proposed<br>Substitution | Add | Deduct | No<br>Change |
|------------------------------------|--------------------------|-----|--------|--------------|
|                                    |                          |     |        |              |
|                                    |                          |     |        |              |
|                                    |                          |     |        |              |
|                                    |                          |     |        |              |

**TIME OF COMPLETION**

I, or we, agree to complete the work covered by the Proposal, on or before the date required by the Contract Documents

**BID BONDS**

Bond Security is attached hereto as required by the Contract Documents.

THE BIDDER IS:

1. An individually owned firm and the Owner is:

\_\_\_\_\_

2. A Partnership of the State of \_\_\_\_\_, and the partners are:

\_\_\_\_\_

3. A Corporation of the State of Ohio:  
State Name and Address of all persons and parties interested in the foregoing Proposal other than the Bidder:

\_\_\_\_\_

\_\_\_\_\_

AGREEMENT

The Contractor agrees to accept the Award of Contract any time within sixty (60) days after Bids are received.

BIDDER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

END OF SECTION

**BID GUARANTY AND CONTRACT BOND**

**(SECTION 153.571 OHIO REVISED CODE)**

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

\_\_\_\_\_  
(name and address)

as principal and \_\_\_\_\_

(name of surety) as Surety, are hereby held and firmly held and bound unto the **Upper Valley Career Center** hereinafter called the Obligee, in the penal sum of the dollar amount of the bid submitted by the Principal to the Obligee on \_\_\_\_\_ to undertake the project known as \_\_\_\_\_.

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 (\$\_\_\_\_\_). (If the line above is left blank, the penal sum will be the full amount of the Principal's bid, including alternates. Alternatively, if completed, 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 on the above referred to 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 the Obligee the difference not to exceed ten percent 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 will pay the Obligee the difference not to exceed ten percent of the penalty hereof between the amount specified in the bid, or the costs, in connection with the resubmission, of printing new contract documents, required advertising and printing and mailing notices to prospective bidders, whichever is less, then this obligation 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 days after awarding of the contract, enters into a proper contract in accordance with the bid, plans, details and specifications, and bills of materials, which said contract is made a part of this bond the same as though set forth herein; and

IF THE SAID Principal shall well and faithfully perform each and every condition of such contract, and indemnify the Obligees against all damage suffered by failure to perform such contract according to the provisions thereof and in accordance with the plans, details, specifications, and bills of material thereof; for labor performed and materials furnished in the carrying forward, performing, or completing of said contract; we agree and assenting that this undertaking shall be for the benefit of any materialism or laborer having a just claim, as well as for the Obligees 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 said contract in or to the plans and specifications therefore shall in any wise affect the obligations of said Surety on its bond and it does hereby waive notice of any such modifications, omissions or additions to the terms of the contract or to the work or to the specifications.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

PRINCIPAL

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

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

Surety: \_\_\_\_\_ Surety Company Address:

By: \_\_\_\_\_  
Attorney-In-Fact

\_\_\_\_\_ Street  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

SURETY AGENT'S ADDRESS:

\_\_\_\_\_ Agency Name  
\_\_\_\_\_ Street  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
\_\_\_\_\_ Telephone

**DELINQUENT PERSONAL PROPERTY TAXES**

TO:

I submitted a bid to \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, and having been awarded the contract described as (Insert contract number or a brief description of the work or service to be performed), submit statement to comply with the requirement of Section 5719.042, Ohio Revised Code.

NOTE: If paragraph No. 1 below is applicable, the bidder should sign in the space provided at the end of the paragraph, and then cross out paragraph No. 2.

If paragraph No. 2 below is applicable, the bidder should insert the requested information and then cross out paragraph No. 1.

No. 1: At the time I submitted my bid I was not charged with any delinquent personal property taxes on any general tax list.

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
Signature of Officer (Title)

No. 2: At the time I submitted my bid I was charged with delinquent personal property taxes, penalties and interest as follows:

\$ \_\_\_\_\_ Delinquent Taxes

\$ \_\_\_\_\_ Penalties

\$ \_\_\_\_\_ Interest

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
Signature of Officer (Title)

State of Ohio  
County of \_\_\_\_\_ SS:

\_\_\_\_\_, being first duly sworn, says that the statements made above are true as he/she verily believes.

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

**NON-COLLUSION AFFIDAVIT**

State of Ohio, County of \_\_\_\_\_.

The Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint bid, each party thereto certifies as to such party's organization, under penalty of perjury, that to the best of the undersigned's knowledge and belief.

1. The Base Bid, Unit Prices or any Alternate bid in the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purposes of restricting competition as to any matter relating to such Base Bid, Unit Prices, or Alternate bid with any other Bidder.
2. Unless otherwise required by law, the Base Bid, Unit Prices or Alternate bid which have been quoted in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other bidder that would have any interest in the Base Bid, Unit Prices, or Alternate Bid.
3. No attempt has been made or will be made by the Bidder to induce any other individual, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

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

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

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

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

**ADDITIONAL SIGNATURE FOR JOINT VENTURE**

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

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

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

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

State of Ohio, County of \_\_\_\_\_ SS.

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

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

GENERAL CONDITIONS OF THE CONTRACT

The General Conditions of the Contract for Construction, AIA Document A201-2017 Edition of the American Institute of Architects, may not accompany each set of Specifications, but are hereby made a part of this Specification, and shall be considered binding and become a part of the Contract.

Copies of these General Conditions are on file at the office of the Architect may be obtained if requested.

END OF SECTION

SECTION 1A - SUPPLEMENTARY GENERAL CONDITIONS

1. SCOPE

Except as modified by other parts of the Contract Documents, The original provisions of "General Conditions of the Contract for Construction," AIA Document A201, 2017 Edition, shall remain in full effect. The following Supplementary General Conditions shall be considered as additions or modifications to the original provisions.

2. DOCUMENTS REQUIRED PRIOR TO SIGNING OF CONTRACT

Immediately upon the award of, and prior to the signing of the contract, the successful Bidder shall furnish to the Architect:

- A. If Contractor's Proposal is secured by a means other than a Bid Guarantee and Contract Bond, a Bond meeting the requirements of Ohio Revised Code Chapter 153. Said Bond shall:
  - 1. Be written for an amount not less than 100% of the Contract Amount.
  - 2. Be accompanied by a Power of Attorney of the Agent of the Company signing the same, showing that said agent is authorized to execute a bond in a sum sufficient to cover the amount of the bond.
  - 3. Be accompanied by a certificate signed by the Superintendent of Division of Insurance, State of Ohio, showing that said company is authorized to do business in Ohio.
- B. A signed and notarized copy of a "Delinquent Personal Property Tax Statement" for the Contractor per the requirements of Ohio Revised Code Section 5719.042.
- C. Certificates of Insurance Coverage for all insurance coverage required of the Contractor by the Contract Documents.
- D. Workman's Compensation Certificates.
- E. Complete list of Subcontractors and material and equipment suppliers with a complete listing of all segments of the Work each Subcontractor and material and equipment supplier shall be used for.
- F. The full name, address and phone number, including residential phone number, of the Job Superintendent for Contractor and major Subcontractor, who will be in charge during the entire duration of the project.
- G. Schedules of Values (Division of Contract). The schedule of values cost breakdowns shall follow the Construction Specification Institute (CSI) division of work/sequence. In addition to the CSI cost breakdown listing, the following additional cost breakdowns are required:

Bond & Insurance  
Site Mobilization  
General Conditions  
Scheduling and Coordination of work

Field Supervision  
Punchlist  
Project Closeout Items

All costs shall indicate the labor and material cost associated with each items noted on the cost breakdown.

- H. Time-progress schedule of the Work. The General Trades Contractor shall develop and maintain the overall project schedule for the work. Each Prime Contractor shall submit a submittal schedule to the Prime Contractor for review.

### 3. CONTRACT DOCUMENTS

- A. Contract documents as indicated in Paragraph 1.1.1 of the General Conditions, shall be modified to include the following documents:

1. Drawing sheets
2. General Conditions (AIA Document A201-2017)
3. Supplementary General Conditions.
4. Additional Conditions
5. General Requirements (Division 1).
6. Owner/Contractor Agreement (AIA A101-2017)
7. Bid Guaranty and Contract Bond
8. Specifications
9. Addenda, as issued prior to the receipt of Bids.

- B. Drawings and Specifications

1. The successful contractor(s) will be furnished PDF files of the drawings and specifications which will include all bid addendum and code review items.
2. Contractor shall keep one (1) complete clean copy of all drawings and specifications for the work, in good shape, available to everyone engaged on the job, see Paragraph 3.11 of the AIA Document A201-2017. In addition one (1) complete copy of all Drawings and Specifications shall be maintained to record all changes made during the execution of the Work.
3. The Drawings are divided by category and the Specifications are divided into Divisions and Section for the purpose of providing order to the many elements of the work. The Contractor is responsible for a complete familiarity of all of the Contract Documents and the complete understanding of the Scope of responsibility of the Contractor's work. The Contractor is also responsible to establish the Scope of any subcontractor's work; the division of the Construction Documents is not intended to establish such divisions of responsibility.
4. Unless specifically indicated otherwise, all elements of the Work shall produce a complete installation. Contractor is responsible to provide the materials, labor and services necessary to produce a complete installation regardless of the inclusion of all necessary components of the installation in the Contract Documents.

5. In event of inconsistencies within or between the Contract Documents, the Contractor shall provide the better quality or greater quantity of Work, and shall comply with the more strict requirement.
  6. Contractor shall be responsible to field verify all existing conditions. Any deviations found between the existing conditions and the Contract Documents, including dimensions, that affect the Work in any way shall be brought to the attention of the Architect immediately. 3.2.3 of the General Conditions (AIA Document A201-2017) is modified such that the Contractor shall be responsible for any corrective Work required as a result of failure to obtain guidance from the Architect for such deviations between existing conditions and the Contract Documents.
  7. The Contractor shall only forward a "Request for Information" to the Architect for elements of the Work where there is reason to believe there are errors, inconsistencies or omissions in the Contract Documents or there is reason to believe that there are deviations between existing conditions and requirements of Work represented in the Contract Documents. Requests for consideration of a substitute product or consideration of a product as an "equal" shall not be submitted as a Request for Information; such request shall be submitted under the conditions prescribed in the Specifications for Submittals. See Specification Section 1B-Additional Conditions for requirements associated with "Request for Information".
4. INSURANCE
- A. The Contractor shall furnish and maintain insurance as follows, in accordance with Article 11 of the AIA General Conditions, except as modified herein.
  - B. All policies shall be subject to the approval of the Owner.
  - C. The Owner shall be listed as co-insured on all policies.
  - D. The form and adequacy of Protective Liability Insurance shall be written, unless otherwise provided with minimum limits of \$2,000,000 for injury to one (1) person and \$2,000,000 limit for total injury in any one occurrence and the minimum for property damage in policies shall be \$2,000,000 in each case. Vehicles operated in connection with the project shall be included in the coverage. Coverage shall be written on the Comprehensive Form.
  - E. The Contractor shall furnish and maintain a Builder's All Risk Policy in the amount of the Contract.
  - F. Certificate of all required insurance shall be filed with the Architect prior to signing the Contract.

5. PERMITS

- A. Building and zoning permits required for construction shall be obtained and paid for by the Owner. The Owner will submit drawings and specifications to the governing authorities.
- B. Any other permits required will be obtained and paid for by the Contractor.
- C. All permits shall remain in full force for the period necessary to complete work under this Contract.

6. NOTICE OF COMMENCEMENT

- A. Pursuant to Section 1311.252, Ohio Revised Code, the Owner shall prepare a Notice of Commencement in affidavit form identifying the name and address of the Owner, the Project number, the name, address and trade of all Contractors, the date of execution of the Contracts, and the name and address of the Surety for each Contract, in addition to the name and address of the Owner's representative upon whom a Claim Affidavit may be served.
- B. The Notice of Commencement shall be made available upon request. The unavailability of a Notice of Commencement or incorrect information in the Notice of Commencement does not adversely affect the right of claimants, pursuant to Section 1311.252 (C), Ohio Revised Code.

7. JOB CONDITIONS

- A. The commencement of work by any Contractor or Subcontractor shall indicate his acceptance of all surfaces that his work will adjoin or cover, and of all job conditions. Each Contractor and Subcontractor shall be responsible for the satisfactory installations of his own work, regardless of contributory causes, once he has accepted job conditions. Any necessary corrections to said surfaces shall be reported immediately to the Architect prior to commencement of said work.

8. CONTRACTOR'S SUPERINTENDENT

- A. Contractor shall keep the same competent superintendent and any necessary assistants, on the work during its progress. All shall be satisfactory to the Architect.
- B. Superintendent shall have previous experience in this type of work and shall maintain progress schedule and be authorized to make field decisions in the absence of the Contractor. He shall not be required to perform work not related to administering, expediting or coordinating the work under this Contract.
- C. The Contractor shall attend to every part of the work personally, or through his competent foremen, who shall be constantly on the work, shall lay it out and give all necessary lines, levels, patterns and dimensions according to the accompanying drawings and these Specifications, and shall verify that Drawings and Specifications are observed by all Subcontractors and employees.
- D. The Contractor shall inspect all materials when delivered and see that it is properly stored and protected from damage until used and must keep himself familiar with the working drawings, scale and full size details and Specifications concerning all parts of the work at all

times, and must report to the Architect for correction of apparent errors, either in the drawings or specifications, as soon as discovered.

9. MATERIALS AND WORKMANSHIP

- A. The Architect or authorized representatives shall have the right to reject work and materials not in accordance with the true intent and meaning of the Drawings and Specifications.
- B. Contractor shall accept responsibility for any changes or deviations from the Drawings and Specifications made without authorization from the Architect.

10. MANUFACTURER'S DIRECTION

- A. All manufactured articles, materials and equipment shall be applied, installed, connected, erected, used, cleaned, adjusted and conditioned as directed by the manufacturer, unless herein specified to the contrary.

11. REVISIONS AND EXTRAS

- A. Contractor will accept orders for extra work or make changes in this Contract as per provisions of the General Conditions.
- B. If satisfactory resolution is not reached in Item "A" above, then all extra work or changes in the work shall be paid for on the basis of 10% in addition to the actual cost of labor as submitted by the Contractor and 10% on materials in accordance with suppliers' invoices. Contractor mark-up on sub-contractors is limited to 10%.

12. RELEASE OF LIENS

- A. Lien laws of the State of Ohio shall govern all work and materials.
- B. Contractor shall furnish the Owner with each estimate for payment and before final payment is made, a full Release of Lien signed by all Subcontractors and Material-men associated in any way with the work.
- C. If any Subcontractor refuses to furnish a release or receipt in full, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against any lien.
- D. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all the monies that the latter may have been compelled to pay in discharging such lien including all costs and a reasonable Attorney's fee.

13. PAYMENT TO CONTRACTOR

- A. Payment to the Contractor will be made in accordance with the General Conditions.
- B. At the end of each calendar month, the Contractor shall prepare and present to the Architect an estimate of work completed and materials which have been delivered on the site or secured for the job and stored during such month or subsequent to making of the last preceding estimate. Estimate forms will be AIA Documents G702 and G702A, Application and Certificate for Payment.

- C. Until all work is completed, the Owner shall make partial payments to the Contractor based on estimates prepared by the Contractor and approved by the Architect. These partial payments shall be governed by the following:
  - 1. Partial payments to the Contractor for labor performed shall be made at the rate of ninety-two percent of the approved estimates until the work of the Contract has achieved fifty percent completion. All payments for labor performed after the work of the Contractor has achieved fifty percent completion shall be paid based on one hundred percent of the approved estimates.
  - 2. Partial payments to the Contractor for materials shall be made at the rate of ninety-two percent of the approved estimates for materials delivered to the job site but not incorporated into the work. Once the materials are incorporated into the work, they shall be paid at one hundred percent of the approved percentage completion. All payments for materials delivered after the work of the Contractor has achieved fifty percent completion shall be paid based on one hundred percent of the approved estimates.
  - 3. The balance of labor estimates retained by Owner in 1, above, shall not be paid to the Contractor until the work of the Contractor meets the condition of Final Completion.
  - 4. The balance of material estimates retained by Owner in 2, above, shall not be paid until all materials required by the Work have been properly installed by the Contractor.
- D. All materials and work covered by partial payments made shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and Work upon which payments have been made or the restoration of any damaged Work, or as a waiver of the right of the Owner to require the fulfillment of all the terms of the Contract.
- E. Monthly estimates shall be proportioned to the Division of Contract. (Schedule of Values) prepared by the Contractor and approved by the Owner. Such monthly estimates shall be adjusted proportionately by item to agree with the total amount of the Contract
- F. Partial payments made as the work progresses shall in no way be construed as acceptance of any portion of the completed work embraced in the Contract.

#### 14. DEFINITIONS

- A. "Provide" - means furnish, fabricate, complete, deliver, install and erect, including labor, materials, equipment, apparatus, appurtenances extra expenses necessary to complete in place, ready for operation and/or use under the terms of the Contract Documents.
- B. "As Shown" - "As Indicated" - "As Detailed" - "As Noted" or words of similar import refer to Contract Drawings accompanying Specifications.
- C. "As Directed" - "As Ordered" - "As Designated" - "As Required" or words of similar import refer to the Architect's instruction.

- D. "Approved" - "Acceptable" - "Satisfactory" - or words of similar import refer to approved by, acceptable, or satisfactory to the Architect based on the best professional judgment of the Architect upon his review of conditions, data, and other information made available to him, but does not relieve the Contractor from his obligations and responsibilities as delineated in the Contract Documents.

15. ASSIGNMENT

- A. Assignment of this Contract or any part thereof, or any funds to be received thereunder, by the Contractor will be subject to the approval of the Owner. Such assignment shall contain a clause to the effect that it is agreed the funds to be paid the assignee under this assignment, are subject to the prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms and corporation, rendering such services or supplying such materials.

16. GUARANTEE

- A. For a period of one (1) year from the date of Substantial Completion by the Owner, all Contractors unconditionally shall warrant all material, equipment, design and workmanship to be free from inherent defects, and warrants against any malfunction caused thereby. Contractor shall at his own expense, cause all defects discovered during period to be removed, repaired and/or replaced to the complete satisfaction of the Owner.
- B. The Owner shall notify the Contractor in writing stating such defects and repairs to be made and the Contractor agrees to remedy such defects and make such repairs as directed by the Owner and to start the work not more than five (5) days from date of said notification. If the Contractor fails to make such repairs within five (5) days of said notification. Owner may cause said repairs to be made and charge said expenses to the Contractor.
- C. This guarantee shall not serve to reduce any otherwise longer guarantees and warranty periods under which any units or components are regularly sold, or which require longer guarantees under the Specifications.
- D. Contractor shall be responsible for making corrections of any Work found to be not in conformance with the Contract Documents regardless of when discovery of such non-conformance is discovered.

17. CODE COMPLIANCE

- A. The Contractor shall give all requisite notices to the proper authorities, obtain all official inspections, permits (except for permits specifically specified as the responsibility of the Owner) and licenses made necessary by the work and shall comply with all laws, ordinances, rules and regulations pertaining thereto.

18. WAGES

- A. Per the Ohio Revised Code, as a project for a Public School District, Prevailing Wages need not be paid.
- B. Contractor, when requested by the School District, shall be required to fill out a Prevailing Wage Exemption Survey Contractor Estimate Form.

19. OHIO SALES TAX EXEMPTION:

- A. As a public body, the Owner has a sales tax exemption status, and Work performed for this Project is exempt of such tax. Owner shall furnish Contractor proper sales tax exemption certification for use by the Contractor to avoid the need to make sales tax payments for materials, services and equipment related to the Work.

END OF SECTION

SECTION 1B - ADDITIONAL CONDITIONS

1. GENERAL

The following shall supplement the General and Supplementary Conditions of the Contract.

2. LAYOUT AND SURVEY

- A. The Contractor shall, from bench marks available at the site, verify all lines, levels and dimensions as shown on the Drawings, and shall report promptly any errors or inconsistencies to the Architect before commencing work. The Contractor shall be responsible for the proper location and level of all work.

3. MEASUREMENTS

- A. Before ordering any materials or doing any work, the Contractor shall verify all measurements at the site of the work and shall be responsible for the corrections of the same. Any discrepancies which may be found shall be promptly reported to the Architect for consideration before proceeding with the work.

4. ELECTRONIC FILES OF THE CONSTRUCTION DOCUMENTS

- A. The Architect, at his sole discretion and without obligation, can make graphics portions of the contract documents available for use by the Contractor in electronic format upon request and completion of a Waiver Agreement and review fees payable to the Architect.

- B. Electronic files shall be provided only after bids have been received for the project and contracts have been signed with the contractors.

- C. The electronic file formats provided by the Architect to the Contractor shall be as follows:

CADD Drawing Files: AutoCAD 2018  
Word Processing Files: Microsoft Word 2023  
Spreadsheet Files: Microsoft Excel 2023

- D. The Waiver Agreement provided by the Architect must be signed by the contractor making the request for the electronic files indicating the following conditions for the release of the electronic files.

1. The Contractor requesting these drawings solely for the purpose of coordinating and expediting the contractor's work on this specific project and for no other purpose.
2. The files on these diskettes are not Contract Drawings; they are work product tools used to produce the Contract Drawings. As such, they may contain information that may or may not be consistent with the Contract Drawings.
3. Ownership of the information to be provided to you as herein set forth is and shall remain the sole and exclusive property of the Architect.
4. The Architect makes no representation or warranty, expressed or implied, as to the quality or content of the information of these files.

5. CONTRACTOR ACCESS TO THE SITE

- A. All construction activity including storage of materials and employee parking, access to construction site, etc., shall be limited to the area of construction outline in the Site Logistics Plan(s).
- B. Contractor shall verify with the Owner the location of, and area available for the storage of material and tools, and the placement of the construction office and temporary storage. The Contractor shall clean up and restore such area, surfaced or unsurfaced, to their original conditions upon completion of the work.

6. CUTTING AND PATCHING

- A. Contractor shall provide openings, penetrations including cutting and patching as required to complete their installation by craftsmen skilled in that type of work:
- B. Cutting, when necessary shall be done with such tools and methods to prevent unnecessary damage to surrounding areas or equipment. No cutting shall be done which will in any way reduce the structural strength of the building. Should such cutting be necessary, consult the Architect and do not proceed with such operation unless the Architect's approval is given.
- C. Wherever existing walls, floors, ceilings, beams, etc., are cut, exposed cut surfaces must be neatly finished by patching, filling, etc., as required to the satisfaction of the Architect, or covered with Architect approved finish materials, such as metal and wood trim, adequately fastened and aligned.

7. PROTECTION OF EXISTING FACILITIES

- A. Extreme care shall be taken to properly protect all existing items to remain.
- B. Properly protect all components and surfaces of the existing structures.
- C. All existing items and surfaces damage during the work are to be repaired/replaced as required to equal or better condition than previously existed.

8. ASBESTOS CONTAINING BUILDING MATERIALS:

- A. The Owner shall make the Contractor aware of all suspect and confirmed asbestos containing building materials present at the project site as have been identified per the requirements of the Asbestos Hazard Emergency Response Act.
- B. Contractor shall be responsible to inform each of his employees and subcontractors of the location of asbestos containing building materials and require his subcontractors to do the same.
- C. Any Work associated with existing roofs may involve cutting or removal of asbestos containing roof felts and/or flashing membrane. Contractor shall use only craftsmen meeting

governing agency requirements for training to perform such Work. In addition all Work of this nature shall conform with prevailing regulations.

9. COMPLETION DATES

- A. The required dates of Substantial Completion and Final Completion are identified in Specification Section 01 01 00 – Summary of Work.

10. LIQUIDATED DAMAGES

- A. If Contractor fails to achieve Substantial Completion and Final Completion by the required dates, the Contractor shall be assessed liquidated damages.
- B. The Architect, based on his best professional judgment, shall determine the liability the contractor shall incur, if any, for liquidated damages based on the performance and/or failure to perform by Contractor.
- C. The maximum daily amount Contractor shall be held liable for liquidated damages shall be determined based on the Contract Amount of the Contractor as follows:

| <u>Contract Amount</u>           | <u>Dollars per day</u> |
|----------------------------------|------------------------|
| \$1.00 - \$50,000.00             | \$150.00               |
| \$50,001.00 - \$150,000.00       | \$250.00               |
| \$150,001.00 - \$500,000.00      | \$500.00               |
| \$500,001.00 - \$2,000,000.00    | \$1,000.00             |
| \$2,000,001.00 - \$5,000,000.00  | \$2,000.00             |
| \$5,000,001.00 - \$10,000,000.00 | \$2,500.00             |
| \$10,000,001.00 and more         | \$3,000.00             |

- D. Contractor liability to the Owner for Liquidated Damages shall entitle the Owner to retain from the amount owed the Contractor and/or recover from the Contractor Liquidated Damages, and not as penalty, amounts as set forth above for each and every calendar day thereafter until the condition causing the Liquidated Damages has been corrected. The Contractor acknowledges by submitting its bid and entering into a contract with Owner, that such amounts of Liquidated Damages represent a reasonable estimate of the actual damages that the Owner would incur if the work is not substantially and finally completed by the foregoing dates. These Liquidated Damages are damages for loss of use of the project. The Owner's right to recover Liquidated Damages shall not substitute for any other right of recovery for additional costs incurred should the Contractor fail to complete the Contract according to the Contract Documents.

11. REQUESTS FOR INFORMATION (RFI's)

- A. In the event that the contractor or subcontractor, at any tier, determines that some portion of the drawings, specifications, or other contract documents requires clarification or interpretation by the Construction Manager, the contractor shall submit a ***Request for Information*** in writing to the Architect. Requests for Information may only be submitted by the contractor and shall only be submitted on the Request for Information form provided by the Architect. The contractor shall clearly and concisely set forth the issue for which clarification or interpretation is sought and why a response is needed from the Architect. In the Request for Information, the contractor shall set forth an interpretation or understanding of the requirements along with reasons why such an understanding was reached.
- B. The Architect acknowledge that it is a complex project. Based upon the Architect's past experiences with projects of similar complexity, the Architect anticipate that there will probably be some Requests for Information on this project.
- C. The Architect will review all Requests for Information to determine whether they are Request for Information within the meaning of the term. If the Architect determines that the document is not a Request for Information, it will be returned to the contractor, un-reviewed as to content, for re-submittal on the proper form and in the proper manner.
- D. Responses to Requests for Information shall be issued within two (2) working days of receipt of the request from the contractor unless the Architect determine that a longer time is necessary to provide an adequate response. If a longer time is necessary by the Architect, the Architect will, within two (2) working days of receipt of the request, notify the contractor of the anticipated response time. If the contractor submits a Request for Information on an activity with two (2) working days or less of float on the current project schedule, the contractor shall not be entitled to any time extension due to the time it takes the Architect to respond to the request provided that the Architect responds within the two (2) working days set forth above.
- E. Responses from the Architect will not change any requirement of the contract documents. In the event the contractor believes that a response to a Request for Information will cause a change to the requirements of the contract documents, the contractor shall immediately give written notice to the Architect stating that the contractor considers the response to be a Change Order. Failure to give such written notice immediately shall waive the contractor's right to seek additional time or cost under the appropriate articles of the General Conditions.
- F. Copy of the RFI Form will be distributed at the Pre-Construction Meeting.

END OF SECTION

SECTION 010100 - SUMMARY OF WORK

PART 1 - GENERAL

1. DESCRIPTION

- A. The project consists of Parking Lot Expansion at Upper Valley Career Center, at 8901 Looney Road, Piqua, OH.
- B. Primary construction features
  - a. New 144 space parking lot.
  - b. New pole lighting
  - c. Earthwork
  - d. Drainage / storm line improvements

2. WORK BY OTHERS

- A. Other construction activities may be occurring on each of the sites that may need to be coordinated.

3. COMPLETION DATES AND CONSTRUCTION SCHEDULE

A. COMPLETION DATES

- 1. The required dates of Substantial Completion and final completion, as defined in the General Conditions of the Contract for Construction, are as follows:
  - a. Substantial Completion – November 20, 2026
  - b. Final Completion – November 30, 2026

B. CONSTRUCTION SCHEDULE

- 1. Work on site can begin on site may begin immediately after the Notice to Proceed is issued. Board approval is expected on August 24, 2026.
- 2. The Contractor shall order all equipment and materials associated with the work in order to be completed by the substantial completion date listed above.
- 3. Access to all emergency egress and exits shall be maintained at all times throughout the project.
- 4. The project area will be available to the Contractors during the holiday breaks with prior approval of the Owner.
- 5. The Contractor, at their option and at no additional cost to the Owner, may work on Saturdays and Sundays with prior approval of the Owner.

END OF SECTION

SECTION 013100 - PROGRESS SCHEDULE

PART 1 - GENERAL

1. RELATED DOCUMENTS

All provisions of the Contract Documents apply to this Section. The Contractor(s) shall be responsible for complete familiarity of same.

2. REQUIREMENTS INCLUDE

- A. Procedures for preparation and submittal of construction progress schedules and periodical updating.
- B. Contractors other than the General Contractor shall furnish, in a timely manner, detailed information required for preparation of the progress schedule by the General Contractor.

3. RELATED REQUIREMENTS

- A. Specified elsewhere:
  - 1. Section 013400 - Shop Drawing, Product Data and Samples.

4. FORMAT

- A. Prepare schedules as a horizontal bar chart with separate bar for each major portion of work or operation, identifying first workday of each week.
- B. Sequence of Listings: The Table of Contents of project manual.
- C. Scale and Spacing: To provide space for notations and revisions.
- D. Sheet Size: Minimum 11" x 17"

5. CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction. Indicate delivery dates for material and equipment critical to the progress of the work.
- B. Identify each item by major specification section number.
- C. Identify work of separate stages and other logically grouped activities.
- D. Provide sub-schedules for each stage of work.
- E. Provide sub-schedules to define critical portions of entire schedule.
- F. Show accumulated percentage of completion of each item and total percentage of work complete, as of the first day of each month.
- G. Provide separate schedule of submittal dates for shop drawings, product data, and samples

and dates reviewed submittals will be required from Architect. Show decision dates for selection of finishes.

6. REVISIONS TO SCHEDULES

- A. Indicate progress of each activity to date of submittals and projected completion date of each activity.
- B. Identify activities modified since previous submittal, major changes in scope and other identifiable changes.
- C. Provide narrative report to define problem areas, anticipated delays and impact on schedule. Report corrective action taken, or proposed and its effect.

7. SUBMITTALS

- A. Submit initial schedules within 15 days after date of Owner-Contractor Agreement. After review, resubmit required revised data within ten days.
- B. Submit revised Progress Schedule with each Application for Payment.
- C. Submit the number of opaque reproductions which Contractor requires, plus 3 copies which will be retained by Architect. Submit under transmittal letter.

8. DISTRIBUTION

- A. Distribute copies of review schedules to job site file, subcontractors, other contractors, suppliers and other concerned entities.
- B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

PART 2 - PRODUCTS

Not Applicable

PART 3 - EXECUTION

Not Applicable

END OF SECTION

SECTION 013400 - SHOP DRAWINGS, PRODUCT DATA & SAMPLES

PART 1 - GENERAL

1. RELATED DOCUMENTS

All provisions of the Contract Documents apply to this Section. The Contractor(s) shall be responsible for complete familiarity of same.

2. REQUIREMENTS INCLUDE

A. Procedures for submittals.

3. RELATED REQUIREMENTS

A. Specified elsewhere:

1. General Conditions: Definitions and basic responsibilities of entities.
2. Section 017000 - Project Close-Out

4. SHOP DRAWINGS

- A. Present in a clear and thorough manner. Title each drawing with project and contract name and number; identify each element of drawings by reference to sheet number and detail, schedule or room number of Contract Documents.
- B. Identify field dimensions, show relation to adjacent or critical features of work or products.
- C. Minimum Sheet Size: 11" x 17" or multiples of 8-1/2" x 11".
- D. Reproduction of Contract Documents are not acceptable as shop drawings.

5. PRODUCT DATA

- A. Submit only pages which are pertinent; mark each copy of standard printed data to identify pertinent products, referenced to Specification Section and Article number. Show reference standards, performance characteristics and capacities, wiring and piping diagrams and controls, component parts, finishes, dimensions and required clearances.
- B. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to work. Delete information not applicable.

6. SAMPLES

- A. Submit full range of manufacturer's standard finishes except when more restrictive requirements are specified, indicating colors, textures and patterns for Architect selection.
- B. Submit samples to illustrate functional characteristics of products, including parts and attachments.

- C. Approved samples which may be used in the work area indicated in specification sections.
- D. Label each sample with identification required for transmittal letter.
- E. Provide field samples of finishes at project, at location acceptable to Architect, as required by individual specification sections. Install each sample complete and finished. Acceptable finishes in place may be retained in completed work.
- F. Submit for approval two (2) samples, or as otherwise required by the specifications.

7. MANUFACTURER'S INSTRUCTIONS

- A. Manufacturer's instructions for storage, preparation, assembly, installation, start-up, adjusting, balancing and finishing.

8. CONTRACTOR REVIEW

- A. Review submittals prior to transmittal, determined and verify field measurements, field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of contract documents.
- B. Coordinate submittals with requirements of work and of contract documents.
- C. Sign or initial each sheet of shop drawings and product data and each sample label to certify compliance with requirements of contract documents. Notify Architect in writing at time of submittals, of deviations from requirements of contract documents.
- D. Do not fabricate products or begin work which requires submittals until return of submittal with Architect acceptance.

9. SUBMITTALS REQUIREMENTS

- A. Transmit submittals in accord with approved Progress Schedule.
- B. Use architect provided cover sheet for each submittal – fill out the form entirely.
- C. Apply Contractor's stamp, signed or initialed, certifying to review, verification of products, field dimensions and field construction criteria, and coordination of information with requirements of work and contract documents.
- D. Coordinate submittals into logical groupings to facilitate interrelation of several items:
  - 1. Finishes which involve Architect selection of colors, textures or patterns.
  - 2. Associated items which require correlation for efficient function or for installation.
- E. Original submission of shop drawings as required by the contract shall be in the form of one set of reproducible transparencies, such as ozalid, sepias and one set of prints. Standard mass produced items may be catalog cuts of which Contractor has had a reproducible transparency prepared, except in the instance of items especially adapted for this project.
- F. Submit number of samples specified in individual specification sections.

- G. Submit under Architect accepted form transmittal letter. Identify project by title and number, identify contract by number. Identify work and product by specifications section and article number.
- H. Contractor shall submit 2 copies of submittals to Owner at the same time the original submission is made to Architect.
- I. During the checking of shop drawings, phone conversations with Contractors, etc., if any revisions are being made to the contract documents, make a written record for all revisions to the drawings/specifications (for Record Drawings/Record Addendum), note the revisions in red, on the stick set of drawings/specifications and file the written record in the "Record Drawing and Record Addendum" section of the job notebook.

10. RESUBMITTALS

- A. Make resubmittals in accordance with requirements for initial submittals, clearly identify changes made since previous submittal.

11. DISTRIBUTION

- A. Duplicate and distribute reproductions of shop drawings, copies of product data and samples, which bear Architect stamp of approval, to job site file, Record Documents file, subcontractors, suppliers, other affected Contractors, and other entities requiring information.

PART 2 - PRODUCTS

Not Applicable

PART 3 - EXECUTION

Not Applicable

END OF SECTION

SECTION 015100 - TEMPORARY FACILITIES & CONTROLS

1. RELATED DOCUMENTS

All provisions of the Contract Documents apply to this section. The Contractors shall be responsible for complete familiarity with same.

2. BARRICADES

- A. The Contractor shall furnish and erect barricades constructed and located in strict accordance with the Codes, Rules and Regulations having jurisdiction over this work, and as approved by the Owner.
- B. The Contractor shall obtain and pay for all necessary permits with respect to the barricades from the proper authorities and keep such permits in full force for the duration of the project.
- C. Barricades shall be maintained in a slightly condition and shall remain in place after contract completion at the Owner's request.

3. CONSTRUCTION OFFICE AND SHEDS

- A. Each Contractor, at their option, shall provide and maintain adequate field office facilities with table, racks and filing cabinets to suitably accommodate the Drawings, Specifications and Shop Drawings, and each Contractor shall install and maintain a telephone with outside signal and answering machine.
- B. Each Contractor shall provide his own enclosures, tool sheds, etc., as required for storage of his materials. Extent and location shall be subject to approval by the Owner. Maintain storage off site where possible to ease congestion.

4. TEMPORARY TOILETS

- A. The Contractor shall provide and maintain approved chemical toilets in such numbers and in locations as required.

5. TEMPORARY WATER SUPPLY

- A. The Contractor shall arrange and pay for connection to the existing water service. (Cost for all the water used by all Contractors during the entire construction period shall be paid by the Owner).
- B. The Contractor shall install and pay for temporary risers, hose bibbs, and suitable supports as required.
- C. The Contractor shall provide and be responsible for dispensing drinking water for all workmen on the site. An adequate supply of drinking water shall be available on the site a convenient distance from any workman in the building.

6. TEMPORARY LIGHT AND POWER

- A. The Contractor shall provide temporary light and power for construction purposes for use by all Contractors, including the cost of running in temporary service. Lighting shall conform to OSHA guidelines currently in effect.
- B. Individual Contractors shall be responsible for any special voltage or power requirements which they may require and shall provide necessary auto transformers and electrical extension to panelboard locations.
- C. The Contractor shall furnish all lamps at the start of light and power usage. Any additional lamps required during the entire construction period shall be furnished by the Contractor.
- D. The Owner shall pay for all power consumed.

7. TEMPORARY UTILITIES

- A. Any Contractor requiring one of the temporary services before it can be provided as specified, or whose requirements with respect to a particular service differ from the service specified shall provide such services as suits his needs, at his own expense and in a manner satisfactory to the Owner.
- B. Temporary utilities shall be installed in such a manner as not to interfere with work of other trades or the permanent construction. If such interference does occur, it shall be the responsibility of the Contractor causing interference to make and changes required to overcome the interference. The cost of these changes shall be borne by the Contractor.
- C. All hoses and extensions shall be furnished by the individual Contractors. Utility bills shall be paid by the Owner.

8. CONSTRUCTION EQUIPMENT

- A. The Contractor shall furnish and maintain all equipment such as ladders, ramps, scaffolding requirements, derricks, chutes, etc. required for proper execution of the work. The Contractor shall permit other Contractors or Subcontractors to use equipment provided by him. All equipment shall be maintained in proper condition, properly grounded and operated.

9. WATCHMAN

- A. The Contractors may, at their option, employ a watchman to guard the premises when the workmen are not on the job. Each Contractor will be responsible for all damages or loss of material on his work under construction including theft or vandalism during the entire construction period, whether or not a watchman is employed.

10. WEATHER PROTECTION

- A. It is the intent of these Specifications to have each Contractor protect his work and existing or adjacent property against weather, rain, water, wind, storms, frost or heat to maintain his work, material, apparatus, fixtures, free from injury or damage in accordance with the General Conditions. Work likely to be damaged shall be covered at the end of each day's work. Any work damaged by failure to provide protection above required, shall be removed and replaced with new work at the Contractor's expense.

11. TRASH

- A. The Contractor shall be responsible for providing trash containers throughout the project for use by all Contractors, and shall also provide a single large dumpster within the staging area; the General Contractor shall be responsible for all waste handling procedures and final disposal.

12. OTHER CONTRACTS

- A. The Owner may conduct his own maintenance, renovation or construction projects using his own labor in this and/or other areas of the site. Access to these areas through the construction site shall be provided by the Contractor.

END OF SECTION

SECTION 016100 - TRANSPORTATION AND HANDLING

PART 1 - GENERAL

1. RELATED DOCUMENTS

All provisions of the Contract Documents apply to this Section. The Contractor(s) shall be responsible for complete familiarity of same.

2. REQUIREMENTS INCLUDE

- A. Packaging, transportation.
- B. Delivery and receiving.
- C. Product handling.

3. RELATED REQUIREMENTS

A. Specified elsewhere:

- 1. Section 013100 - Progress Schedules
- 2. Section 013400 - Shop Drawings, Product Data and Samples
- 3. Section 016200 - Storage and Protection
- 4. Individual Sections - Specific requirements for packaging, shipping and handling.

PART 2 - PRODUCTS

Not Applicable

PART 3 - EXECUTION

1. PACKAGING, TRANSPORTATION

- A. Require supplier to package products in boxes or crates for protection during shipment, handling and storage. Protect sensitive products against exposure to elements and moisture.
- B. Protect sensitive equipment and finishes against impact, abrasion and other damage.

2. DELIVERY AND RECEIVING

- A. Arrange deliveries of products in accord with construction progress schedules. Allow time for inspection prior to installation.
- B. Coordinate deliveries to avoid conflict with work and conditions at site, work of other Contractors, limitations on storage space, availability of personnel handling equipment and Owner's use of premises.
- C. Deliver products in undamaged, dry condition, in original unopened containers or packaging with identifying labels intact and legible.

- D. Clearly mark partial deliveries of component parts of equipment to identify equipment and content to permit easy accumulation of parts to facilitate assembly.
- E. Immediately on deliver, inspect shipment to assure:
  - 1. Product complies with requirements of contract documents and reviewed submittals.
  - 2. Quantities are correct.
  - 3. Accessories and installation hardware are correct.
  - 4. Containers and packages are intact and labels legible.
  - 5. Products are protected and undamaged.

3. PRODUCT HANDLING

- A. Provide equipment and personnel to handle products, by methods to prevent soiling and damage.
- B. Provide additional protection during handling to prevent marring and otherwise damaging products, packaging and surrounding surfaces.
- C. Handle product by methods to avoid bending or overstressing. Lift large and heavy components only at designated lift points.

END OF SECTION

SECTION 016200 - STORAGE AND PROTECTION

PART 1 - GENERAL

1. RELATED DOCUMENTS

All provisions of the Contract Documents apply to this Section. The Contractor(s) shall be responsible for complete familiarity of same.

2. REQUIREMENTS INCLUDE

- A. Storage, general.
- B. Enclosed storage.
- C. Exterior storage.
- D. Maintenance of storage.

3. RELATED REQUIREMENTS

- A. Specified elsewhere:
  - 1. Section 016100 - Transportation & Handling
  - 2. Section 017000 - Project Close-Out

PART 2 - PRODUCTS

Not Applicable

PART 3 - EXECUTION

1. STORAGE, GENERAL

- A. Store products, immediately on delivery, in accordance with manufacturer's instructions, with seals and labels intact. Protect until installed.
- B. Arrange storage in a manner to provide access for maintenance of stored items and for inspection.

2. ENCLOSED STORAGE

- A. Store products, subject to damage by the elements, in substantial weathertight enclosures.
- B. Maintain temperature and humidity within ranges stated in manufacturer's instructions.
- C. Provide humidity control and ventilation for sensitive products required by manufacturer's instructions.
- D. Store unpacked and loose products on shelves, in bins, or in neat groups of like items.

3. EXTERIOR STORAGE

- A. Provide substantial platforms, blocking or skids, to support fabricated products above ground; slope to provide drainage. Protect products from soiling and staining.
- B. For products subject to discoloration or deterioration from exposure to the elements, cover with impervious sheet material. Provide ventilation to avoid condensation.
- C. Provide surface drainage to prevent erosion and ponding of water.
- D. Prevent mixing of refuse or chemically injurious materials or liquids.

4. MAINTENANCE OF STORAGE

- A. Periodically inspect stored products on a scheduled basis.
- B. Verify that storage facilities comply with manufacturer's product storage requirements.
- C. Verify that manufacturer required environmental conditions are maintained continually.
- D. Verify that surfaces of products exposed to the elements are not adversely affected; that any weathering of finishes is acceptable under requirements of contract documents.

END OF SECTION

SECTION 017000 - PROJECT CLOSE OUT

1. RELATED DOCUMENTS

- A. All provisions of the Contract Documents apply to this section. The Contractor(s) shall be responsible for complete familiarity with same.

2. SCOPE

- A. Each Contractor shall furnish guarantees, warranties, bonds and release of liens to the Architect, as required under various sections of the Specifications.
- B. Each Contractor shall submit one (1) set of blue line drawings indicating on this set of Drawings, "Record Drawing" conditions in red. Further, indicated by letter, all "Record Drawing" conditions different from the Specifications specified. These Drawings and letters shall be submitted to the Architect.

3. FINAL INSPECTION AND ACCEPTANCE

- A. When the Contractor is satisfied that all work required by plans and specifications for his division of the contract has been completed, he shall prepare his own punch list and complete it. After he has completed his own punch list, he shall notify the Architect in writing.
- B. Upon acceptance of this notification, the Architect and Contractor's Representative will conduct a punch list inspection to determine what items remain in an unacceptable condition. A report of this inspection will be delivered to the Contractor as soon as possible following acceptance of the Contractor's letter of completion.
- C. Upon receipt of the list of deficiencies, which shall include a schedule for completion of the items, the Contractor shall take immediate corrective action of all items.
- D. The Contractor shall notify the Architect and the Owner, in writing, a minimum of five (5) days prior to the date of Final Inspection.
- E. If such inspection proves to be completely satisfactory to the Owner, the construction period shall terminate on date of such Final Inspection, and a certificate of substantial completion shall be completed by the Architect and submitted to the Owner and Contractor for execution.

4. CLEANING UP

- A. Contractor shall daily clean up all refuse, rubbish, scrap materials and debris caused by his operations to the end that at all times the site shall present a neat, orderly and workmanlike appearance. Crates and cartons in which materials, equipment, or fixtures are received shall be removed daily.
- B. If, in the opinion of the Architect, neatness is not maintained, the Architect may have the area cleaned, and charge the costs to the responsible Contractor. The Architect may pro-rate the cost of clean-up to all Division Contractors if responsibility is not clear, and the Owner may withhold such charges from amounts owing to Subcontractors and pay the same directly to the persons doing such work.

- C. At the completion of the building, the General Contractor, in addition to removal of accumulated rubbish, shall remove stain spots and marks from all exposed surfaces of existing and new construction.
- D. All contractors, at the completion of their branch of work, shall remove all surplus material, false work, temporary structures, including foundations thereof, plants of any description and debris of every nature resulting from the operations and put the site in a neat and orderly condition.

5. RELEASE OF LIENS

- A. The lien laws of the State of Ohio shall govern all work and materials.
- B. The Contractor shall furnish the Owner with each estimate for payment and before final payment is made, a full Release of Lien signed by all Subcontractors and Material men associated in any way with the work.
- C. If any Subcontractor refuses to furnish a Release or receipt in full, the Contractor may furnish a bond satisfactory to the Owner to Indemnify the Owner against any lien.
- D. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all the monies that the latter may have been compelled to pay in discharging such lien including all costs and a reasonable attorney's fee.

6. RECORD DRAWINGS

- A. Each Contractor shall keep an accurate record of all deviations from Contract Documents and shall neatly and correctly enter in colored pencil any deviations on drawings affected and shall keep drawings available for inspection. A separate set of drawings will be maintained for each separate Contract.
- B. At completion of job and before final approval, Contractor shall make final corrections to drawings and certify to the accuracy of each print by signature thereon and deliver same to the Architect.

END OF SECTION

SECTION 017300 - OPERATION & MAINTENANCE DATA

PART 1 - GENERAL

1. RELATED DOCUMENTS

All provisions of the Contract Documents apply to this Section. The Contractor(s) shall be responsible for complete familiarity of same.

2. REQUIREMENTS INCLUDE

- A. Format and content of manuals.
- B. Instruction of Owner's personnel.

3. RELATED REQUIREMENTS

- A. Specified elsewhere:
  - 1. Section 013400 - Shop Drawings, Product Data and Samples
  - 2. Section 017000 - Project Close-Out
  - 3. Individual Specification Sections: Specific requirements for operating and maintenance data.

4. QUALITY ASSURANCE

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

5. FORMAT

- A. Prepare in the form of an instructional manual.
- B. Binders: Commercial quality, 8-1/2" x 11" three-ring binders with hardback, cleanable, plastic covers, 1" minimum ring size. When multiple binders are used, correlate data into related consistent groupings.
- C. Cover: Identify each binder with type or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; list title of project and separate building; identify subject matter of contents.
- D. Arrange content by systems, under section numbers and sequence of Table of Contents of this project manual.
- E. Provide tabbed fly leaf for each separate product and system, with type description of product and major component parts of equipment.
- F. Text: Manufacturer's printed data, or typewritten data on 20 lb. paper.
- G. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size.

6. CONTENTS, EACH VOLUME

- A. Table of Contents: Provide title of project, names, addresses, and telephone numbers of Architect, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.
- B. For Each Product or System: List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- C. Product Data: Mark each sheet to clearly identify specific products and components parts, and data applicable to installation; delete inapplicable information.
- D. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. (Do not use Project Record Documents as maintenance drawings.)
- E. Type Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- F. Warranties and Bonds: Bind in copy of each.

7. MANUAL FOR MATERIALS AND FINISHES

- A. Building Products, Applied Materials and Finishes: Include product data with catalog number, size, composition, and color and texture designations. Provide information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture-Protection and Weather-Exposed Products: Include product data listing applicable reference standards, chemical composition and details of installation. Provide recommendations for inspections, maintenance and repair.
- D. Additional Requirements: As specified in individual specification sections.

8. MANUAL FOR EQUIPMENT AND SYSTEMS

- A. Each Item of Equipment and Each System: Include description of unit or system and component parts. Give function, normal operating characteristics and limiting conditions. Include performance curves with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- B. Panelboard Circuit Directories: Provide electrical service characteristics, controls and communications.
- C. Include as-installed color coded wiring diagrams.
- D. Operating Procedures: Include start-up, break-in and routine normal operating instructions, and sequences. Include regulation, control, stopping, shut-down and emergency instructions. Include summer, winter and any special operating instructions.

- E. Maintenance Requirements: Include routine procedures and guide for trouble-shooting, disassembly, repair and reassembly instructions; and alignment, adjusting, balancing and checking instructions.
- F. Provide servicing and lubrication schedule and list of lubricants required.
- G. Include manufacturer's printed operation and maintenance instructions.
- H. Include sequence of operation by controls manufacturer.
- I. Provide original manufacturer's parts list, illustrations, assembly drawings and diagrams required for maintenance.
- J. Provide as-installed control diagrams by controls manufacturer.
- K. Provide Contractor's coordination drawings with as-installed color coded piping diagrams.
- L. Provide charts of valve tag numbers with location and function of each valve, keyed to flow, and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices and recommended quantities to be maintained in storage.
- N. Additional Requirements: As specified in individual specification sections.
- O. Provide a listing of Table of Contents for Design Data with tabbed fly sheet and space for insertion of data.

9. INSTRUCTION OF OWNER PERSONNEL

- A. Before final inspection, instruct Owner's designated personnel in operation, adjustment and maintenance of products, equipment, and systems at agreed upon times.
- B. Use operation and maintenance manuals as basis of instruction. Review contents of manual with personnel in detail to explain all aspects of operation and maintenance.
- C. Prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.

10. SUBMITTALS

- A. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of work. Architect will review draft and return one copy with comments.
- B. For equipment or component parts of equipment put into service during construction and operated by owner, submit documents within 10 days after acceptance.
- C. Submit one copy of completed volumes in final form 15 days prior to final inspection with Architect comments. Revise contents of documents prior to final submittal.
- D. Submit three copies of revised volumes of data in final form within 10 days after final inspection.

UPPER VALLEY CAREER CENTER  
PARKING LOT EXPANSION  
263321.00

JULY 2026

PART 2 - PRODUCTS

Not Applicable

PART 3 - EXECUTION

Not Applicable

END OF SECTION