

Case No. 2007-00033

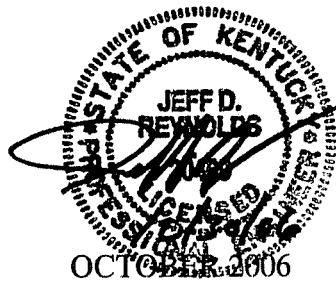
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JAN 23 2007

PUBLIC SERVICE  
COMMISSION

CONTRACT II

250,000 GALLON ELEVATED TANK  
PHASE IV WATER PROJECT  
SOUTH WOODFORD WATER DISTRICT  
WOODFORD COUNTY, KENTUCKY



Prepared By:

HMB Professional Engineers, Inc.  
3 HMB Circle, US 460  
Frankfort, Kentucky 40601

CONTRACT II  
250,000 GALLON ELEVATED TANK  
PHASE IV WATER PROJECT  
SOUTH WOODFORD WATER DISTRICT  
WOODFORD COUNTY, KENTUCKY  
OCTOBER 2006

Proposal of \_\_\_\_\_ (hereinafter called "BIDDER"), organized and existing under the laws of the State of \_\_\_\_\_ doing business as \_\_\_\_\_.\* To the \_\_\_\_\_ (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all work for the construction of South Woodford Water District, Phase IV Water Project (Contract II) in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

By submission of this bid, each BIDDER certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete the project within 270 consecutive calendar days thereafter. BIDDER further agrees to pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day that the work remains incomplete after the expiration date of the contract.

BIDDER acknowledges receipt of the following Addenda:

Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_

The BIDDER hereby proposes to furnish and do all that is required by the contract to which this refers for the construction of all structures listed at the prices shown for each bid item on the following Bid Schedule. (The Bid Schedule attached lists the various divisions of construction contemplated in the Plans and Specifications, together with an estimate of the units of each. With these units as the basis, the BIDDER will extend each item, using the cost he inserts in the unit column. Any total cost found inconsistent with the unit cost when the bids are examined will be deemed in error and corrected to agree with the unit cost which shall be considered correct).

\*Insert "a corporation", "a partnership", or "an individual" as applicable.



The undersigned BIDDER does hereby declare and stipulate that this proposal is made in pursuance of and subject to all terms and conditions of the Instructions to Bidders, the Construction Contract, the Technical Specifications, and the Plans pertaining to the work to be done, all of which have been examined by the undersigned.

Accompanying this proposal is a certified check or standard bid bond (5% of the Total Bid) in the sum of \_\_\_\_\_ dollars and cents (\$ \_\_\_\_\_) in accordance with the Instructions to Bidders.

The undersigned BIDDER agrees to execute the contract and Performance and Payment Bond for the amount of the total of this bid within 10 calendar days from the date when the written Notice of Award of the contract is delivered to him at the address given in this proposal. The name and address of the corporate surety with which the BIDDER proposes to furnish the specified Performance and Payment Bond is as follows: \_\_\_\_\_

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

All the various phases of work enumerated in the Technical Specifications with their individual jobs and overhead, whether specifically mentioned, included by implication or appurtenant thereto, are to be performed by the Contractor under one of the items listed in the Bid Schedule, irrespective of whether it is named in said list.

Payment for work performed will be in accordance with the Bid Schedule, subject to changes as provided for the Construction Contract.

The BIDDER understands that the OWNER reserves the right to reject any or all bids and to waive any informalities in the bidding.

The BIDDER agrees that this bid shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time for receiving bids.

Bids shall include sales tax and all other applicable taxes and fees.





BID SCHEDULE

A 250,000 gallon elevated water storage tank, including tank, tank foundation, valve vault, pipe, site preparation, excavation, access road and all appurtenances as shown on the Plans and Specifications, complete in place.

The total lump sum bid shall be written both in words and numerically. In case of a discrepancy, amount shown in words will govern. THE BIDDER'S TOTAL LUMP SUM BID IS:

\_\_\_\_\_ DOLLARS AND  
\_\_\_\_\_ CENTS (\$ \_\_\_\_\_ )

The above prices shall include all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for complete in place.

\_\_\_\_\_  
(Contractor) (Date)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Phone Number)



BID BOND

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

\_\_\_\_\_ as Principal, and \_\_\_\_\_

as Surety, are hereby held and firmly bound unto \_\_\_\_\_

\_\_\_\_\_ as OWNER in the penal sum

of \_\_\_\_\_ for the payment of which, well

and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

The Condition of the above obligation is such that whereas the Principal has submitted to

\_\_\_\_\_ a certain BID, attached hereto and hereby made a part hereof to enter into a contract in

writing, for the \_\_\_\_\_

NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said contract, and for the payment of all persons performing labor, furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in 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 Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_(L.S.)  
Principal

\_\_\_\_\_  
Surety

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

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.



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CONTRACT III

SCADA SYSTEM  
PHASE IV WATER PROJECT  
SOUTH WOODFORD WATER DISTRICT  
WOODFORD COUNTY, KENTUCKY



Prepared By:

HMB Professional Engineers, Inc.  
3 HMB Circle, US 460  
Frankfort, Kentucky 40601





TABLE OF CONTENTS

1. Advertisement for Bids ..... AD-1 to AD-3  
2. Information for Bidders ..... IB-1 to IB-3  
3. General Conditions ..... GC-1 to GC-32  
4. Supplemental General Conditions-EPA..... EPA-SGC-1 to EPA-SGC-48  
5. Labor Regulations ..... LR-1 to LR-16  
6. Payment & Performance Bonds ..... PB-1 to PB-6  
7. Contract Agreement ..... CON-1 to CON-3  
8. Notice of Award ..... NA-1  
9. Notice to Proceed ..... NP-1  
10. Change Order Format.....CO-1  
11. Special Conditions..... SC-1  
12. Technical Specification

DIVISION 16 - ELECTRICAL

Section 16900 SCADA System .....16900-1 to 16900-33

13. Appendices  
    A. Location Maps  
14. Bid Schedule .....BS-1 to BS-5



ADVERTISEMENT FOR BIDS

CONTRACT III

SCADA SYSTEM  
PHASE IV WATER PROJECT  
SOUTH WOODFORD WATER DISTRICT  
WOODFORD COUNTY, KENTUCKY

OCTOBER 2006

Sealed proposals for the following work will be received by the South Woodford Water District on the 5<sup>th</sup> Floor of the United Bank & Trust, 100 United Drive, Versailles, Ky 40383, Kentucky until 2:00 pm (local time) December 12, 2006, for furnishing labor and materials and performing all work as set forth in this Advertisement for Bids, General Conditions, Specifications and/or Drawings prepared by HMB Professional Engineers, Inc., 3 HMB Circle, US 460, Frankfort, Kentucky 40601.

Immediately following the scheduled closing time for the reception of bids, all proposals which have been submitted in accordance with the above conditions will be publicly opened and read aloud.

The work to be bid upon is described as follows:

Furnish, install and place into operation a complete Supervisory Control and Data Acquisition (SCADA) System.

Drawings, Specifications and Contract Documents may be examined at the following places:

South Woodford Water District  
467D Wilson Ave.  
Versailles, Ky 40383

HMB Professional Engineers, Inc.  
3 HMB Circle, US 460  
Frankfort, KY 40601

F.W. Dodge/AGC  
One Paragon Centre-Suite 230  
2525 Harrodsburg Road  
Lexington, KY 40504

Associated General Contractors  
2321 Fortune Drive, Suite 112  
Lexington, KY 40505

Builder's Exchange of Louisville  
2300 Meadow Drive  
P.O. Box 5398  
Louisville, KY 40205

F.W. Dodge/ABC Planroom  
1812 Taylor Avenue  
Louisville, KY 40213

Director of Minority Business  
Small & Minority Business Division  
Cabinet for Economic Development  
Capital Plaza Tower  
Frankfort, Kentucky 40601

or may be obtained from Lynn Imaging, 328 Old East Vine Street, Lexington, Kentucky 40507 upon receipt of a non-refundable payment as follows:

Contract III - SCADA System  
Phase IV Water Project  
South Woodford Water District \$75.00 per set

After award of a contract, the General Contractor will be furnished, without charge, a reasonable number of plans and specifications needed to prosecute the work. Subcontractors and manufacturers and suppliers shall obtain plans and specifications from the General Contractor.

Sealed proposals for the Contract shall be clearly marked on the outside of the container as follows:

“Sealed proposal for Contract III – SCADA System - Phase IV Water Project  
South Woodford Water District

Not to be opened until 2:00 am (local time), December 12, 2006.

“The following addenda have been received and considered in the enclosed proposal:”

Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_ Addendum No.

Time allowed for completion of Contract III is 180 calendar days

If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope and mailed to the South Woodford Water District, 467D Wilson Ave., Versailles, Ky 40383 allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for the receipt of proposals.

Bids shall be accompanied by a certified check or bid bond payable to the South Woodford Water District in an amount not less than five percent (5%) of the base bid. No bidder may withdraw his bid for a period of ninety (90) days after the date bids are opened. He may, however, withdraw his bid at any time prior to the time and date scheduled for opening of same or any authorized postponement thereof. Any bid received after the time and date specified will not be considered and will be returned unopened to the bidder.

The South Woodford Water District, reserves the right to reject any and all bids and to waive formalities and any bid that is obviously unbalanced may be rejected.

Bidders must comply with the President’s Executive Order Nos. 11246 and 11375, which prohibit discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must COMPLY WITH Title VI of the Civil Rights Act of 1964, the Anti-Kickback Act, Section 3 Segregated Facilities, Section 109 and the Contract Work Hours Standard Act. Minimum Federal and State wage rates are to be paid under the contract.

Bidders must certify that they do not, and will not, maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed or national origin.

Federal law prohibits discrimination on the grounds of race, color, national origin, religion, age, handicap, and sex on this project. Minority firms are particularly encouraged to participate.

George Withers, Manager  
South Woodford Water District



## INSTRUCTION TO BIDDERS

BIDS will be received by See Advertisement (herein called the "OWNER"), at See Advertisement until See Advertisement 20 \_\_\_\_\_, and then at said office publicly opened and read aloud.

Each BID must be submitted in a sealed envelope, addressed to See Advertisement at \_\_\_\_\_ . Each sealed envelope containing a BID must be plainly marked on the outside as BID for \_\_\_\_\_ and the envelope should bear on the outside the BIDDER'S name, address, and license number if applicable, and the name of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER at \_\_\_\_\_ See Advertisement \_\_\_\_\_ .

All BIDS must be made on the required BID form. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted. Only one copy of the BID form is required.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of BIDS or authorized postponement thereof. Any BID received after the time and date specified shall not be considered. No BIDDER may withdraw a BID within 90 days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the OWNER and the BIDDER.

BIDDERS must satisfy themselves of the accuracy of the estimated quantities in the BID Schedule by examination of the site and a review of the drawings and specifications including ADDENDA. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the quantities of WORK or of the nature of the WORK to be done.

The OWNER shall provide to BIDDERS prior to BIDDING, all information which is pertinent to, and delineates and describes, the land owned and rights-of-way acquired or to be acquired.

The CONTRACT DOCUMENTS contain the provisions required for the construction of the PROJECT. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve the contractor from fulfilling any of the conditions of the contract.

Each BID must be accompanied by a BID bond payable to the OWNER for five percent of the total amount of the BID. As soon as the BID prices have been compared, the OWNER will



return the BONDS of all except the three lowest responsible BIDDERS. When the Agreement is executed the bonds of the two remaining unsuccessful BIDDERS will be returned. The BID BOND of the successful BIDDER will be retained until the payment BOND and performance BOND have been executed and approved, after which it will be returned. A certified check may be used in lieu of a BID BOND.

A performance BOND and a payment BOND each in the amount of 100 percent of the CONTRACT PRICE, with a corporate surety approved by the OWNER, will be required for the faithful performance of the contract.

Attorneys-in-fact who sign BID BONDS or payment BONDS and performance BONDS must file with each BOND a certified and effective dated copy of their power of attorney.

The party to whom the contract is awarded will be required to execute the Agreement and obtain the performance BOND and payment BOND within ten (10) calendar days from the date when NOTICE OF AWARD is delivered to the BIDDER. The NOTICE OF AWARD shall be accompanied by the necessary Agreement and BOND forms. In case of failure of the BIDDER to execute the Agreement, the OWNER may consider the BIDDER in default, in which case the BID BOND accompanying the proposal shall become the property of the OWNER.

The OWNER within ten (10) days of receipt of acceptable performance BOND, payment BOND and Agreement signed by the party to whom the Agreement was awarded shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the OWNER not execute the Agreement within such period, the BIDDER may by WRITTEN NOTICE withdraw the signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the OWNER.

The NOTICE TO PROCEED shall be issued within ten (10) days of the execution of the Agreement by the OWNER. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such period, the time may be extended by mutual agreement between the OWNER AND CONTRACTOR. If the NOTICE TO PROCEED has not been issued within the ten (10) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the Agreement without further liability on the part of either party.

The OWNER may make such investigations as deemed necessary to determine the ability of the BIDDER to perform the WORK, and the BIDDER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement and to complete the WORK contemplated therein.

A conditional or qualified BID will not be accepted.

Award will be made to the lowest responsible BIDDER.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the contract throughout.

Each BIDDER is responsible for inspecting the site and for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation in respect to its BID.

Further, the BIDDER agrees to abide by the requirements under Executive Order No. 11246, as amended, including specifically the provisions of the equal opportunity clause set forth in the SUPPLEMENTAL GENERAL CONDITIONS.

The low BIDDER shall supply the names and addresses of major material SUPPLIERS and SUBCONTRACTORS when required to do so by the OWNER.

Inspection trips for prospective BIDDERS will leave from the office of the none scheduled at \_\_\_\_\_.

A mandatory PRE-BID Meeting is scheduled for ????? am, ??????, 2006. The work contained in this contract will be addressed and questions answered. The meeting will be held at the office of HMB Professional Engineers, at 3 HMB Circle, Frankfort, Kentucky at prescribed time. All prospective Bidders are required to attend.

The ENGINEER IS HMB Professional Engineers. The ENGINEER'S address is 3 HMB Circle, US 460, Frankfort, KY 40601 .



## GENERAL CONDITIONS

1. DEFINITIONS
2. CONTRACT AND CONTRACT DOCUMENTS
3. SCHEDULES, REPORTS AND RECORDS
4. ADDITIONAL INSTRUCTIONS AND DETAILED DRAWINGS
5. DRAWINGS AND SPECIFICATIONS
6. SHOP OR SETTING DRAWINGS
7. MATERIALS, SERVICES AND FACILITIES
8. CONTRACTOR'S TITLE TO MATERIALS
9. INSPECTION AND TESTING
10. SUBSTITUTIONS
11. PATENTS
12. SURVEYS, PERMITS, AND REGULATIONS
13. PROTECTION OF WORK, PROPERTY AND PERSONS
14. CONTRACTOR'S OBLIGATION FOR SUPERVISION
15. CHANGES IN WORK
16. CHANGES IN CONTRACT PRICE
17. TIME FOR COMPLETION AND LIQUIDATED DAMAGES
18. CORRECTION OF WORK
19. SUBSURFACE CONDITIONS
20. SUSPENSION OF WORK, TERMINATION AND DELAY
21. PAYMENTS TO CONTRACTOR
22. PAYMENTS BY CONTRACTOR
23. ACCEPTANCE OF FINAL PAYMENT AS RELEASE
24. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE
25. CONTRACT SECURITY

26. ASSIGNMENTS
27. INDEMNIFICATION
28. SEPARATE CONTRACTS
29. SUBCONTRACTING
30. ENGINEERS AUTHORITY
31. LAND AND RIGHTS-OF-WAY
32. GUARANTEE
33. ARBITRATION
34. TAXES
35. USE OF PREMISES AND REMOVAL OF DEBRIS
36. QUANTITIES OF ESTIMATES
37. CONFLICTING CONDITIONS
38. NOTICE AND SERVICE THEREOF
39. REQUIRED PROVISIONS DEEMED INSERTED
40. SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION
41. LABOR STANDARDS
42. INTEREST OF FEDERAL, STATE OR LOCAL OFFICIALS
43. OTHER PROHIBITED INTERESTS
44. EXISTING UTILITIES
45. STANDARD SPECIFICATIONS
46. SANITARY FACILITIES
47. SUPERVISION OF INSTALLATION
48. AIR AND WATER POLLUTION CONTROL
49. USE OF CHEMICALS
50. DAMAGE TO EXISTING LANDSCAPING, PAVEMENT, STRUCTURES, SIDEWALKS, CURBS, ETC.

1. DEFINITIONS

- 1.1 The following terms used in the Contract Documents shall be applicable to both the singular and plural and be defined as follows:
- 1.2 Addenda - Instructions, either written or graphic issued prior to the execution of the Agreement or portions thereof which modify or interpret the Contract Documents, Drawings, and Specifications, by deletions, additions, clarifications or corrections.
- 1.3 Bid - The proposal or offer submitted by the Bidder on prescribed forms setting forth prices for work to be performed.
- 1.4 Bidder - A person, firm or corporation submitting a Bid for the proposed work.
- 1.5 Bonds - Instruments of Security in the form of Bid, Performance or Payment Bonds, furnished by the Contractor and surety in accordance with Contract Documents.
- 1.6 Change Order - A written order to the Contractor authorizing revisions, deletions, or additions to the work within the general scope of the Contract Documents, or authorizing an adjustment in the Contract Price or Contract Time.
- 1.7 Contract Documents - The Contract and all other instruments associated with the Contract including Advertisement For Bids, Information For Bidders, Bid, Bid Bond, Agreement, Payment Bond, Performance Bond, Notice of Award, Notice To Proceed, Change Orders, Drawings, Specifications and Addenda.
- 1.8 Contract Price - The total sum of monies payable to the Contractor under the conditions and terms set forth in the Contract Documents.
- 1.9 Contract Time - The number of calendar days set forth in the Contract Documents for completion of the work.
- 1.10 Contractor - A person, firm or corporation with whom the Owner has executed a Contract or Agreement.
- 1.11 Drawings - A portion of the Contract Documents that illustrate the characteristics and scope of Work to be performed and which have been prepared and approved by the Engineer and appropriate Regulatory Agencies.

- 1.12 Engineer - The person, firms or corporations named as such in the Contract Documents.
- 1.13 Field Order - A written notice or order issued by the Engineer effecting a change in the Work that does not result in an amendment in Contract Price or Contract Time.
- 1.14 Notice of Award - A written notice issued by the Owner to the Bidder accepting his Bid.
- 1.15 Notice to Proceed - A written document issued by the Owner to the Contractor authorizing initiation of the Work and firmly establishing the date of initiation of such Work.
- 1.16 Owner - The public body or authority for whom the Work is being performed.
- 1.17 Project - A task to be performed as set forth in the Contract Documents.
- 1.18 Resident Project Representative - An authorized representative of the Owner that is assigned to the Project site or any portion thereof.
- 1.19 Shop Drawings - Diagrams, brochures, schedules, drawings, and other data that have been prepared by the Contractor, Subcontractor, manufacturers, suppliers, or distributors, that illustrates installations or fabrication of specific portions of the Work.
- 1.20 Specifications - A portion of the Contract Documents that contains written descriptions concerning materials, equipment, construction methods, standards, and workmanship.
- 1.21 Subcontractor - An individual, firm or corporation having a direct contract with the Contractor or with any other Subcontractor for the performance of the Work.
- 1.22 Substantial Completion - The date certified by the Engineer that construction on the Project or any portion thereof is sufficiently complete, in accordance with Contract Documents to permit the Project or portions thereof to be utilized for the purpose intended.

- 1.23 Supplemental General Conditions - Modifications to the General Conditions that may be required by the Federal, State, or Local agencies for participation in the Project and approved in writing by the agency prior to inclusion in the Contract Documents or such requirements that may be imposed by applicable state law.
- 1.24 Supplier - Any person, firm or organization that supplies material or equipment for accomplishing the Work, including fabrication, but does not perform labor at the Work site.
- 1.25 Work - Labor, materials, and equipment necessary to satisfy the construction requirements by the Contractor in accordance with the Contract Documents.
- 1.26 Written Notice - A written communication to any party of the Agreement. Such notices will be considered delivered when posted by certified or registered mail to the last known address of the addressee or when hand delivered to addressee or his authorized representative.

## 2. CONTRACT AND CONTRACT DOCUMENTS

Plans, Specifications and Addenda shall form a part of the contract and the provisions thereof shall be as binding upon the parties hereto as if they were fully set forth herein. Tables of Content, Titles, and Headings contained in said documents are solely for the purpose of reference and have no limiting effect of the interpretation of the provisions to which referenced.

## 3. SCHEDULES, REPORTS AND RECORDS

- 3.1 The Contractor shall submit to the Owner such schedules of quantities, costs, progress reports, estimates, record and other information as may be requested by the Owner.
- 3.2 The Contractor shall, within five days after the work commences on the contract or another period of time determined by the Owner/Engineer, prepare and submit to the Owner/Engineer for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the several salient features of the work (including acquiring materials, plant, and equipment). The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. If the



Contractor fails to submit a schedule within the time prescribed, the Owner/Engineer may withhold approval of progress payments until the Contractor submits the required schedule.

- 3.3 The Contractor shall enter the actual progress on the chart as directed by the Owner/Engineer, and upon doing so shall immediately deliver three copies of the annotated schedule to the Owner/Engineer. If, in the opinion of the Owner/Engineer, the Contractor falls behind the approved schedule, the Contractor shall take steps necessary to improve its progress, including those that may be required by the Owner/Engineer without additional cost to the Owner. In this circumstance, the Owner/Engineer may require the Contractor to increase the number of shifts, overtime operations, days of work, and/or the amount to construction plant, and to submit for approval any supplementary schedule or schedules in chart form as the Owner/Engineer deems necessary to demonstrate how the approved rate of progress will be regained.
- 3.4 The Contractor shall also furnish on forms supplied by the Owner (a) a detailed estimate giving a complete breakdown of the Contract Price and (b) periodic itemized estimates of Work done for the purpose of making partial payments thereon. The cost employed in making up any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for additions to or deductions from the Contract Price.
- 3.5 The Contractor will also submit dates for submission of Shop Drawings, the beginning of manufacture, testing and installation of materials, equipment and supplies. The Contractor shall also submit dates that special detail drawings will be required, if any, by the Engineer.
- 3.6 Failure of the Contractor to comply with the requirements of the Owner/Engineer under this clause shall be grounds for a determination by the Owner/Engineer that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the contract. Upon making this determination, the Owner/Engineer may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the terms of this contract.

#### 4. ADDITIONAL INSTRUCTIONS AND DETAILED DRAWINGS

- 4.1 The Contractor will be provided with additional instructions and detailed small letters Drawings as necessary to carry out the Work set forth in the Contract

Documents.

- 4.2 Additional drawings and instructions supplied to the Contractor will become a part of the Contract Documents. In the event of conflict between additional drawings and instructions and the Contract Documents, the Contractor shall notify the Engineer immediately in writing.

## 5. DRAWINGS AND SPECIFICATIONS

- 5.1 The Drawings, Specifications, and Addenda shall become a part of the Contract Documents and are provided with the intent that the Contractor shall furnish all labor, materials, tools, equipment and transportation necessary for proper execution of the Work in accordance with the Contract Documents and all other incidental work necessary to complete the project in an acceptable manner, ready for use, occupancy or operation by the Owner.
- 5.2 The Engineer, without charge, will furnish to the Contractor not more than eight (8) sets of the Plans and Specifications. If additional sets of documents are required by the Contractor for the proper handling of the Work, such documents will be furnished to the Contractor at cost.
- 5.3 Should there be conflict between Drawings and Specifications, the Specifications shall govern and detailed Drawings shall govern over general Drawings. Figure dimensions on Drawings shall govern over scale dimensions.
- 5.4 All work or materials shown on the Plans and not mentioned in the Specifications or any work specified and not shown on the Plans, shall be furnished, performed, and done by the Contractor as if the same were both mentioned in the Specifications and shown on the Plans.
- 5.5 Should the Contractor in preparing his Bid find anything necessary for the construction of the Project that is not mentioned in the Specifications or shown on the Plans, or find any other discrepancy in the Specifications, Plans or Contract Documents, he shall notify the Engineer so that such discrepancies may be corrected by addendum prior to the letting. Should the Contractor fail to notify the Engineer of such discrepancies, it will be assumed that his Bid included everything necessary for the complete construction in the spirit and intent of the designs shown.

- 5.6 In the event the Contractor should note discrepancies between the Drawings and the Specifications, and site conditions or any other inconsistencies, or ambiguities, such inconsistencies or ambiguities shall be reported immediately to the Engineer in writing. The Engineer shall promptly correct such inconsistencies or ambiguities in writing. Any Work done by the Contractor subsequent to his discovery of such inconsistencies or ambiguities shall be done at the Contractor's risk.
- 5.7 The Contractor shall, during the course of the construction, maintain an updated set of plans, marked by the Contractor, showing all deviations from the original and such notes as required to clarify the cause of such deviations and showing final locations of underground utilities such as sewer service connections and buried valves by giving offset distances to surface improvements such as building corners, curbs, manholes, etc. The purpose of these updated plans are to facilitate the completion of the record drawings by the Engineer after the completion of the Work. Nothing in this section shall be construed to relieve the Contractor from obtaining the Engineer's prior written approval for any deviation from the Plans or Specifications.

## 6. SHOP OR SETTING DRAWINGS

- 6.1 The Contractor shall promptly submit to the Engineer four (4) copies of each shop Drawing regarding proposed materials and equipment to be supplied for the project. Subsequent to examination of such Shop Drawings by the Engineer and the return thereof, the Contractor shall make such corrections to the Shop Drawings as have been indicated and shall furnish the Engineer with two (2) corrected copies. Regardless of corrections made on or review given to such Shop Drawings by the Engineer, any Shop Drawing which substantially deviates from the requirements of the Contract Documents shall be evidenced by a Change Order. Review of Shop Drawings by the Engineer shall in no way relieve the Contractor from responsibility for deviations from the Contract Documents unless specifically stated in writing by the Engineer.
- 6.2 Work requiring the submission of a Shop Drawing by the Contractor shall not be initiated until the Shop Drawing has been submitted to and reviewed by the Engineer. The Contractor shall certify to the Engineer that he has checked and approved the Shop Drawings and that they are in accordance with the requirements of the Contract Documents.

7. MATERIALS, SERVICES AND FACILITIES

- 7.1 Except as otherwise stated in the Contract Documents, the Contractor shall furnish any pay for all materials, labor, tools, equipment, utilities, transportation, supervision, temporary construction and all other services and facilities required in the execution, completion and delivery of the Work in accordance with the Contract Documents.
- 7.2 Storage of materials and equipment to be used in the Project shall be accomplished in a manner to insure security, preservation of quality, and suitability for incorporation in the Work.
- 7.3 Manufactured equipment and materials shall be installed, constructed and erected by the Contractor in strict accordance with the manufacturer's direction unless specifically directed otherwise in writing by the Engineer.
- 7.4 Manufactured equipment and materials to be used in the Project shall be the same as samples submitted to and approved by the Engineer. Second hand or salvaged materials will not be permitted unless specifically provided for in the Contract Documents.
- 7.5 Any Work necessary to be performed after regular hours, on Sundays or Legal Holidays, shall be performed without additional expense to the Owner.

8. CONTRACTOR'S TITLE TO MATERIALS

No manufactured equipment, materials, or supplies to be used in the Work shall be purchased by the Contractor or Subcontractor subject to any chattel mortgage, conditional sales contract or other agreement by which an interest is retained by the Seller. The Contractor and Subcontractor shall warrant that he has good title to all materials and supplies used by him in the Work, free of all liens, claims or encumbrances.

9. INSPECTION AND TESTING

- 9.1 All manufactured equipment, materials and supplies used in the construction of the Project shall be subject to inspection, testing, and observation in accordance with generally accepted standards as required and defined in the Contract Documents.

- 9.2 The cost of testing and inspection services required by the Contract Documents shall be borne by the Contractor unless otherwise specified.
- 9.3 All other inspection and testing services not required by the Contract Documents, shall be borne by the Owner.
- 9.4 In the event that Contract Documents, laws, ordinances, regulations, rules, orders or other directions of any public authority having jurisdiction over the Work requires specific inspection, testing or approval of someone other than the Contractor, the Contractor shall provide the Engineer timely notice of readiness and the Contractor shall furnish the Engineer with the required certificates of inspection, testing or approval as appropriate.
- 9.5 Neither observation by the Engineer nor inspections, tests, or approvals by others relieve the Contractor of his obligations to perform the Work as required in the Contract Documents.
- 9.6 The Engineer, Owner and their representatives shall have access to the Work at all times. In addition, representatives and agents of Federal, State and Local governments having jurisdiction of any portion of the Work shall be permitted to inspect the Work, materials, payrolls, records of personnel, invoices of materials and other relevant data and records, in accordance with Federal laws. Proper facilities shall be provided by the Contractor for such access, observation, inspection and testing of the Work.
- 9.7 Should any Work be covered contrary to the written instructions of the Engineer, such Work shall be uncovered for observation and replaced at the Contractor's expense.
- 9.8 Should any Work be covered which the Engineer has not specifically requested to observe prior to its being covered, or should the Engineer consider it necessary that such Work be inspected or tested by others, the Contractor, shall, at the Engineer's written request, uncover or otherwise expose the Work in question for observation, inspection or testing. The Contractor, shall furnish all labor, materials and equipment necessary to accomplish this purpose. If the Engineer determines that such work is defective or in conflict with the Contract Documents, the Contractor shall bear all expenses of such uncovering, exposure, observation, inspection or testing as well as satisfactory reconstruction. If such work is found not to be defective, the Contractor shall be allowed an increase in Contract Price or an extension of Contract Time or both, attributable to such uncovering, exposure, observation, and inspection.

An appropriate Change Order shall be prepared and issued by the Engineer.

## 10. SUBSTITUTIONS

Whenever a material, article or equipment is identified on the Drawings or in the Specifications by brand name, manufacturer's name or catalog number, it shall be understood that such reference is for defining the performance, requirements, quality, capacity and other salient features of that being specified. The Contractor may recommend substitution, by brand name or catalog number, for materials, articles, or equipment provided it is of equal substance and function to that referred to in the Contract Documents. If, in the opinion of the Engineer, recommended alternates are of equal substance, function and capacity as that specified, the Engineer may approve the substitution and use by the Contractor. Any cost differential shall be adjusted in the Contract Price and the Contract Documents shall be modified by a Change Order. The Contractor shall warrant that if substitutions are approved, no major changes in function or general design of the Project will result. Incidental changes or extra component parts required to accommodate the substitute requested by the Contractor, shall be made by the Contractor without a change in Contract Time or Contract Price.

## 11. PATENTS

11.1 The Contractor shall hold and save the Owner and its officers, agents and employees harmless, from liability of any type, including cost and expenses for or on account of, any type, including cost and expenses for or on account of, any patented or unpatented inventions, process, or article manufactured and used in the performance of the Work and its intended use thereafter, unless otherwise stipulated in the Contract Documents.

11.2 If the Contractor uses any device, materials or designs covered by patent, copyright or letters, he shall provide for such use by obtaining a suitable agreement with the Owner of such patented or copyrighted material, device or design. It shall be understood and agreed by the Contractor that, without exception, the Contract Price shall include all royalties or costs arising from the use of such materials, devices and designs used in the Work. The Contractor or his Sureties shall indemnify and save harmless the Owner from any and all claims for infringement by reason of use of such patented or copyrighted device, materials, or design or any trademark in connection with the Work to be performed within the scope of the Contract Documents and shall indemnify the Owner for any costs, expenses or damage which by reason of infringement may be due and payable after completion of the Work.

## 12. SURVEYS, PERMITS, AND REGULATIONS

- 12.1 Land surveys and/or base lines for locating principal structures associated with the Project together with a suitable number of bench marks near the Work site will be furnished by the Owner and shown in the Contract Documents. Utilizing information provided by the Owner, the Contractor shall develop all detail surveys needed for construction, unless specified otherwise in the Contract Documents, including but not limited to slope stakes, batter boards, stakes for pile location, working points, line elevations and cut sheets.
- 12.2 The Contractor shall assure preservation of bench marks, and other reference points. In the event of willful or careless destruction, he shall be charged with the resulting expense and shall be held responsible for any errors or mistakes resulting from such loss of bench marks or other reference points.
- 12.3 Permits and licenses of a temporary nature necessary for the prosecution of the Work shall be secured and paid for by the Contractor unless otherwise stated in the Supplemental General Conditions or Special Conditions. Permits, licenses and easements for permanent changes in existing facilities shall be secured and paid for by the Owner, unless otherwise specified. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the Work as drawn and specified. If the Contractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Engineer in writing, and any necessary changes shall be adjusted as provided in Section 15, Changes In Work.

## 13. PROTECTION OF WORK, PROPERTY AND PERSONS

- 13.1 The Contractor will be responsible for initiating, maintaining and supervising all safety precaution and programs in connection with the Work. He will take all necessary precaution for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby, all the Work and all materials or equipment to be incorporated therein, whether in storage on or off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
- 13.2 The Contractor will comply with all applicable laws, ordinances, rules,

regulations and orders of any public body having jurisdiction. He will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. He will notify owners of adjacent utilities when prosecution of the Work may affect them. The Contractor will remedy all damage, injury or loss to any property caused directly or indirectly in whole or in part by the Contractor, and subcontractor or anyone for whose acts any of them be liable.

- 13.3 In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the Engineer or Owner, shall act to prevent threatened damage, injury or loss. He will give the Engineer prompt Written Notice of any significant changes in the Work or deviations from the Contract Documents caused thereby, and a Change Order shall thereupon be issued covering the changes and deviations involved.

#### 14. CONTRACTOR'S OBLIGATION FOR SUPERVISION

The Contractor will supervise and direct the Work. He will be solely responsible for the means, methods, techniques, sequences and procedures of construction. The Contractor will employ and maintain on the Work a qualified supervisor or superintendent who shall have been designated by the Contractor as the Contractor's representative at the site. The supervisor shall have full authority to act on behalf of the Contractor and all communications given to the supervisor shall be as binding as if given to the Contractor. The supervisor shall be present on the site at all times as required to perform adequate supervision and coordination of the Work.

#### 15. CHANGES IN WORK

- 15.1 The Owner may at any time, as the need arises, order changes within the scope of the Work without invalidating the Agreement. If such changes increase or decrease the amount due under the Contract Documents, or in the time required for performance of the Work, an equitable adjustment shall be authorized by Change Order.

- 15.2 The Engineer, also, may at any time, by issuing a Field Order, make changes in the details of the Work. The Contractor shall proceed with the performance of any changes in the Work so ordered by the Engineer unless the Contractor believes that such Field Order entitles him to a change in Contract Price or Time or both, in which event he shall give the Engineer written notice thereof within seven (7) days after receipt of the ordered change. Thereafter, the



Contractor shall document the basis for the change in Contract Price or Time within thirty (30) days. The Contractor shall not execute such changes pending the receipt of an executed Change Order or further instruction from the Owner.

16. CHANGES IN CONTRACT PRICE

The Contract Price may be changed only by a Change Order. The value of any Work covered by a Change Order or of any claim for increase or decrease in the Contract Price shall be negotiated and determined by one or more of the following methods in the order of precedence listed below:

- (a) An agreed lump sum
- (b) The actual cost for labor, direct overhead, materials, supplies, equipment, and other services necessary to complete the Work. In addition, there shall be added an amount to be agreed upon but not to exceed fifteen (15) percent of the actual cost of the Work to cover the cost of general overhead and profit.

17. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

- 17.1 The date of beginning and the time for completion of the Contract Documents and the Work embraced shall be commenced on a date specified in the Notice to Proceed.
- 17.2 The Contractor will proceed with the Work at such a rate of progress to insure full completion within the Contract Time. It is expressly understood and agreed by and between the Contractor and the Owner that the Contract Time for the completion of the Work described herein is a reasonable time, taking into consideration the average climatic and economic conditions and other factors prevailing in the locality of the Work.
- 17.3 If the Contractor shall fail to complete the Work within the Contract Time, or extension of time granted by the Owner, then the Contractor will pay to the Owner the amount for liquidated damages as specified in the Bid for each calendar day that the Contractor shall be in default after the time stipulated in the Contract Documents.
- 17.4 The Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due to the following and the Contractor has within seven calendar days given Written Notice of such delay to the Owner or Engineer.

17.4.1 To any preference priority or allocation order duly issued by the Owner.

17.4.2 To unforeseeable causes beyond the control and without the fault or negligence of the Contractor including but not restricted to acts of God or of the public enemy, acts of the Owner, acts of another Contractor in the performance of contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and abnormal and unforeseeable weather.

17.4.3 To any delays of Subcontractors occasioned by any of the causes specified in paragraphs 17.4.1 and 17.4.2 of this article.

## 18. CORRECTION OF WORK

18.1 The Contractor shall promptly remove from the premises all Work rejected by the Engineer for failure to comply with the Contract Documents, whether incorporated in the construction or not, and the Contractor shall promptly replace and re-execute the Work in accordance with the Contract Documents and without expense to the Owner and shall bear the expense of making good all Work of other Contractors destroyed or damaged by such removal or replacement.

18.2 All removal and replacement Work shall be done at the Contractor's expense. If the Contractor does not take action to remove such rejected Work within ten (10) days after receipt of Written Notice, the Owner may remove such Work and store the materials at the expense of the Contractor.

## 19. SUBSURFACE CONDITIONS

19.1 The Contractor shall promptly, and before such conditions are disturbed, except in the event of an emergency, notify the Owner by Written Notice of:

19.1.1 Subsurface or latent physical conditions at the site differing materially from those indicated in the Contract Documents: or

19.1.2 Unknown physical conditions at the site, of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Contract Documents.

19.2 The Owner shall promptly investigate the conditions, and if he finds that such

conditions do so materially differ and cause an increase or decrease in the cost of, or in the time required for, performance of the Work, and equitable adjustment shall be made and the Contract Documents shall be modified by a Change Order. Any claim of the Contractor for adjustment hereunder shall not be allowed unless he has given the required Written Notice; provided that the Owner may, if he determines the facts so justify, consider and adjust any such claims asserted before the date of final payment.

- 19.3 Information such as rock soundings or soil borings shown on the plans depicting subsurface conditions are thought to be representative but cannot be guaranteed accurate. It is the Contractor's responsibility to make any additional investigations necessary to ascertain or verify subsurface conditions. If subsurface conditions different from those indicated on the plans are encountered during construction, there will be no increase in Contract Price unless provided by unit prices listed on the Bid Form or by Change Order.

## 20. SUSPENSION OF WORK, TERMINATION AND DELAY

- 20.1 The Owner may suspend the Work or any portion thereof for a period of not more than ninety (90) days or such further time as agreed upon by the Contractor, by Written Notice to the Contractor and the Engineer. Such Written Notice shall fix the date on which Work shall be resumed. The Contractor will resume that Work on the date so fixed. The Contractor will be allowed an increase in the Contract Price or an extension of the Contract Time, or both, directly attributable to any suspension.
- 20.2 If the Contractor is adjudged as bankrupt or insolvent, or if he makes a general assignment for the benefit of his creditors, or if a trustee or receiver is appointed for the Contractor or for any of his property, or if he files a petition to take advantage of any debtor's act, or to reorganize under the bankruptcy or applicable laws, or if he repeatedly fails to supply sufficient skilled workmen or suitable materials or equipment, or if he repeatedly fails to make prompt payments to subcontractors or for labor, materials, equipment, or if he disregards laws, ordinances, rules, regulations, or orders of any public body having jurisdiction of the Work or if he disregards the authority of the Engineer, or if he otherwise violates any provision of the Contract Documents, then the Owner may, without prejudice to any other right or remedy and after giving the Contractor and his Surety a minimum of ten (10) days from delivery of a Written Notice, terminate the services of the Contractor and take possession of the Project and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor, and finish the

Work by whatever method he may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Price exceeds the direct and indirect costs of completing the Project, including compensation for additional professional services, such excess shall be paid to the Contractor. If such costs exceed such unpaid balance, the Contractor will pay the difference to the Owner. Such cost incurred by the Owner will be determined by the Engineer and incorporated in a Change Order.

- 20.3 Where the Contractor's services have been so terminated by the Owner, said termination shall not affect any right of the Owner against the Contractor then existing or which may thereafter accrue. Any retention or payment of monies by the Owner due the Contractor will not release the Contractor from compliance with the Contract Documents.
- 20.4 After ten (10) days from delivery of a Written Notice to the Contractor and the Engineer, the Owner may without cause and without prejudice to any other right or remedy, elect to abandon the Project and terminate the Contract. In such case, the Contractor shall be paid for all work executed and any expense sustained plus reasonable profit.
- 20.5 If through no act or fault of the Contractor, the Work is suspended for a period of more than ninety (90) days by the Owner or under an order of court or other public authority, or the Engineer fails to act on any request for payment within thirty (30) days of its approval and presentation, then the Contractor may, after ten (10) days from delivery of a Written Notice to the Owner and the Engineer, terminate the Contract and recover from the Owner payment for all Work executed and all expenses sustained. In addition and in lieu of terminating the Contract, if the Engineer has failed to act on a request for payment or if the Owner has failed to make any payment as aforesaid, the Contractor may upon ten (10) days Written Notice to the Owner and the Engineer, stop the Work until he has been paid all amounts then due, in which event and upon resumption of the Work, Change Orders shall be issued for adjusting the Contract Price or extending the Contract Time or both to compensate for the costs and delays attributable to the stoppage of the Work.
- 20.6 In the event that the Owner or Engineer determine that the Work is not being done in accordance with the Contract Documents, including, but not limited to, the fact that the Contractor does not have adequate supervision on site in accordance with Section 14 (Contractor's Obligation For Supervision) of these General Conditions, the Contractor may be ordered to stop work until he is in compliance with the Contract Documents without an increase in contract

amount or time for completion.

## 21. PAYMENTS TO CONTRACTOR

- 21.1 At least ten (10) days before each progress payment falls due (but not more often than once a month), the Contractor will submit to the Engineer a partial payment estimate filled out and signed by the Contractor covering the Work performed during the period covered by the partial payment estimate and supported by such data as the Engineer may reasonably require. If payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at or near the site, the partial payment estimate shall also be accompanied by such supporting data, satisfactory to the Owner, as will establish the Owner's title to the material and equipment and protect his interest therein, including applicable insurance. The Engineer will, within ten (10) days after receipt of each partial payment estimate, either indicate in writing his approval of payment and present the partial payment estimate to the Owner, or return the partial payment estimate to the Contractor indicating in writing his reasons for refusing to approve payment. In the latter case, the Contractor may make the necessary corrections and resubmit the partial payment estimate. The Owner will, within ten (10) days of presentation to him of an approved partial payment estimate, or at an earlier date if the Owner has received federal reimbursement funds to cover the payment estimate, pay the Contractor a progress payment on the basis of the approved partial payment estimate. The Owner shall retain ten (10) percent of the amount of each payment until 50% of the work is completed at which time the retainage may be reduced to 5% if satisfactory progress is being made. When the Work is substantially complete (operational or beneficial occupancy), the retained amount may be further reduced below five (5) percent to only that amount necessary to assure completion. On completion and acceptance of a part of the Work on which the price is stated separately in the Contract Documents, payment may be made in full, including retained percentages, less authorized deductions.
- 21.2 The request for payment may also include all allowance for the cost of such major materials and equipment which are suitably stored either at or near the site.
- 21.3 Prior to Substantial Completion, the Owner with the approval of the Engineer and with the concurrence of the Contractor, may use any completed or substantially completed portions of the Work.
- 21.4 Performance of related work on the premises by the Owner or use of partially completed portions of the Work by the Owner shall in no way be construed as relieving the Contractor of the sole responsibility for completing all Work in

accordance with the Contract Documents, for care and protection of the Work, and for restoration of any damaged Work except such as may be caused by agents or employees of the Owner.

21.5 Upon completion and acceptance of the Work, the Engineer shall issue a certificate attached to the final payment request that the Work has been accepted by him under the conditions of the Contract Documents, the entire balance found to be due the Contractor, including the retained percentages, but except such sums as may be lawfully retained by the Owner, shall be paid to the Contractor within thirty (30) days of completion and acceptance of the Work.

21.6 The Contractor will indemnify and save the Owner or the Owner's agents harmless from all claims growing out of the lawful demands of Subcontractors, laborers, workmen, mechanics, furnishers of materials and machinery and parts thereof, equipment, tools, and all supplies, incurred in the furtherance of the performance of the Work. The Contractor shall, at the request of the Owner, furnish satisfactory evidence that all obligations of the nature designated above have been paid, discharged, or waived. If the Contractor fails to do so the Owner may, after having notified the Contractor, either pay unpaid bills or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of the Contract Documents, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor, his Surety, or any third party. In paying any unpaid bills of the Contractor, any payment so made by the Owner shall be considered as a payment made under the Contract Documents by the Owner to the Contractor and the Owner shall not be liable to the Contractor for any such payments made in good faith.

## 22. PAYMENTS BY CONTRACTOR

The Contractor shall pay: (a) for all transportation and utility services not later than the 20<sup>th</sup> day of the calendar month following that in which services are rendered, (b) for all materials, tools, and other expendable equipment to the extent of 90% of the cost thereof, not later than the 20<sup>th</sup> day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the Project, and the balance of the cost thereof not later than the 30<sup>th</sup> day following the completion of that part of the Work in or on which such materials, tools and equipment are incorporated or used, and (c) to each of his Subcontractors, not later than the 15<sup>th</sup> day following each payment to the Contractor, the respective amounts allowed the Contractor on account of the Work performed by his Subcontractors to the extent of each

Subcontractor's interest therein.

23. ACCEPTANCE OF FINAL PAYMENT AS RELEASE

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor other than claims in stated amounts as may be specifically excepted by the Contractor for all things done or furnished in connection with this Work and for every act and neglect of the Owner and others relating to or arising out of this Work. Any payment, however, final or otherwise, shall not release the Contractor or his sureties from any obligations under the Contract Documents of the Performance Bond and Payment Bonds.

24. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

24.1 The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's execution of the Work, whether such execution be by himself or by an Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

24.1.1 Claims under workmen's compensations, disability benefit and other similar employee benefit acts;

24.1.2 Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;

24.1.3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;

24.1.4 Claims for damages insured by usual personal injury liability coverage which are sustained: (a) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (b) by any other person; and

24.1.5 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

24.2 All insurance to be procured and maintained by Contractor pursuant to this Contract shall be with Best A-rated companies acceptable to Owner, and certificates evidencing such insurance acceptable to Owner shall be filed with the Owner prior to commencement of the work. These certificates shall contain a provision that coverages afforded under the policies shall not be canceled unless at least fifteen (15) days prior written notice has been given to Owner. Owner shall be named as an additional insured on all said policies

of insurance.

24.3 The Contractor shall procure and maintain, at his own expense during the Contract Time, liability insurance as hereinafter specified.

24.3.1 Contractor's General Public Liability and Property Damage Insurance including vehicle coverage issued to the Contractor and protecting him from all claims for destruction of or damage to property arising out of or in connection with any operations under the Contract Documents, whether such operations be by himself or by any Subcontractor under him, or anyone directly or indirectly employed by the Contractor or by a Subcontractor under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$3,000,000 aggregate for any damages arising out of bodily injury, including death at any time resulting therefrom sustained by two or more persons in any one accident.

24.3.2 The Contractor shall acquire and maintain, Fire and Extended Coverage Insurance upon the Project to the full insurable value thereof for the benefits of the Owner, the Contractor, and the Subcontractors as their interest may appear. This provision shall in no way release the Contractor or Contractor's Surety from obligations under the Contract Documents to fully complete the Project.

24.4 The Contractor shall procure and maintain, at his own expense, during the Contract Time, in accordance with the provisions of the laws of the state in which the Work is performed, Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the Project. In case of any work sublet, the Contractor shall require such Subcontractor similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this contract at the site of the Project is not protected under Workmen's Compensation statute, the Contractor shall provide, and shall cause each Subcontractor to provide adequate and suitable insurance for the protection of his employees not otherwise protected.

24.5 The Contractor shall secure, "All Risk" type Builder's Risk Insurance of Work to be performed. Unless specifically authorized by the Owner, the amount of



such insurance shall not be less than the Contract Price totaled in the Bid. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, collapse, riot, aircraft, and smoke during the Contract Time, and until the Work is accepted by the Owner. The policy shall name as the insured the Contractor, the Engineer, and the Owner. If the Builder's Risk Insurance excludes flood damage, the Contractor shall be required to secure the maximum amount of Federal Flood Insurance available for the Contract.

## 25. CONTRACT SECURITY

The Contractor shall within ten (10) days after receipt of the Notice of Award furnish the Owner with a Performance Bond and a Payment Bond in penal sums equal to the amount of the Contract Price conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions, and agreements of the Contract Documents, and upon the prompt payment by the Contractor to all persons supplying labor and materials in the prosecution of the Work provided by the Contract Documents. Such Bonds shall be executed by the Contractor and all corporate bonding company licensed to transact such business in the State where the Work is to be performed and named on the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Treasury Department Circular Number 570. The expense of these bonds shall be borne by the Contractor. If at any time a surety on any such Bond is declared bankrupt or loses its right to do business in the State in which the Work is to be performed or is removed from the list of Surety Companies accepted on Federal Bonds, Contractor shall within ten (10) days after notice from the Owner to do so, substitute an acceptable Bond, (or Bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the Owner. The premiums on such Bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable Bond to the Owner.

## 26. ASSIGNMENTS

Neither the Contractor nor the Owner shall sell, transfer, assign, or otherwise dispose of the Contract or any portion thereof, or of his right, title or interest therein, or his obligations thereunder, without written consent of the other party.

## 27. INDEMNIFICATION

27.1 The Contractor will indemnify and hold harmless the Owner and the Engineer and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the

performance of the Work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

27.2 In any and all claims against the Owner or the Engineer, or any of their agents or employees, by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen's Compensation Acts, disability benefit acts or other employee benefits acts.

27.3 The obligation of the Contractor under this paragraph shall not extend to the liability of the Engineer, his agents or employees arising out of the preparation or approval of maps, Drawings, opinions, reports, surveys, Change Orders, designs or Specifications.

## 28. SEPARATE CONTRACTS

28.1 The Owner reserves the right to let other contracts in connection with this Project. The Contractor shall afford the Contractors reasonable opportunity for the introduction and storage of their materials and the execution of their Work, and shall properly connect and coordinate his Work with theirs. If the proper execution or results of any part of the Contractor's Work depends upon the Work of any other Contractor, the Contractor shall inspect and promptly report to the Engineer any defects in such Work that render it unsuitable for such proper execution and results.

28.2 The Owner may perform additional Work related to the Project by himself, or he may let other contracts containing provisions similar to these. The Contractor will afford the other Contractors who are parties to such Contracts (or the Owner, if he is performing the additional Work himself) reasonable opportunity for the introduction and storage of materials and equipment and the execution of Work, and shall properly connect and coordinate his work with theirs.

28.3 If the performance of additional Work by other Contractors or the Owner is not noted in the Contract Documents prior to the execution of the Contract, written

notice thereof shall be given to the Contractor prior to starting any such additional Work. If the Contractor believes that the performance of such additional Work by the Owner or others involves him in additional expense or entitles him to an extension of the Contract Time, he may make a claim therefor as provided in Sections 16 and 17.

## 29. SUBCONTRACTING

- 29.1 The Contractor may utilize the services of specialty Subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty Subcontractors.
- 29.2 The Contractor shall not award any Work to any Subcontractor without prior written approval of the Owner, which approval will not be given until the Contractor submits to the Owner a written statement concerning the proposed award to the Subcontractor, which statement will contain such information as the Owner may require.
- 29.3 The Contractor shall be fully responsible to the Owner for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of person directly or indirectly employed by him.
- 29.4 The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the Work to bind Subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents in so far as applicable to the Work of Subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provision of the Contract Documents.
- 29.5 Nothing contained in this contract shall create any contractual relation between any Subcontractor and the Owner.
- 29.6 The Contractor will insert in any subcontracts the clauses contained in 29 CFR 5.5 (a) (1) through (5) and (7) and such other clauses and appropriate instructions as the Environmental Protection Agency may require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

30. ENGINEER'S AUTHORITY

- 30.1 The Engineer shall act as the Owner's representative during the construction period. He shall decide questions which may arise as to quality and acceptability of materials furnished and Work performed. He shall interpret the intent of the Contract Documents in a fair and unbiased manner. The Engineer will make visits to the site and determine if the work is proceeding in accordance with the Contract Documents.
- 30.2 The Contractor will be held strictly to the intent of the Contract Documents in regard to the quality of material, workmanship and execution of the Work. Inspections may be made at the factory or fabrication plant of the source of material supply.
- 30.3 The Engineer will not be responsible for the construction means, control, techniques, sequences, procedures, or construction safety.
- 30.4 The Engineer shall promptly make decisions relative to interpretation of the Contract Documents.

31. LAND AND RIGHTS-OF-WAY

- 31.1 Prior to issuance of the Notice to Proceed, the Owner shall obtain all land and rights-of-way necessary for carrying out and for the completion of the Work to be performed pursuant to the Contract Documents, unless otherwise mutually agreed.
- 31.2 The Owner shall provide to the Contractor information which delineates and describes the lands owned and rights-of-way acquired.
- 31.3 The Contractor shall provide at his own expense without liability to the Owner any additional land and access thereto that the Contractor may desire for temporary construction facilities, or for storage of materials.

32. GUARANTEE

The Contractor shall guarantee all materials and equipment and work performed for a period of one (1) year after final acceptance by the Owner of all work at both plants. The Contractor warrants and guarantees during the guarantee period that the completed system is free from all defects due to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reason of such defects including the repairs of any damage to other parts of the system

resulting from such defects. The Owner will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments, or other Work that may be necessary by such defects, the Owner may do so and charge the Contractor the cost thereby incurred. The Performance Bond shall remain in full force and effect through the guarantee period.

### 33. ARBITRATION

33.1 All claims, disputes and other matters in question arising out of, or relating to, the Contract Documents or the breach thereof, except for claims which have been waived by the making and acceptance of final payment as provided by Section 23, (Acceptance of Final Payment As Release), shall be decided by arbitration, if all parties mutually agree, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. Any arbitration based on settlements or awards shall include the following information: (a) finding of fact, (b) allocation of award to each issue, (c) conclusion of law, (d) basis of award and rationale. The award rendered by the arbitrators shall be final, and judgement may be entered upon it in any court having jurisdiction thereof.

33.2 Notice of the demand for arbitration shall be filed in writing with the other party to the Contract Documents and with the American Arbitration Association, and a copy shall be filed with the Engineer. Demand for arbitration shall in no event be made on any claim, dispute or other matter in question which would be barred by the applicable statute of limitations.

33.3 The Contractor shall carry on the Work and maintain the progress schedule during any arbitration proceedings, unless otherwise mutually agreed in writing.

### 34. TAXES

The Contractor shall pay all sales, consumer, use and other similar taxes required by laws of the State where the Work is performed, unless proper forms are acquired and submitted exempting the Contractor from such taxes.

### 35. USE OF PREMISES AND REMOVAL OF DEBRIS

35.1 The Contractor expressly undertakes at his own expense:

35.1.1 To take every precaution against injuries to persons or damage to

property;

35.1.2 To store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the Work as will not unduly interfere with the progress of his Work or the Work of any other Contractors;

35.1.3 To place upon the Work or any part thereof only such loads as are consistent with the safety of that portion of the Work;

35.1.4 To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the Work shall present a neat, orderly and workmanlike appearance;

35.1.5 Before final payment, to remove all surplus material, falsework, temporary structures, including foundations thereof, plant of any description and debris of every nature resulting from his operations, and to put the site in a neat, orderly condition;

35.1.6 To effect all cutting, fitting or patching of his Work required to make the same to conform to the plans and specifications and, except with the consent of the Engineer, not to cut or otherwise alter the Work of any other Contractor.

## 36. QUANTITIES OF ESTIMATES

Whenever the estimated quantities of Work to be done and materials to be furnished on a unit price basis under this contract are shown in any of the documents including the proposal, they are given for use in comparing bids, and the right is expressly reserved, except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by the Owner to complete the Work contemplated by this contract, and such increase or diminution shall in no way vitiate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

## 37. CONFLICTING CONDITIONS

Any provision in any of the Contract Documents which may be in conflict or inconsistent with any of the paragraphs in these General Conditions shall be void to the extent of such conflict or inconsistency.

38. NOTICE AND SERVICE THEREOF

Any notice of any Contractor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted by certified or registered mail, to the said Contractor at his last given address, or delivered in person to said Contractor or his authorized representative on the Work.

39. EQUURED PROVISIONS DEEMED INSERTED

39.1 Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion or correction.

39.2 The Contractor agrees to abide by all local and state laws or ordinances to the extent that such requirements do not conflict with Federal Laws or regulations.

40. SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION

In order to protect the lives and health of his employees under the contract, the Contractor shall comply with all pertinent provisions of the Contract Work Hours and Safety Standards Act as amended, and the Occupational Safety and Health Act of 1970 as amended, and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from Work, arising out of and in the course of employment of Work under the Contract.

The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance, or operation. He shall provide safety controls for protection of life and health of employees. The Contractor shall comply with all safety regulations of the State Department of Labor.

41. LABOR STANDARDS

The Contractor shall comply with the appropriate prevailing wage rates applicable to this project; they are contained in the Wage Rate Section of these Specifications.

42. INTEREST OF FEDERAL, STATE OR LOCAL OFFICIALS

No federal, state or local official shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

43. OTHER PROHIBITED INTEREST

No official of the Owner who is authorized in such capacity and on behalf of the Owner to negotiate, make, accept or approve, or to take part in negotiation, making, accepting, or approving any architectural, engineering, inspection, construction or material supply contract or any subcontract in connection with the construction of the Project, shall become directly or indirectly interested personally in this contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of or for the Owner who is authorized in such capacity and on behalf of the Owner to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the Project, shall be come directly or indirectly interested personally in this contract or in any part thereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the Project.

44. EXISTING UTILITIES

44.1 Special precautions shall be taken by the Contractor to avoid damage to existing overhead and underground utilities owned and operated by the Owner or by public or private utility companies.

44.2 With particular respect to existing underground utilities, the available information concerning their location has been shown on the Drawings. While it is believed that the locations shown are reasonably correct, neither the Engineer nor the Owner can guarantee the accuracy or adequacy of this information.

44.3 Before proceeding with the Work, the Contractor shall confer with all public or private companies, agencies, or departments that own and operate utilities in the vicinity of the construction work. The purpose of the conference or conferences, shall be to notify said companies, agencies, or departments of the proposed construction schedule, verify the location of, and possible interference with, the existing utilities that are shown on the plans, arrange for necessary suspension of service and make arrangements to locate and avoid interference with all utilities (including house connections) that are not shown on the plans. The Engineer and Owner have no objection to the contractor arranging for the said utility companies, agencies, or departments to locate and



uncover their own utilities; however, the Contractor shall bear the entire responsibility for locating and avoiding or repairing damage to said existing utilities.

- 44.4 When the Contractor encounters any utilities not shown on the plans or in different location than shown on the plans and in conflict with the Work, he shall immediately notify the Engineer.
- 44.5 It is suggested that the Contractor locate all unknown metallic hazards, namely buried pipe, metals, etc by using a pipe locator. The pipe locator shall immediately precede the trench ditching and all hazard located and marked in such manner as to notify the machine operator of such hazard.
- 44.6 Where existing utilities or appurtenant structures, either underground or aboveground, are encountered, they shall not be displaced or molested unless necessary, and in such case shall be replaced in as good or better condition than found as quickly as possible. The Contractor will make all necessary utility relocations unless otherwise noted Where new water lines, gas lines, or sewers are being installed to replace existing lines, the Contractor shall maintain the existing lines in service until new lines are in service or shall provide temporary utility service to affected customers at his expense.
- 44.7 It is expected that the Contractor will be diligent in his efforts and use every possible means to locate existing utilities. Any claims for unavoidable damage, based on improper or unknown locations, will be thoroughly examined in the light of the Contractor's efforts to locate the said utilities or obstructions prior to beginning construction.

#### 45. STANDARD SPECIFICATIONS

Where standard specifications, such as those of the American Society for Testing Materials, the American Standards Association, the American Association of State Highway Officials, the Federal Aviation Agency, etc are referred to in the specifications and Contract Documents and on the plans, said references shall be construed to mean the latest amended and/or revised versions of the said standard or tentative specifications.

#### 46. SANITARY FACILITIES

The Contractor shall furnish, install and maintain ample sanitary facilities for the workmen. As the needs arise, enclosed temporary toilets, in sufficient number, shall be placed as directed by the Engineer. Permanent toilets installed under this Contract

shall not be used during construction. Drinking water shall be provided from an approved safe source, so piped or transported as to be kept clean and fresh, and served from single service containers of satisfactory types.

47. SUPERVISION OF INSTALLATION

All major equipment and control systems shall be installed under the supervision of a qualified installation Engineer and/or representative furnished by the manufacturer of such equipment or control system.

48. AIR AND WATER POLLUTION CONTROL

The Contractor shall provide all materials, equipment, devices and work required to comply with air and water standards and to accomplish construction of the Project in a manner which will protect, enhance, and retrieve a favorable environment. The Contractor, at all times, shall observe and comply with all federal, state, possession, and local laws, codes, ordinances, and regulations governing air and water pollution control and the Contractor and his surety shall indemnify and save harmless the Owner and all his officers, agents, and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decrees, whether by himself or his employees. The Contractor shall bear all expense of meeting and maintaining air and water standards, and any accessory features incidental to compliance without additional or direct compensation, except as otherwise specified. The Contractor shall take appropriate actions to minimize situation and soil erosion, control noise and limit odors during construction. No bypassing of wastewater will occur in conjunction with this contract without prior approval of the State Water Pollution Control Agency, and the United States Environmental Protection Agency.

49. USE OF CHEMICALS

All chemicals used during project construction or furnished for project operations, whether herbicide, pesticide, disinfectant, polymer, reactant, or of such classification, must show approval of either EPA or USDA. Use of all such chemicals shall be in conformance with instructions.

50. DAMAGE TO EXISTING LANDSCAPING, PAVEMENTS, STRUCTURES, SIDEWALKS, CURBS, ETC

The Contractor shall be responsible for replacing all lawns, trees, shrubs, fences, sidewalks, driveways, curbs, ditches, drainage structures, or other improvements both public and private which are damaged in carrying out the Work. Reasonable care shall be taken during construction to avoid damage to vegetation. Ornamental

shrubby and tree branches shall be temporarily tied back, where appropriate, to minimize damage. Trees which receive damage to branches shall be trimmed of those branches to improve appearance of the tree. Tree trunks receiving damage from equipment shall be treated with a tree dressing. Trees removed shall be replaced with trees of a like kind, 5'-6' in height as directed by the Engineer.

**SUPPLEMENTAL GENERAL CONDITIONS**  
**FOR**  
**CLEAN WATER STATE REVOLVING FUND**  
**DRINKING WATER STATE REVOLVING FUND**  
**EPA SPECIAL APPROPRIATION GRANTS**  
**(Drinking Water and Wastewater)**

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

**Project Number:** \_\_\_\_\_



The attached instructions and regulations as listed below shall be incorporated into the Specifications and comprise Special Conditions.

	<u>Attachment No.</u>
<b>SRF/EPA Special Provisions</b>	1
<b>Requirements for Sub-agreements Awarded by Prime Contractors</b>	2
<b>40 CFR 31.36 (Procurement)-grants only</b>	3A
<b>KRS Chapter 45A-Kentucky Model Procurement Code-loans only</b>	3B
<b>Equal Employment Opportunity (EEO) Documents:</b>	
<b>Notice of Requirement for Affirmative Action</b>	4
<b>Contract Specifications (Executive Order 11246)</b>	5
<b>EEO Goals for Region 4 Economic Areas</b>	6
<b>Special Notice #1 - Check List of EEO Documentation</b>	7
<b>Employer Information Report EEO-1 (SF 100)</b>	8
<b>Labor Standards Provisions for Federally Assisted Construction, EPA Form 5720-4</b>	9
<b>Certifications</b>	
<b>Debarment, Suspension and Other Responsibility Matters</b>	10
<b>Anti-lobbying</b>	11
<b>Utilization of Small, Minority and Women's Businesses</b>	12
<b>Region 4 Disadvantaged Business Enterprise (DBE) Negotiated Rates</b>	13
<b>Bonds and Insurance</b>	14
<b>Outlay Management Schedule</b>	15
<b>Storm Water General Permit</b>	16
<b>Wage Rates</b>	17

**These special conditions shall supersede any conflicting provisions of this contract.**

DOW/RPPS – April 2005 EPA-SGC-2



### EPA SPECIAL PROVISIONS

- a) The construction of the project shall conform to the applicable requirements for state, territorial and local laws and ordinances to the extent that such requirements do not conflict with Federal laws.
- b) The EPA shall have access to the site and the project.
- c) Any contract(s) awarded under this invitation for Bids are expected to be funded in part by a grant from the U.S. Environmental Protection Agency. Neither the United States nor any of its departments, agencies or employees are or will be a part to this Invitation for Bids or any resulting contract.
- d) The Method of Award is to the lowest responsible responsive bidder.
- e) A statement that the bidder must make positive efforts to use small and minority owned business and women business enterprises.

### SRF SPECIAL PROVISIONS

- (a) Sewer line crossing of all roads and streets shall be done in accordance with the Kentucky Transportation Cabinet requirements as may be set forth in the Special Conditions.
- (b) Construction is to be carried out so as to prevent by-passing of flows during construction unless a schedule has been approved by the State or EPA, whichever is applicable.
- (c) Siltation and soil erosion must be minimized during construction. All construction projects with surface disturbance of more than 5 acres during the period of construction must have a KPDES Storm Water General Permit. To apply, the contractor must submit the "Notice of Intent" form at least 48 hours prior to start of construction. See Attachment 16 for the "Notice of Intent" form.
- (d) Restore disturbed areas to original or better condition.
- (e) Use of Chemicals: All chemicals used during project construction or furnished for project operation, whether herbicide, pesticide, disinfectant, polymer, reactant or of other classification, must show approval of either EPA or USDA. Use of all such chemicals and disposal of residues shall be in conformance with instructions on the manufacturer's label.
- (f) The construction of the project, including the letting of contracts in connection therewith, shall conform to the applicable requirements of state, territorial, and local laws and ordinances to the extent that such requirements do not conflict with Federal laws and this subchapter.
- (g) The owner shall provide and maintain competent and adequate supervision and inspection.
- (h) The Kentucky Infrastructure Authority and Kentucky Division of Water shall have access to the site and the project work at all times.
- (i) In the event Archaeological materials (arrowheads, stone tools, stone axes, prehistoric and historic pottery, bottles, foundations, Civil War artifacts, and other types of artifacts) are uncovered during the construction of this project, work is to immediately cease at the location and the Kentucky Heritage Council shall be contacted. The telephone number is (502) 564-7005. Construction shall commence at this location until a written release is received from the Kentucky Heritage Council. Failure to report a find could result in legal action.





**GRANT REQUIREMENTS FOR SUB-AGREEMENTS**  
**AWARDED BY A PRIME CONTRACTOR**

A contractor must comply with the following provisions in its award of sub-agreements. (This section does not apply to a supplier's procurement of materials to produce equipment, materials and catalog, off-the-shelf, or manufactured items.)

- (a) 40 CFR Part 32 (Debarment and Suspension Under EPA Assistance Programs);
- (b) The limitations and sub-agreement award in 40 CFR 31.35, and 31.36(i) (3,4,6,10,12) ;
- (c) The requirement for small, small rural, minority, women's and labor surplus area business in 40 CFR 31.36(e);
- (d) The specifications requirements of 40 CFR 31.36(c) (1);
- (e) The Federal cost principles in 40 CFR 31.22 and 31.36(f)(3);
- (f) The prohibited types of sub-agreements in 40 CFR 31.36(f)(4);
- (g) 40 CFR Part 34 (Anti-Lobbying under EPA Assistance Programs).



**TITLE 40--PROTECTION OF ENVIRONMENT  
CHAPTER I--ENVIRONMENTAL PROTECTION AGENCY**

**PART 31--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND  
COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS**

**Subpart C--Post-Award Requirements**

**Sec. 31.36 Procurement.**

(a) States. When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and sub-grantees will follow paragraphs (b) through (i) in this section.

(b) Procurement standards. (1) Grantees and sub-grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law, the standards identified in this section, and if applicable, Sec. 31.38.

(2) Grantees and sub-grantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(3) Grantees and sub-grantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or sub-grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

(i) The employee, officer or agent,

(ii) Any member of his immediate family,

(iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Grantee and sub-grantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and sub-grantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

(4) Grantee and sub-grantee procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(5) To foster greater economy and efficiency, grantees and sub-grantees are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

(6) Grantees and sub-grantees are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(7) Grantees and sub-grantees are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

- (8) Grantees and sub-grantees will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- (9) Grantees and sub-grantees will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- (10) Grantees and sub-grantees will use time and material type contracts only--
- (i) After a determination that no other contract is suitable, and
  - (ii) If the contract includes a ceiling price that the contractor exceeds at its own risk.
- (11) Grantees and sub-grantees alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to source evaluation, protests, disputes, and claims. These standards do not relieve the grantee or sub-grantee of any contractual responsibilities under its contracts. Federal agencies will not substitute their judgment for that of the grantee or sub-grantee unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.
- (12) Grantees and sub-grantees will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the grantee and sub-grantee before pursuing a protest with the Federal agency. Reviews of protests by the Federal agency will be limited to:
- (i) Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and
  - (ii) Violations of the grantee's or sub-grantee's protest procedures for failure to review a complaint or protest. Protests received by the Federal agency other than those specified above will be referred to the grantee or sub-grantee.
- (c) Competition. (1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of Sec. 31.36. Some of the situations considered to be restrictive of competition include but are not limited to:
- (i) Placing unreasonable requirements on firms in order for them to qualify to do business,
  - (ii) Requiring unnecessary experience and excessive bonding,
  - (iii) Noncompetitive pricing practices between firms or between affiliated companies,
  - (iv) Noncompetitive awards to consultants that are on retainer contracts,
  - (v) Organizational conflicts of interest,
  - (vi) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement, and
  - (vii) Any arbitrary action in the procurement process.
- (2) Grantees and sub-grantees will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (3) Grantees will have written selection procedures for procurement transactions. These procedures will ensure that all solicitations:
- (i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features, which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used

as a means to define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerers shall be clearly stated; and

(ii) Identify all requirements which the offerers must fulfill and all other factors to be used in evaluating bids or proposals.

(4) Grantees and sub-grantees will ensure that all pre-qualified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, grantees and sub-grantees will not preclude potential bidders from qualifying during the solicitation period.

(5) Construction grants awarded under Title II of the Clean Water Act are subject to the following "Buy American" requirements in paragraphs (c)(5) (i)-(iii) of this section. Section 215 of the Clean Water Act requires that contractors give preference to the use of domestic material in the construction of EPA-funded treatment works.

(i) Contractors must use domestic construction materials in preference to nondomestic material if it is priced no more than 6 percent higher than the bid or offered price of the nondomestic material, including all costs of delivery to the construction site and any applicable duty, whether or not assessed. The grantee will normally base the computations on prices and costs in effect on the date of opening bids or proposals.

(ii) The award official may waive the Buy American provision based on factors the award official considers relevant, including:

(A) Such use is not in the public interest;

(B) The cost is unreasonable;

(C) The Agency's available resources are not sufficient to implement the provision, subject to the Deputy Administrator's concurrence;

(D) The articles, materials or supplies of the class or kind to be used or the articles, materials or supplies from which they are manufactured are not mined, produced or manufactured in the United States in sufficient and reasonably available commercial quantities or satisfactory quality for the particular project; or

(E) Application of this provision is contrary to multilateral government procurement agreements, subject to the Deputy Administrator's concurrence.

(iii) All bidding documents, sub-agreements, and, if appropriate, requests for proposals must contain the following "Buy American" provision: In accordance with section 215 of the Clean Water Act (33 U.S.C. 1251 et seq.) and implementing EPA regulations, the contractor agrees that preference will be given to domestic construction materials by the contractor, subcontractors, materialmen and suppliers in the performance of this sub-agreement.

(d) Methods of procurement to be followed--(1) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other properties that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$100,000). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.

(2) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in 31.36(d)(2)(i) apply.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively and for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;

(B) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;

(C) All bids will be publicly opened at the time and place prescribed in the invitation for bids;

(D) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life

cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(3) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;

(ii) Proposals will be solicited from an adequate number of qualified sources;

(iii) Grantees and sub-grantees will have a method for conducting technical evaluations of the proposals received and for selecting awardees;

(iv) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(v) Grantees and sub-grantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(4) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

(i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

(A) The item is available only from a single source;

(B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(C) The awarding agency authorizes noncompetitive proposals; or

(D) After solicitation of a number of sources, competition is determined inadequate.

(ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

(iii) Grantees and sub-grantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of this section.

(e) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.

(1) The grantee and sub-grantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

(v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and

(vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

(f) Contract cost and price.

(1) Grantees and sub-grantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent

estimates before receiving bids or proposals. A cost analysis must be performed when the offerer is required to submit the elements of his estimated cost, e.g., under professional, consulting, and architectural engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

(2) Grantees and sub-grantees will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed.

To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(3) Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles (see Sec. 31.22). Grantees may reference their own cost principles that comply with the applicable Federal cost principles.

(4) The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

(g) Awarding agency review.

(1) Grantees and sub-grantees must make available, upon request of the awarding agency, technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for purchase. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the grantee or sub-grantee desires to have the review accomplished after a solicitation has been developed, the awarding agency may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(2) Grantees and sub-grantees must on request make available for awarding agency pre-award review procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. when:

(i) A grantee's or sub-grantee's procurement procedures or operation fails to comply with the procurement standards in this section; or

(ii) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; or

(iii) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product; or

(iv) The proposed award is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(v) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

(3) A grantee or sub-grantee will be exempt from the pre-award review in paragraph (g)(2) of this section if the awarding agency determines that its procurement systems comply with the standards of this section.

(i) A grantee or sub-grantee may request that its procurement system be reviewed by the awarding agency to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews shall occur where there is a continuous high-dollar funding, and third-party contracts are awarded on a regular basis.

(ii) A grantee or sub-grantee may self-certify its procurement system. Such self-certification shall not limit the awarding agency's right to survey the system. Under a self-certification procedure, awarding agencies may wish to rely on written assurances from the grantee or sub-grantee that it is complying with these standards. A grantee or sub-grantee will cite specific procedures, regulations, standards, etc., as being in compliance with these requirements and have its system available for review.

(h) Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the awarding agency may accept the bonding policy and requirements of the grantee or sub-grantee provided the awarding agency has made a determination that



the awarding agency's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

(i) Contract provisions. A grantee's and sub-grantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

(Contracts more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub-grantees)

(4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and sub-grants for construction or repair)

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and sub-grantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5).

(Construction contracts awarded by grantees and sub-grantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the sub-grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or sub-grantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C.

1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

(Contracts, subcontracts, and sub-grants of amounts in excess of \$100,000)

(13) Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

(j) Payment to consultants.

(1) EPA will limit its participation in the salary rate (excluding overhead) paid to individual consultants retained by grantees or by a grantee's contractors or subcontractors to the maximum daily rate for a GS-18. (Grantees may, however, pay consultants more than this amount). This limitation applies to

consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed; grantees will pay these in accordance with their normal travel reimbursement practices. (Pub. L. 99-591).

(2) Sub-agreements with firms for services which are awarded using the procurement requirements in this part are not affected by this limitation.

(k) Use of the same architect or engineer during construction.

(1) If the grantee is satisfied with the qualifications and performance of the architect or engineer who provided any or all of the facilities planning or design services for a waste-water treatment works project and wishes to retain that firm or individual during construction of the project, it may do so without further public notice and evaluation of qualifications, provided:

(i) The grantee received a facilities planning (Step 1) or design grant (Step 2), and selected the architect or engineer in accordance with EPA's procurement regulations in effect when EPA awarded the grant; or

(ii) The award official approves noncompetitive procurement under Sec. 31.36(d)(4) for reasons other than simply using the same individual or firm that provided facilities planning or design services for the project; or

(iii) The grantee attests that:

(A) The initial request for proposals clearly stated the possibility that the firm or individual selected could be awarded a sub-agreement for services during construction; and

(B) The firm or individual was selected for facilities planning or design services in accordance with procedures specified in this section.

(C) No employee, officer or agent of the grantee, any member of their immediate families, or their partners have financial or other interest in the firm selected for award; and

(D) None of the grantee's officers, employees or agents solicited or accepted gratuities, favors or anything of monetary value from contractors or other parties to sub-agreements.

(2) However, if the grantee uses the procedures in paragraph (k)(1) of this section to retain an architect or engineer, any Step 3 sub-agreements between the architect or engineer and the grantee must meet all of the other procurement provisions in Sec. 31.36.

[53 FR 8068 and 8087, Mar. 11, 1988, and amended at 53 FR 8075, Mar. 11, 1988; 60 FR 19639, 19644, Apr. 19, 1995; 66 FR 3794, Jan. 16, 2001]



**KRS Chapter 45A**  
**Kentucky Model Procurement Code**

**45A.075 Methods of awarding state contracts.**

Except as otherwise authorized by law, all state contracts shall be awarded by:

- (1) Competitive sealed bidding, pursuant to KRS 45A.080; or
- (2) Competitive negotiation, pursuant to KRS 45A.085 and 45A.090 or 45A.180; or
- (3) Noncompetitive negotiation, pursuant to KRS 45A.095; or
- (4) Small purchase procedures, pursuant to KRS 45A.100.

**Effective:** June 24, 2003

**History:** Amended 2003 Ky. Acts ch. 98, sec. 4, effective June 24, 2003. -- Created 1978 Ky. Acts ch. 110, sec. 16, effective January 1, 1979.

**45A.080 Competitive sealed bidding.**

(1) Contracts exceeding the amount provided by KRS 45A.100 shall be awarded by competitive sealed bidding unless it is determined in writing that this method is not practicable. Factors to be considered in determining whether competitive sealed bidding is not practicable shall include:

- (a) Whether specifications can be prepared that permit award on the basis of best value; and
- (b) The available sources, the time and place of performance, and other relevant circumstances as are appropriate for the use of competitive sealed bidding.

(2) The invitation for bids shall state that awards shall be made on the basis of best value. In any contract which is awarded under an invitation to bid which requires delivery by a specified date and imposes a penalty for late delivery, if the delivery is late, the contractor shall be given the opportunity to present evidence that the cause of the delay was beyond his control. If it is the opinion of the purchasing officer that there is sufficient justification for delayed delivery, the purchasing officer may adjust or waive any penalty that is provided for in the contract.

(3) Adequate public notice of the invitation for bids shall be given a sufficient time prior to the date set forth for the opening of bids. The notice may include posting on the Internet or publication in a newspaper or newspapers of general circulation in the state as determined by the secretary of the Finance and Administration Cabinet not less than seven (7) days before the date set for the opening of the bids. The provisions of this subsection shall also apply to price contracts and purchase contracts of state institutions of higher education.

(4) Bids shall be opened publicly at the time and place designated in the invitation for bids. At the time the bids are opened, the purchasing agency shall announce the agency's engineer's estimate, if applicable, and make it a part of the agency records pertaining to the letting of any contract for which bids were received. Each bid, together with the name of the bidder and the agency's engineer's estimate, shall be recorded and be open to public inspection. Electronic bid opening and posting of the required information for public viewing shall satisfy the requirements of this subsection.

(5) The contract shall be awarded by written notice to the responsive and responsible bidder whose bid offers the best value.

(6) Correction or withdrawal of bids shall be allowed only to the extent permitted by regulations issued by the secretary.

**Effective:** July 14, 2000

**History:** Amended 2000 Ky. Acts ch. 509, sec. 1, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 120, sec. 10, effective July 15, 1998. -- Amended 1997 (1<sup>st</sup> Extra. Sess.) Ky. Acts ch. 4, sec. 27, effective May 30, 1997. -- Amended 1996 Ky. Acts ch. 60, sec. 2, effective July 15, 1996. -- Amended 1994 Ky. Acts ch. 278, sec. 1, effective July 15, 1994. -- Amended 1982 Ky. Acts ch. 282, sec. 1, effective July 15, 1982. -- Amended 1979 (1<sup>st</sup> Extra. Sess.) Ky. Acts ch. 9, sec. 1, effective February 10, 1979. -- Created 1978 Ky. Acts ch. 110, sec. 17, effective January 1, 1979.

#### **45A.085 Competitive negotiation.**

(1) When, under administrative regulations promulgated by the secretary or under KRS 45A.180, the purchasing officer determines in writing that the use of competitive sealed bidding is not practicable, and except as provided in KRS 45A.095 and 45A.100, a contract may be awarded by competitive negotiation.

(2) Adequate public notice of the request for proposals shall be given in the same manner and circumstances as provided in KRS 45A.080(3).

(3) Contracts other than contracts for projects utilizing an alternative project delivery method under KRS 45A.180 may be competitively negotiated when it is determined in writing by the purchasing officer that the bids received by competitive sealed bidding either are unreasonable as to all or part of the requirements, or were not independently reached in open competition, and for which each competitive bidder has been notified of the intention to negotiate and is given reasonable opportunity to negotiate.

(4) Contracts for projects utilizing an alternative project delivery method shall be processed in accordance with KRS 45A.180.

(5) The request for proposals shall indicate the relative importance of price and other evaluation factors.

(6) Award shall be made to the responsible offerer whose proposal is determined in writing to be the most advantageous to the Commonwealth, taking into consideration price and the evaluation factors set forth in the request for proposals.

(7) Written or oral discussions shall be conducted with all responsible offerers who submit proposals determined in writing to be reasonably susceptible of being selected for award. Discussions shall not disclose any information derived from proposals submitted by competing offerers. Discussions need not be conducted:

(a) With respect to prices, where the prices are fixed by law or administrative regulation, except that consideration shall be given to competitive terms and conditions;

(b) Where time of delivery or performance will not permit discussions; or

(c) Where it can be clearly demonstrated and documented from the existence of adequate competition or prior experience with the particular supply, service, or construction item, that acceptance of an initial offer without discussion would result in fair and reasonable best value procurement, and the request for proposals notifies all offerers of the possibility that award may be made on the basis of the initial offers.

**Effective:** June 24, 2003

**History:** Amended 2003 Ky. Acts ch. 98, sec. 5, effective June 24, 2003. – Amended 1997 (1st Extra. Sess.) Ky. Acts ch. 4, sec. 28, effective May 30, 1997. – Amended 1979 (1st Extra. Sess.) Ky. Acts ch. 9, sec. 2, effective February 10, 1979. -- Created 1978 Ky. Acts ch. 110, sec. 18, effective January 1, 1979.

#### **45A.090 Negotiation after competitive sealed bidding when all bids exceed available funds.**

(1) In the event that all bids submitted pursuant to competitive sealed bidding under KRS 45A.080 result in bid prices in excess of the funds available for the purchase, and the chief purchasing officer determines in writing:

(a) That there are no additional funds available from any source so as to permit an award to the responsive and responsible bidder whose bid offers the best value; and

(b) The best interest of the state will not permit the delay attendant to a resolicitation under revised specifications, or for revised quantities, under competitive sealed bidding as provided in KRS 45A.080, then a negotiated award may be made as set forth in subsections (2) or (3) of this section.

(2) Where there is more than one (1) bidder, competitive negotiations pursuant to KRS 45A.085(3) shall be conducted with the three (3) (two (2) if there are only two (2)) bidders determined in writing to be the most responsive and responsible bidders, based on criteria contained in the bid invitation. Such competitive negotiations shall be conducted under the following restrictions:

(a) If discussions pertaining to the revision of the specifications or quantities are held with any potential offerer, all other potential offerers shall be afforded an opportunity to take part in such discussions; and

(b) A request for proposals, based upon revised specifications or quantities, shall be issued as promptly as possible, shall provide for an expeditious response to the revised requirements, and shall be awarded upon the basis of best value.

(3) Where, after competitive sealed bidding, it is determined in writing that there is only one (1) responsive and responsible bidder, a noncompetitive negotiated award may be made with such bidder in accordance with KRS 45A.095.

**Effective:** June 24, 2003

**History:** Amended 2003 Ky. Acts ch. 98, sec. 6, effective June 24, 2003. – Amended 1997 (1st Extra. Sess.) Ky. Acts ch. 4, sec. 29, effective May 30, 1997. – Created 1978 Ky. Acts ch. 110, sec. 19, effective January 1, 1979.

#### **45A.095 Noncompetitive negotiation.**

(1) A contract may be made by noncompetitive negotiation only for sole source purchases, or when competition is not feasible, as determined by the purchasing officer in writing prior to award, under administrative regulations promulgated by the secretary of the Finance and Administration Cabinet or the governing boards of universities operating under KRS Chapter 164A, or when emergency conditions exist. Sole source is a situation in which there is only one (1) known capable supplier of a commodity or service, occasioned by the unique nature of the requirement, the supplier, or market conditions. Insofar as it is practical, no less than three (3) suppliers shall be solicited to submit written or oral quotations whenever it is determined that competitive sealed bidding is not feasible. Award shall be made to the supplier offering the best value. The names of the suppliers submitting quotations and the date and amount of each quotation shall be placed in the procurement file and maintained as a public record. Competitive bids may not be required:

(a) For contractual services where no competition exists, such as telephone service, electrical energy, and other public utility services;

(b) Where rates are fixed by law or ordinance;

(c) For library books;

(d) For commercial items that are purchased for resale;

(e) For interests in real property;

(f) For visiting speakers, professors, expert witnesses, and performing artists;

(g) For personal service contracts executed pursuant to KRS 45A.690 to 45A.725; and

(h) For agricultural products in accordance with KRS 45A.645.

(2) The chief procurement officer, the head of a using agency, or a person authorized in writing as the designee of either officer may make or authorize others to make emergency procurements when an emergency condition exists.

(3) An emergency condition is a situation which creates a threat or impending threat to public health, welfare, or safety such as may arise by reason of fires, floods, tornadoes, other natural or man-caused disasters, epidemics, riots, enemy attack, sabotage, explosion, power failure, energy shortages, transportation emergencies, equipment failures, state or federal legislative mandates, or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction, or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of government, the preservation or protection of property, or the health or safety of any person.

(4) The Finance and Administration Cabinet may negotiate directly for the purchase of contractual services, supplies, materials, or equipment in bona fide emergencies regardless of estimated costs. The existence of the emergency shall be fully explained, in writing, by the head of the agency for which the purchase is to be made. The explanation shall be approved by the

secretary of the Finance and Administration Cabinet and shall include the name of the vendor receiving the contract along with any other price quotations and a written determination for selection of the vendor receiving the contract. This information shall be filed with the record of all such purchases and made available to the public. Where practical, standard specifications shall be followed in making emergency purchases. In any event, every effort should be made to effect a competitively established price for purchases made by the state.

**Effective:** July 15, 2002

**History:** Amended 2002 Ky. Acts ch. 344, sec. 9, effective July 15, 2002. -- Amended 1997 (1st Extra. Sess.) Ky. Acts ch. 4, sec. 30, effective May 30, 1997. -- Amended 1990 Ky. Acts ch. 496, sec. 4, effective July 13, 1990. -- Created 1978 Ky. Acts ch. 110, sec. 20, effective January 1, 1979.

#### **45A.100 Small purchases.**

(1) Procurements may be made in accordance with small purchase administrative regulations promulgated by the secretary of the Finance and Administration Cabinet, pursuant to KRS Chapter 13A, as follows:

(a) Up to ten thousand dollars (\$10,000) per project for construction and one thousand dollars (\$1,000) for purchases by any state governmental body, except for those state administrative bodies specified in paragraph (b) of this subsection; and

(b) Up to forty thousand dollars (\$40,000) per project for construction or purchases by the Finance and Administration Cabinet, state institutions of higher education, and the legislative branch of government.

(2) Procurement requirements shall not be artificially divided so as to constitute a small purchase under this section. At least every two (2) years, the secretary shall review the prevailing costs of labor and materials and may make recommendations to the next regular session of the General Assembly for the revision of the then current maximum small purchase amount as justified by intervening changes in the cost of labor and materials.

(3) The secretary of the Finance and Administration Cabinet may grant to any state agency with a justifiable need a delegation of small purchasing authority, which exceeds the agency's small purchase limit, provided in subsection (1) of this section.

Delegations of small purchasing authority shall be granted or revoked by the secretary of the Finance and Administration Cabinet, in accordance with administrative regulations promulgated by the cabinet pursuant to KRS Chapter 13A. These administrative regulations shall establish, at a minimum, the criteria for granting and revoking delegations of small purchasing authority, including the requesting agency's past compliance with purchasing regulations, the level of training of the agency's purchasing staff, and the extent to which the agency utilizes the Kentucky Automated Purchasing System. The administrative regulations may permit the secretary of the Finance and Administration Cabinet to delegate small purchase procurements up to the maximum amount specified in subsection (1)(b) of this section.

**Effective:** July 15, 2002

**History:** Amended 2002 Ky. Acts ch. 320, sec. 2, effective July 15, 2002. -- Amended 2000 Ky. Acts ch. 225, sec. 1, effective July 14, 2000. -- Amended 1996 Ky. Acts ch. 60, sec. 1, effective July 15, 1996. -- Amended 1994 Ky. Acts ch. 323, sec. 1, effective July 15, 1994. -- Amended 1990 Ky. Acts ch. 496, sec. 5, effective July 13, 1990. -- Amended 1986 Ky. Acts ch. 384, sec. 1, effective July 15, 1986. -- Amended 1984 Ky. Acts ch. 384, sec. 1, effective July 13, 1984. -- Amended 1982 Ky. Acts ch. 282, sec. 2, effective July 15, 1982. -- Amended 1980 Ky. Acts ch. 242, sec. 1, effective July 15, 1980; and ch. 250, sec. 19, effective April 9, 1980.-- Created 1978 Ky. Acts ch. 110, sec. 21, effective January 1, 1979.

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE  
EQUAL EMPLOYMENT OPPORTUNITY (EXECUTIVE ORDER 11246)**

The following excerpts are from 45 FR 65984 (October 3, 1980):

The minority and female goals apply to Federal and federally assisted construction contractors and subcontractors which have covered contracts. The goals are expressed as a percentage of the total hours worked by such a covered or subcontractor's entire onsite construction workforce, which is working on any construction site within a relevant area. The goal applies to each construction craft and trade in the contractor's entire workforce in the relevant area including those employees working on private non-federally involved projects.

Until further notice, the following goals for minority utilization in each construction craft and trade shall be included in all Federal or federally assisted construction contracts and subcontracts in excess of \$10,000 to be performed in the respective geographic area. The goals are applicable to each nonexempt contractor's total onsite construction workforce, regardless of whether or not part of that workforce is performing work on a Federal, federally assisted or non-federally related project, contract or subcontract.

Construction contractors which are participating in an approved Hometown Plan (see 41 CFR 60-4.5) are required to comply with the goals of the Hometown Plan with regard to construction work they perform in the area covered by the Hometown Plan. With regard to all their other covered construction work, such contractors are required to comply as follows:

Goals for female participation in each trade.....6.9%  
Goals for minority participation in each trade.....Insert goals for each year  
(see Attachment Number 6)

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or Federally assisted) performed in the covered area.

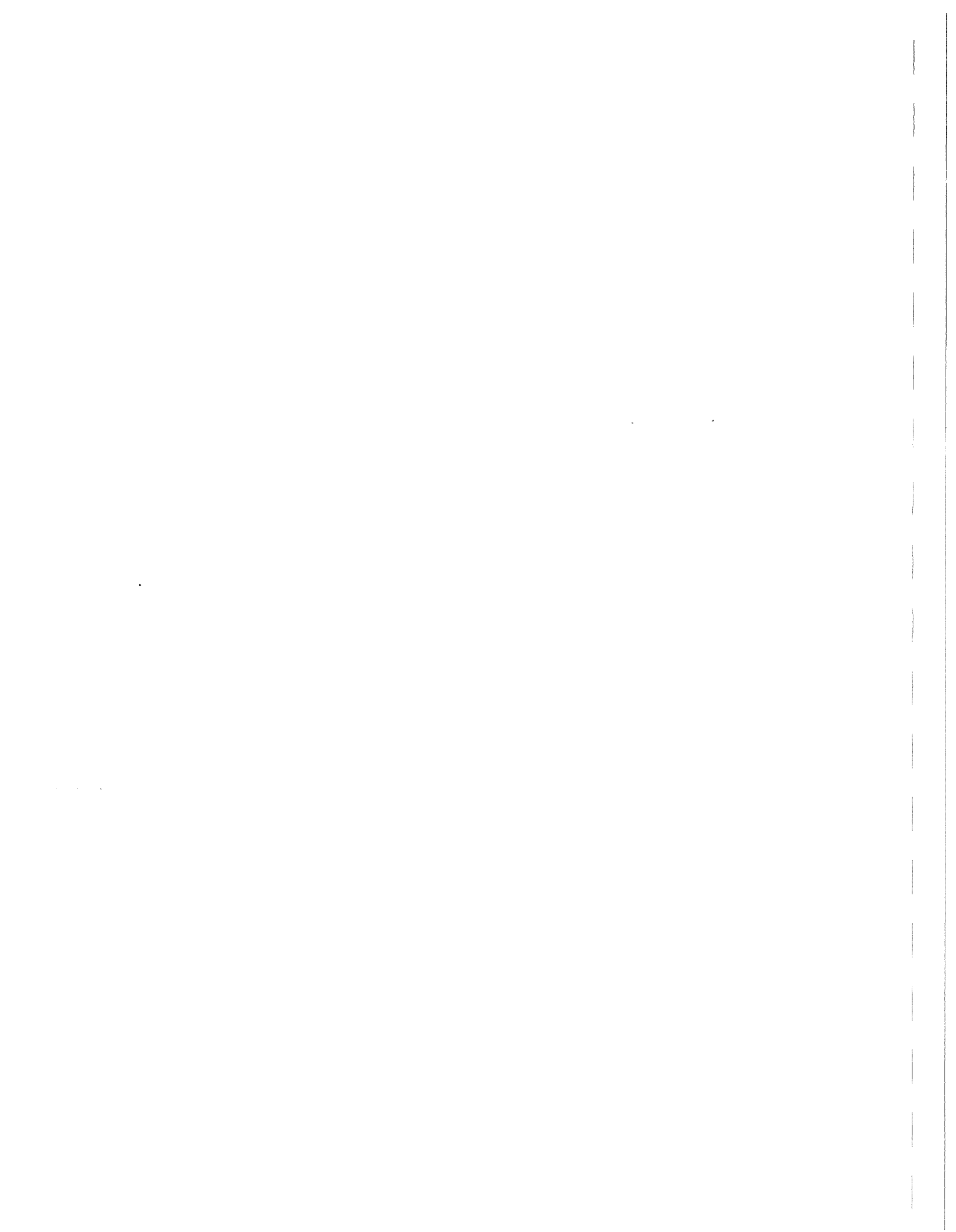
The following excerpts are from 45 FR 65977 (October 3, 1980):

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.

4. As used in this Notice, and in the contract resulting from this solicitation, the covered area is (insert description of the geographical areas where the contract is to be performed giving the state, country, and city, if any).





**STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION  
CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)**

EEO Specifications

Following is the standard language, which must be incorporated into all solicitations for offers and bids on all Federal and Federally assisted construction contracts or subcontracts in excess of \$10,000 to be performed in designated geographical areas:

1. As used in these specifications:

- (a) Covered Area means the geographical area described in the solicitation from which this contract resulted.
- (b) Director means Director, Office of Federal Contract Compliance Program, United States Department of Labor, or any person to whom the Director delegates authority;
- (c) Employer identification number means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
- (d) Minority includes:
  - (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
  - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
  - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
  - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take a good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7-a through p of these specifications. The goals set forth in the solicitation from which this contract resulted

are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. The Contractor is expected to make substantially uniform progress toward its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the non-working training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative action to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative actions steps at least as extensively as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organizations responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligation.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources complied under 7-b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with

all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, lay-off, termination or other employment decisions including specific review of these items with on-site supervisory personnel such as Superintendents, General Foreman, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's workforce.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisor's adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations, which assist in fulfilling one or more of their affirmative actions obligations (7 a through p). The efforts of a contractor association, joint contractor-union, contractor-community, of other similar group of which the contractor is a member and participant may be asserted as fulfilling any one or more of its obligations under 7 a through p of these specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access

to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example: even though the Contractor has achieved its goal for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not use the goals and timetables for affirmative action standards to discriminate against any person because of race, color, religion, sex or national origin.

11. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation, if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

Attachment Number 6

EEO Goals for Economic Areas in Region 4  
 Source: Appendix B-80 in 45 FR 65984 (October 3, 1980)

**Alabama:**

047 Mobile, AL	
SMSA Counties:	
5160 Mobile, AL	26.9
AL Baldwin; AL Mobile.	
6026 Pascagoula - Moss, Point MS	16.9
MS Jackson.	
Non-SMSA Counties	26.4
AL Choctaw; AL Clarke; AL Conecuh; AL Escambia; AL Monroe; AL Washington; AL Wilcox;	
MS George; MS Greene.	
048 Montgomery, AL:	
SMSA Counties	
5240 Montgomery, AL	29.9
AL Autauga; AL Elmore; AL Montgomery.	
Non-SMSA Counties	29.9
AL Barbour; AL Bullock; AL Butler; AL Coffee; AL Coosa; AL Covington;	
AL Crenshaw; AL Dale; AL Dallas; AL Geneva; AL Henry; AL Houston.;	
AL Lowndes; AL Macon; AL Perry; AL Pike; AL Tallapoosa.	
049 Birmingham, AL:	
SMSA Counties:	
0450 Anniston, AL	14.3
AL Calhoun	
1000 Birmingham, AL	24.9
AL Jefferson, AL St- Clair; AL Shelby; AL Walker; AL Etowah	
8600 Tuscaloosa, AL	20.6
AL Tuscaloosa.	
Non-SMSA Counties	20.7
AL Bibb; AL Blount; AL Cherokee; AL Chilton; AL Clay; AL Cleburne; AL Cullman;	
AL Fayette; AL Greene; AL Hale; AL Lamar; AL Marion; AL Pickens; AL Randolph;	
AL Sumter; AL Talladega; AL Winston.	
050 Huntsville - Florence, AL:	
SMSA Counties:	
2650 Florence, AL	11.9
AL Colbert; AL Lauderdale.	
3440 Huntsville, AL	12.0
AL Limestone; AL Madison; AL Marshall.	
Non-SMSA Counties	11.2
AL Franklin; AL Lawrence; AL Morgan; TN Lincoln.	
<b>Georgia:</b>	
035 Augusta, GA:	
SMSA Counties:	
0600 Augusta, GA - SC	27.2
GA Columbia; GA Richmond; SC Aiken	
Non-SMSA Counties	32.8
GA Burke; GA Emanuel; GA Glascock; GA Jefferson; GA Jenkins; GA Lincoln; GA	
McDuffie; GA Taliaferro; GA Warren; GA Wilkes; SC Allendale, SC Bamberg;	
SC Barnwell; SC Edgefield; SC McCormick	
036 Atlanta, GA	
SMSA Counties	
0520 Atlanta	21.2
GA Butts; GA Cherokee; GA Clayton; GA Cobb; GA DeKalb; GA Douglas; GA Fayette;	
GA Forsyth; GA Fulton; GA Gwinnett; GA Henry, GA Newton; GA Paulding; GA Rockdale;	
GA Walton	

Non-SMSA Counties	19.5
GA Banks; GA Barrow; GA Bartow; GA Carroll; GA Clarke; GA Coweta; GA Dawson; GA Elbert; GA Fannin; GA Floyd; GA Franklin; GA Gilmer; GA Gordon; GA Greene; GA Habersham; GA Hall; GA Haralson; GA Hart; GA Heard; GA Jackson; GA Jasper; GA Lamar; GA Lumpkin; GA Madison; GA Morgan; GA Oconee; GA Oglethorpe; GA Pickens; GA Pike; GA Polk; GA Rabun; GA Spalding; GA Stephens; GA Towns; GA Union; GA Upson; GA White.	
037 Columbus, GA:	
SMSA Counties	
1800 Columbus	29.6
AL Russell; GA Chattahoochee; GA Columbus.	
Non-SMSA Counties	31.6
AL Chambers; AL Lee; GA Harris; GA Marion; GA Meriwether; GA Quitman; GA Schley; GA Stewart; GA Sumter; GA Talbot; GA Troup; GA Webster.	
038 Macon, GA:	
SMSA Counties	
4660 Macon, GA	27.5
GA Bibb; GA Houston; GA Jones; GA Twiggs.	
Non-SMSA Counties	31.7
GA Baldwin; GA Bleckley; GA Crawford; GA Crisp; GA Dodge; GA Dooly; GA Hancock; GA Johnson; GA Laurens; GA Macon; GA Monroe; GA Peach; GA Pulaski; GA Putnam; GA Taylor; GA Telfair; GA Treutlen; GA Washington; GA Wheeler; GA Wilcox; GA Wilkinson.	
039 Savannah, GA:	
SMSA Counties:	
7520 Savannah, GA	30.6
GA Bryan; GA Chatham; GA Effingham	
Non-SMSA Counties	29.8
GA Appling; GA Atkinson; GA Bacon; GA Bullock; GA Candler; GA Coffee; GA Evans; GA Jeff Davis; GA Liberty; GA Long; GA McIntosh; GA Montgomery; GA Screven; GA Tattinall; GA Toombs; GA Wayne; SC Beaufort; SC Hampton; SC Jasper.	
040 Albany, GA	
SMSA Counties	
0120 Albany, GA	32.1
GA Dougherty; GA Lee.	
Non-SMSA Counties	31.1
GA Baker; GA Ben Hill; GA Berrien; GA Brooks; GA Calhoun; GA Clay; GA Clinch; GA Colquitt; GA Cook; GA Decatur; GA Early; GA Echols; GA Grady; GA Irwin; GA Lanier, GA Lowndes; GA Miller; GA Mitchell; GA Randolph; GA Seminole; GA Terrell; GA Thomas; GA Tift; GA Turner; GA Worth	
<b>Florida:</b>	
041 Jacksonville, FL:	
SMSA Counties	
2900 Gainesville, FL	20.6
FL Alachua	
3600 Jacksonville, FL	21.8
FL Baker; FL Clay; FL Duval; FL Nassau; FL St. Johns.	
Non-SMSA Counties	22.2
FL Bradford; FL Columbia; FL Dade; FL Gilchrist; FL Hamilton; FL LaFayette; FL Levy; FL Marion; FL Putnam; FL Suwannee; FL Union; GA Brantley; GA Camden; GA Charlton; GA Glynn; GA Pierce; GA Ware.	
042 Orlando - Melbourne - Daytona Beach, FL.	
SMSA Counties:	
2020 Daytona Beach, FL	15.7
FL Volusia.	
4900 Melbourne - Titusville - Cocoa, FL	10.7
FL Brevard.	
5960 Orlando, FL	15.5

FL Orange; FL Osceola; FL Seminole.	
Non-SMSA Counties	14.9
FL Flagler; FL Lake; FL Sumter.	
043 Miami - Fort Lauderdale, FL:	
SMSA Counties:	
2680 Fort Lauderdale - Hollywood, FL	15.5
FL. Broward.	
5000 Miami, FL	39.5
FL Dade.	
8960 West Palm Beach - Boca Raton, FL	22.4
FL Palm Beach.	
Non-SMSA Counties	30.4
FL Glades; FL Hendry; FL Indian River, FL Martin; FL Monroe:	
FL Okeechobee; FL St. Lucie.	
044 Tampa - St Petersburg, FL	
SMSA Counties:	
1140 Bradenton, FL	15.9
FL Manatee.	
2700 Fort Myers, FL	
15.3	
FL Lee.	
3980 Lakeland - Winter Haven, FL	18.0
FL Polk	
7510 Sarasota, FL	10.5
FL Sarasota.	
8280 Tampa - St. Petersburg, FL	17.9
FL Hillsborough, FL Pasco; FL Pinellas	
Non-SMSA Counties	17.1
FL Charlotte; FL Citrus; FL Collier, FL Desoto; FL Hardee; FL Hernando; FL Highlands.	
045 Tallahassee. FL:	
SMSA Counties:	
8240 Tallahassee, FL	24.3
FL Leon; FL Wakulla.	
Non-SMSA Counties:	29.5
FL Calhoun; FL Franklin; FL Gadsden; FL Jackson; FL Jefferson; FL Liberty;	
FL Madison; FL Taylor.	
046 Pensacola - Panama City, FL	
SMSA Counties:	
8615 Panama City, FL	14.1
FL Bay.	
6080 Pensacola, FL	18.3
FL Escambia; FL Santa Rosa.	
Non-SMSA Counties	15.4
FL Gulf, FL Holmes; FL Okaloosa; FL Walton; FL Washington.	
Kentucky:	
056 Paducah, KY:	
Non-SMSA Counties	5.2
IL Hardin; IL Massac; IL Pope; KY Ballard; KY Caldwell; KY Calloway. KY Carlisle;	
KY Crittenden; KY Fulton; KY Graves; KY Hickman; KY Livingston; KY Lyon. KY	
McCracken; KY Marshall.	
057 Louisville, KY:	
SMSA Counties:	
4520 Louisville, KY-IN	11.2
IN Clark; IN Floyd; KY Bullitt; KY Jefferson; KY Oldham.	
Non-SMSA Counties	9.6
IN Crawford; IN Harrison; IN Jefferson; IN Orange; IN Scott; IN Washington;	
KY Breckinridge; KY Grayson; KY Hardin; KY Hart; KY Henry; KY Larue; KY Marion;	
KY Meade; KY Nelson; KY Shelby; KY Spencer; KY Trimble; KY Washington.	
058 Lexington, KY	
SMSA Counties	



4280 Lexington-Fayette, KY  
 KY Bourbon; KY Clark; KY Fayette; KY Jessamine; KY Scott; KY Woodford.

Non-SMSA Counties

7.0

KY Adair KY Anderson; KY Bath; KY Boyle; KY Breathitt; KY Casey; KY Clay;  
 KY Estill; KY Franklin- KY Garrard; KY Green; KY Harrison- KY Jackson; KY Knott;  
 KY Lee; KY Leslie; KY Letcher; KY Lincoln; KY Madison; KY Magoffin; KY Menifee;  
 KY Mercer; KY Montgomery; KY Morgan. KY Nicholas; KY Owsley; KY Perry;  
 KY Powell; KY Pulaski; KY Rockcastle; KY Russell; KY Taylor; KY Wolfe.

**Mississippi:**

112 Jackson, MS:

SMSA Counties;

3560 Jackson, MS

30.3

MS Hinds; MS Rankin.

Non-SMSA Counties

32.0

MS Attala; MS Choctaw; MS Choctaw; MS Clarke; MS Copiah;  
 MS Covington; MS Franklin; MS Holmes; MS Humphreys; MS Issaquena;  
 MS Jasper; MS Jefferson; MS Jefferson Davis; MS Jones; MS Kemper;  
 MS Lauderdale; MS Lawrence; MS Leake; MS Lincoln; MS Lowndes;  
 MS Madison; MS Neshoba; MS Newton; MS Noxubee,- MS Oktibbeha;  
 MS Scott; MS Sharkey; MS Simpson; MS Smith; MS Warren; MS Wayne;  
 MS Winston; MS Yazoo.

**North Carolina:**

024 Rocky Mount - Wilson - Greenville NC:

Non-SMSA Counties

31.7

NC Beaufort; NC Carteret; NC Craven,- NC Dare; NC Edgecombe; NC Greene; NC  
 Halifax; NC Hyde; NC Jones; NC Lenoir', NC Martin; NC Nash; NC Northampton; NC  
 Pamlico; NC Pitt; NC Tyrrell; NC Washington; NC Wayne; NC Wilson

025 Wilmington, NC:

SMSA Counties:

9200 Wilmington, NC

20.7

NC Brunswick; NC New Hanover.

Non-SMSA counties

3.5

NC Columbus; NC Duplin; NC Onslow; NC Pender.

026 Fayetteville, NC:

SMSA Counties:

2560 Fayetteville, NC

26.2

NC Cumberland.

Non-SMSA Counties

33.5

NC Bladen; NC Hoke; NC Richmond; NC Robeson; NC Sampson; NC Scotland.

027 Raleigh - Durham, NC.

SMSA Counties:

6640 Raleigh - Durham

22.8

NG Durham; NC Orange; NC Wake.

Non-SMSA Counties

24.7

NC Chatham; NC Franklin; NC Granville; NC Harnett; NC Johnston; NC Lee; NC Person;

NC Vance; NC Warren.

028 Greensboro - Winston Sale m - High Point, NC:

SMSA Counties:

1300 Burlington, NC	
16.2	
NC Alamance.	
3120 Greensboro - Winston Salem - High Point NC	
16.4	
NC Davidson; NC Forsyth; NC Guilford,- NC Randolph; NC Stokes; NC Yadkin.	
Non-SMSA Counties	
15.5	
NC Alleghany; NG Ashe; NC Caswell; NC Davie; NC Montgomery; NC Moore; NC Rockingham; NC Surry; NC Watauga; NC Wilkes.	
029 Charlotte, NC:	
SMSA Counties:	
1520 Charlotte - Gastonia, NC	
18.5	
NC Gaston; NC Mecklenburg; NC Union.	
Non-SMSA Counties	
15.7	
NC Alexander; NC Anson; NC Burke; NG Cabarrus; NC Caldwell; NC Catawba; NC Cleveland; NC Ire dell; NC Lincoln; NC Rowan; NC Rutherford; NC Stanley; SC Chester; SC Lancaster SC York.	
030 Asheville, NC	
Non-SMSA Counties:	
0480 Asheville, NC	8.5
NC Buncombe; NC Madison.	
Non-SMSA Counties	6.3
NC Avery,- NC Cherokee; NC Clay; NC Graham; HC Heywood, NC Henderson; NC Jackson; NC McDowell; NC Macon; NC Mitchell; NC Swain; NC Transylvania; NC Yancey.	
<b>South Carolina:</b>	
031 Greenville -Spartanburg, SC:	
SMSA Counties:	
316bGreenville -Spartanburg, SC	16.0
SC Greenville; SC Pickens; SC Spartanburg.	
Non-SMSA Counties	17.8
SC Polk; SC Abbeville; SC Anderson; SC Cherokee', SC Greenwood; SC Laurens; SC Oconee; SC Union.	
032 Columbia, SC	
SMSA Counties:	
1760 Columbia, SC	23.4
SC Lexington; SC Richland.	
Non-SMSA Counties	32.0
SC Calhoun SC Clarendon; SC Fairfield; SC Kershaw; SC Lee; SC Newberry; SC Orangeburg; SC Saluda; SC Sumter	
033 Florence, SC	
Non-SMSA Counties	33.0
SC Chesterfield; SC Darlington; SC Dillon; SC Florence; SC Georgetown; SC Horry; SC Marion; SC Marlboro; SC Williamsburg.	
034 Charleston - North Charleston, SC	
SMSA Counties	30.0
1440 Charleston - North Charleston, SC	
SC Berkeley; SC Charleston; SC Dorchester.	
Non-SMSA Counties	30.7
SC Collection	
<b>Tennessee:</b>	
051 Chattanooga, TN:	
SMSA Counties	
1560 Chattanooga, TN - GA	12.6
GA Catoosa; GA Dade; GA Walker; TN Hamilton; TN Marion; TN Sequatchie.	
Non-SMSA Counties	8.6

AL De Kalb; AL Jackson; GA Chattooga; GA Murray; GA Whitfield;  
 TN Bledsoe; TN Bradley; TN Grundy; TN McMinn; TN Meigs; TN Monroe;  
 TN Polk; TN Rhea.  
 052 Johnson City - Kingsport - Bristol, TN-VA:  
 SMSA Counties'  
 3660 Johnson City - Kingsport - Bristol, TN - VA 2.6  
 TN Carter; TN Hawkins- TN Sullivan; TN Unicoi; TN Washington; VA Scott;  
 VA Washington; VA Bristol.  
 Non-SMSA Counties 3.2  
 TN Greene; TN Hancock; TN Johnson; VA Buchanan; VA Dickenson; VA Lee;  
 VA Russell; VA Smyth; VA Tazewell; VA Wise; VA Norton; WV McDowell, WV Mercer.  
 053 Knoxville, TN  
 SMSA Counties:  
 3840 Knoxville, TN 6.6  
 TN Anderson; TN Blount; TN Knox; TN Union.  
 Non-SMSA Counties 4.5  
 KY Bell; KY Harlan; KY Knox; KY Laurel; KY McCreary; KY Wayne; KY Whitley; TN  
 Campbell; TN Claiborne; TN Cooke; TN Cumberland; TN Fentress; TN Grainger,  
 TN Hamblen; TN Jefferson; TN Loudon; TN Morgan; TN Roane; TN Scott;  
 TN Sevier.  
 054 Nashville, TN:  
 SMSA Counties:  
 1660 Clarksville - Hopkinsville, TN - KY 18.2  
 KY Christian; TN Montgomery.  
 5360 Nashville - Davidson, TN 15.8  
 TN Cheatham; TN Davidson; TN Dickson; TN Robertson; TN Rutherford; TN Sumner;  
 TN Williamson; TN Wilson.  
 Non-SMSA Counties 12.0  
 KY Allen; KY Barren; KY Butler; KY Clinton; KY Cumberland; KY Edmonson;  
 KY Logan; KY Metcalfe; KY Monroe; KY Simpson; KY Todd; KY Trigg; KY Warren;  
 TN Bedford; TN Cannon; TN Clay; TN Coffee; TN DeKalb; TN Franklin; TN Giles;  
 TN Hickman; TN Houston; TN Humphreys; TN Jackson; TN Lawrence; TN Lewis;  
 TN Macon; TN Marshall; TN Maury; TN Moore; TN Overton; TN Perry; TN Pickett;  
 TN Putnam; TN Smith,, TN Stewart; TN Trousdale; TN Van Buren; TN Warren;  
 TN Wayne; TN White.  
 055 Memphis, TN:  
 SMSA Counties:  
 4920 Memphis, TN-AR-MS 32.3  
 AR Critteriden; MS Do Soto; TN Shelby; TN Tipton.  
 Non-SMSA Counties 26.5  
 AR Clay; AR Craighead; AR Cross; AR Greene; AR Lawrence; AR Lee;  
 AR Mississippi; AR Phillips- AR. Poinsett; AR Randolph; AR St. Francis; MS Alcorn,  
 MS Benton; MS Bolivar; MS Calhoun; MS Carroll; MS Chickasaw, MS Clay;  
 MS Coahoma; MS Grenada; MS Itawamba; MS Lafayette; MS Lee; MS Leflore;  
 MS Marshall; MS Monroe; MS Montgomery; MS Panola; MS Pontotoc; MS Prentiss;  
 MS Quitman; MS Sunflower; MS Tallahatchie; MS Tate; MS Tippah; MS Tishomingo;  
 MS Union; MS Washington; MS Webster. MS Yalobusha; MO Dunklin;  
 MO New Madrid; MO Perniscot; TN Benton; TN Carroll; TN Chester; TN Crockett;  
 TN Decatur; TN Dyer; TN Fayette; TN Gibson; TN Hardeman; TN Hardin;  
 TN Haywood; TN Henderson- TN Henry; TN Lake; TN Lauderdale; TN McNairy;  
 TN Madison; TN Obion; TN Weakley.

**CHECK LIST OF EEO DOCUMENTATION FOR BIDDERS  
ON GRANT/LOAN CONSTRUCTION  
(Required by Executive Order 11246 as amended)**

The low, responsive responsible bidder must forward the following items, in duplicate, to the owner no later than ten (10) days after bid opening. The owner shall have one (1) copy available for inspection by the Office of Federal Contracts Compliance within 14 days after the bid opening. The web site for the OFCC is [http://www.dol.gov/esa/ofcp\\_org.htm](http://www.dol.gov/esa/ofcp_org.htm).

1. Project Number. Project Location. Type of Construction.
2. Proof of registration with the Joint Reporting Commission. (See Attachment Number 8.)
3. Copy of Affirmative Action Plan of contractor. Indicate company official responsible for EEO.
4. List of current construction contracts, with dollar amount. List contracting Federal Agency, if applicable.
5. Statistics concerning company percent workforce, permanent and temporary, by sex, race, trade, handicapped, and age. 40 CFR Part 7.
6. List of employment sources for project in question. If union sources are utilized, indicate percentage of minority membership within the union crafts.
7. Anticipated employment needs for this project, by sex, race and trade, with estimate of minority participation in specific trades.
8. List of subcontractors (name, address and telephone) with dollar amount and duration of subcontract. Subcontractor contracts over \$10,000 must submit items 1- 8. \*
9. List of any subcontract work yet to be committed with estimate of dollar amount and duration of contract.
10. Contract Price. Duration of prime contract.
11. DBE Documents - See special instructions regarding use of Minority, and Women Owned, and Small Businesses.

\* Should we say something here about what all supplier contractors should submit?



## Employer Information Report EEO-1

Under the direction of the US Equal Employment Opportunity Commission, the Joint Reporting Committee is responsible for the full-length, multi-phase processing of employment statistics collected on the Employer Information Report EEO-1. This report, also termed Standard Form 100, details the sex and race/ ethnic composition of an employer's work force by job category.

The Employer Information EEO-1 survey is conducted annually under the authority of Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. All employers with 15 or more employees are covered by Public Law 88-352 and are required to keep employment records as specified by Commission regulations. Based on the number of employees and federal contract activities, certain large employers are required to file an EEO-1 Report on an annual basis.

The EEO-1 Report must be filed by:

(A) All private employers who are: (1) subject to Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) with 100 or more employees EXCLUDING State and local governments, primary and secondary school systems, institutions of higher education, Indian tribes and tax-exempt private memberships clubs other than labor organizations; OR (2) subject to Title VII who have fewer than 100 employees if the company is owned or affiliated with another company, or there is centralized ownership, control or management (such as central control of personnel policies and labor relations) so that the group legally constitutes a single enterprise and the entire enterprise employs a total of 100 or more employees.

(B) All federal contractors (private employers), who: (1) are not exempt as provided for by 41 CFR 60-1.5, (2) have 50 or more employees, and (a) are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or (b) serve as depository of Government funds in any amount, or (c) is a financial institution which is an issuing a paying agent for U.S. Savings Bonds and Notes.

Only those establishments located in the District of Columbia and the 50 states are required to submit the EEO-1 Report. No Reports should be filed for establishments in Puerto Rico, the Virgin Islands or other American Protectorates.

When filing for the EEO-1 Report for the first time, go to the web site at: <http://www.mimdms.com/jrc.html> and select "Filing for the first time" from the box labeled INFORMATION. File out the electronic questionnaire to enter your company into Joint Reporting Committee (JRC) system. Once you have completed the registration process, you will be contacted on how to proceed with the EEO-1 Report. If you have previously registered with the JRC, follow their instructions to update your information.



**Labor Standards Provisions For Federally Assisted Construction**

Labor standards provisions applicable to contracts covering federally financed and assisted construction (29 CFR 5.5, Contract Provisions and Related Matters) that apply to EPA Special Appropriations Projects grants are:

(a)(4)(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

(a)(5) Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this contract.

(a)(6) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5 (a) (1) through (10) and such other clauses as the U.S. Environmental Protection Agency may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(a)(7) Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(b) Contractor Work Hours and Safety Standards Act. The Administrator, EPA shall cause or require the contracting officer to insert the following clauses set forth in paragraph (b)(1),(2),(3), and (4) of this section in full in any contract subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by \*Section 5.5(a) of this title. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b) (1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for unliquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The U.S. Environmental Protection Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally- assisted contract subject to the Contract Work Hours and Safety



Standards Act, which is held by the same prime contractor, such liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b) (2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

(c) In addition to the clauses contained in paragraph (b), in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in section 5.1, the Administrator of EPA shall cause or require the contracting officer to insert a clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly worked, deductions made, and actual wages paid. Further, the Administrator of EPA shall cause or require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the U.S. Environmental Protection Agency and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job. (Approved by the Office of Management and Budget under OMB control numbers 1215-0140 and 1215-0017.)

## CERTIFICATIONS

### **Debarred Firms**

All prime Construction Contractors shall certify that Subcontractors have not and will not be awarded to any firm that is currently on the EPA Master List of Debarred, Suspended and Voluntarily Excluded Persons in accordance with the provisions of 40 CFR 32.500(c). Debarment action is taken against a firm for noncompliance with Federal Law.

All bidders shall complete the attached certification (Attachment Number 10) and submit to the owner with the bid proposal.

### **Anti-lobbying Certification**

All prime Construction Contractors must certify (Attachment Number 11) that no appropriated funds were or will be expended for the purpose of lobbying the Executive or Legislative Branches of the Federal Government or Federal Agency concerning this contract (contract in excess of \$100,000). If the Contractor has made or agreed to make payment to influence any member of Congress in regard to award of this contract, a Disclosure Form must be completed and submitted to the owner with the bid proposal.

All prime Contractors must require all Subcontractors to submit the certification, which must also be submitted to the owner.



**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

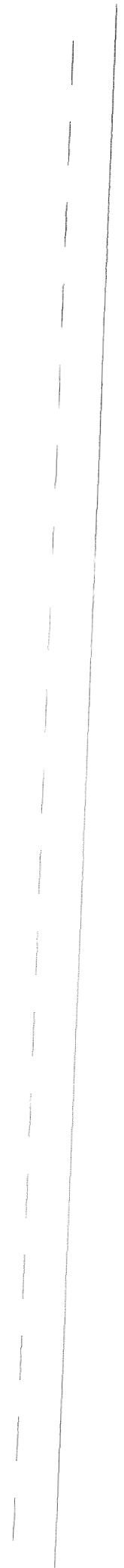
I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

\_\_\_\_\_  
Typed Name & Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_ I am unable to certify to the above statements. My explanation is attached.



**CERTIFICATION REGARDING LOBBYING**  
**Certification for Contracts, Grants,**  
**Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
TYPED NAME & TITLE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE                      DATE

\_\_\_\_\_ I am unable to certify to the above statements. My explanation is attached.



**UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESSES**

The provisions of PL 102-389 and EPA's implementing regulation 40 CFR 31.36(e) require recipients of Federal assistance to award a fair share of sub-agreements to small, small rural, minority and women's businesses on contracts and sub-agreement performed under EPA Assistance Agreements.

The following procedures are to be followed for procurement under EPA Assistance Agreements.

The successful bidder must submit to the grantee within 10 days after bid opening, evidence of the positive steps taken to utilize small, minority and women's businesses. Information should include the following:

EPA Project Number. Project Location. Type of Construction.

List of current construction contracts, with dollar amount. List contracting Federal Agency, if applicable.

List of subcontractors (name, address and telephone) with dollar amount and duration of subcontract.

List of any subcontract work yet to be committed with estimate of dollar amount and duration of contract.

Contract Price. Duration of prime contract.

Such positive efforts shall include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- (5) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring each party to a sub-agreement to take the affirmative steps listed in paragraphs 1 through 5 of this section.

For purposes of clarification:

" This requirement applies to any EPA Financially assisted procurement.

" This requirement mandates three responsibilities. Separate solicitations must be made of small, small rural, minority and women's businesses enterprises.

" A minority business is a business, at least 51 percent of which is owned and controlled by minority group members (Black; Hispanic; Asian American; American Indian; and any other designations approved by the Office of Management and Budget that are U.S. citizens. Any specific clarification concerning the ownership and/or control issues will be provided by the EPA Regional Office.



" A women's business is a business, at least 51 percent of which is owned and controlled by one or more women who are U.S. citizens.

" The control determination will revolve around the minority or women owner's involvement in the day-to-day management of the business enterprise.

" Solicitation should allow adequate time for price analysis; EPA recommends that contact be made no later than 15 days before bid opening.

" Efforts taken to comply with this requirement must be documented in detail; maintain records of firms contacted, including any negotiation efforts to reach competitive price levels, and awards to the designated firms.

" Any proposed changes from the approved Minority/Women/Small business participation after EEO/MBE approval shall be reported to EPA prior to initiation of the action, with the reason for the proposed deviation.

" The EPA recommends that the grantee as well as the prime contractor utilize the services of the following agencies to find information on certified Minority/Women/Small business. Use of these services does not absolve the prime contractors from pursuing additional efforts to comply with this requirement.

Minority Business Development Service Centers These Centers are funded by the U.S. Department of Commerce to provide technical, financial and contracting assistance to minority, women's and small rural business enterprises. The locations of the Centers are available by selecting the appropriate Minority Business Development Agency regional office from: <http://www.mbda.gov/>.

U.S. Small Business Administration Central Contractor Registration (procurement marketing and access network) at <http://www.ccr.gov/>.

U.S. Small Business Administration (SBA) Online Women's Business Center. For the Women's Business Center nearest you, go to: <http://www.onlinewbc.gov/> and select Women's Business Centers.

For additional information on listings of certified MBE/WBE contractors and subcontractors in the States of Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee, contact Rafael Santamaria in EPA Region 4 at 404 562-8312.

**MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION POLICY**

**MBE/WBE DATA SHEET I**

**PROJECT NAME:** \_\_\_\_\_ **BID DATE:** \_\_\_\_\_

1. Name, address and telephone number of contact person on all MBE, WBE matters.

Contractor's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

2. Has the bidder met at least the minimum 3% and 5% goals?

Yes (submit MBE/WBE DATA SHEET II, including certifications and subcontracts (or letters of intent signed by both parties, identifying the type of work and the dollar amount) within 21 days)

No (submit MBE/WBE DATA SHEET III, including all documentation to support a good faith effort within 21 days)

If no, please provide an explanation of the bidders inability to achieve the required goals and list any uncommitted areas of work.

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**MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION POLICY  
MBE/WBE DATA SHEET II**

**PROJECT NAME:** \_\_\_\_\_ **BID DATE:** \_\_\_\_\_

1. Contractor's Name/Address:  
\_\_\_\_\_
2. Contact Person Name & Phone Number:  
\_\_\_\_\_
3. Total contract amount:  
\_\_\_\_\_
4. Total dollar amount/percent of contract of MBE participation:  
\_\_\_\_\_
5. Total dollar amount/percent of contract of WBE participation:  
\_\_\_\_\_
6. Certifications or self-certification\* for each subcontractor enclosed:  Yes  No
7. Subcontracts or letters of intent signed by both parties enclosed:  Yes  No

8. **List of MBE Subcontractors:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Type of Contract: \_\_\_\_\_  
Work to be Done: \_\_\_\_\_  
Amount: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Type of Contract: \_\_\_\_\_  
Work to be Done: \_\_\_\_\_  
Amount: \_\_\_\_\_

9. **List of WBE Subcontractors:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Type of Contract: \_\_\_\_\_  
Work to be Done: \_\_\_\_\_  
Amount: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Type of Contract: \_\_\_\_\_  
Work to be Done: \_\_\_\_\_  
Amount: \_\_\_\_\_

Attach Additional Sheets, If Necessary

\*Self-certification: The subcontractor's attorney certifies on his/her letterhead that the subcontractor is a MBE, WBE or both. Call our office at (502) 564-2225, extension 562 if there are any questions.



**MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION POLICY**

**MBE/WBE DATA SHEET III**

**PROJECT NAME:** \_\_\_\_\_ **BID DATE:** \_\_\_\_\_

1. Information concerning the efforts for obtaining subcontractor(s)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Amount of subcontract work: \_\_\_\_\_  
Type of work to be subcontracted: \_\_\_\_\_

2. Information to be submitted by the bidder concerning good fair efforts taken

a. **Announcement:** List each publication in which an announcement or notification was placed and attach the tear sheet of each announcement from each publication

Name of publication: \_\_\_\_\_

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

Dates of announcement: \_\_\_\_\_

Specific subcontract areas announced: \_\_\_\_\_

b. List all Minority and Women Business Associations and/or offices contacted for assistance (i.e.: Minority Affairs Office, Louisville Minority Business Development Center).  
(Attach a copy of each notification letter)

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

c. **Minority and Women's Business:** List each Minority and Women's Business construction firm or supplier to which a letter of solicitation was sent or with whom negotiations were held.

Company name and phone number: \_\_\_\_\_

Area of Minority and Women's Business Expertise: \_\_\_\_\_

Date of any follow-up call and person spoke to: \_\_\_\_\_

- d. Copies of returned envelopes.
- e. Copies of certified mail return receipts.
- f. Copies of letters from solicited firms declining offer.



**REGION 4 DISADVANTAGED BUSINESS ENTERPRISE (DBE) NEGOTIATED  
RATES (Subject to change - refer to grant award for specific fair share objectives)**

KENTUCKY

SRF Construction:  
(both programs)

3% MBE and 5% WBE

Equipment:

1.5% MBE and 6.4% WBE

Services:

4% MBE and 1.8% WBE

Supplies:\*

2% MBE and 5% WBE





## BONDS AND INSURANCE

Bonding requirements for contracts of \$100,000 or less are contained in 40 CFR 31.36(h).

Bond requirements for contracts in excess of \$100,000 are:

Bid guarantee equivalent to five percent of the bid price. The bid guarantee shall consist of a firm commitment such as a certified check or bid bond submitted with the bid;

Performance bond equal to 100 percent of the contract price, and

Payment bond equal to 100 percent of the contract price. Bonds must be obtained from companies holding Certificates of Authority as acceptable sureties, issued by the U.S. Treasury.

Insurance requirements are contained in the General Conditions of the contract. In addition to the other required insurance, the owner or the contractor, as appropriate, must acquire any flood insurance made available by the Federal Emergency Management Agency as required by 44 CFR Parts 59-79, if construction will take place in a flood hazard area identified by the Federal Emergency Management Agency. The owner's requirements on Flood Insurance are contained in the Special Conditions Section of the Contracts Documents.



## OUTLAY MANAGEMENT

The contractor must provide a contract progress schedule of percentage of work in place and costs against time; and a schedule of projected payments (cumulative) for construction and for the architectural/engineering contract when the contract is awarded. The payment schedule must be submitted, in a format similar to the attached sample, to the owner for forwarding to the State when the contract is awarded, and whenever actual payments on a project vary beyond -5 percent and +10 percent from the schedule, as determined by the grantee.

Contractor will be required to review each of these contract schedules during the month of June and to submit revised schedules, as necessary, no later than July 1<sup>st</sup> of each year.



THIS FORMAT IS A SAMPLE ONLY.

CONSTRUCTION AND OUTLAY SCHEDULE

Project No.: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contract Identification: \_\_\_\_\_

Description of Contract: \_\_\_\_\_

*(INSTRUCTIONS FOR USE ON REVERSE SIDE)*

SCHEDULE I - CONSTRUCTION SCHEDULE

Date for Advertisement: \_\_\_\_\_

Date for Opening Bids: \_\_\_\_\_

Pre-Construction Conference Date: \_\_\_\_\_

Date of Contract Award: \_\_\_\_\_

Contract Period: \_\_\_\_\_ days Projected Contract Completion Date: \_\_\_\_\_

Total Eligible Contract Amount: \_\_\_\_\_

Work Order Date: \_\_\_\_\_

Start Construction Date: \_\_\_\_\_

Contract Completed: \_\_\_\_\_

SCHEDULE II - CUMULATIVE OUTLAY SCHEDULE (55% EPA Share) - Projection  
only for quarters that remain in the fiscal year (FY) plus cumulative  
annual amount for the next FY.

Cum EPA Amount thru 1 <sup>st</sup> Qtr. Oct./Dec.:	\$ _____
Cum EPA Amount thru 2 <sup>nd</sup> Qtr. Jan./Mar.:	\$ _____
Cum EPA Amount thru 3 <sup>rd</sup> Qtr. Apr./June:	\$ _____
Cum EPA Amount thru 4 <sup>th</sup> Qtr. July/Sept.:	\$ _____
Cum EPA Amount for Next Fiscal Year:	\$ _____

