

PROJECT MANUAL
SPECIFICATIONS
DRAWINGS

STORAGE BUILDING
SUGAR RIDGE FISH & WILDLIFE AREA
DEPARTMENT OF NATURAL RESOURCES

2310 IN-364
Winslow, IN 47598



Owner:

Indiana Department of Natural Resources
Division of Fish & Wildlife
Indiana Government Center South
402 W. Washington Street, Rm. W273
Indianapolis, IN 46204

Designed and Prepared By:

Indiana Department of Natural Resources
Division of Engineering

August 1, 2022

IDNR Project ENG2102901515

OVER \$150,000
TABLE OF CONTENTS

A. BIDDING AND CONTRACT REQUIREMENTS

TITLE SHEET
TABLE OF CONTENTS

PRE-BID DOCUMENTATION

DAPW 28 - NOTICE TO BIDDERS
DAPW 30 - INSTRUCTIONS TO BIDDERS
DAVIS-BACON WAGE DETERMINATION (IF REQUIRED)

BID DOCUMENTATION

DAPW 12 - CONTRACTOR'S AFFIDAVIT OF SUBCONTRACTORS EMPLOYED
DAPW 13 - CONTRACTOR'S BID FORM
DAPW 14 - SIGNATURE AFFIDAVIT
DAPW 15A - BID BOND
DAPW 26 - M/WBE PARTICIPATION PLAN
SUP 2 - M/WBE GOOD FAITH EFFORT WORK SHEET
DAPW 41 - CERTIFICATE OF CORPORATE RESOLUTION
DAPW 121 - CONTRACTOR'S NON-COLLUSION STATEMENT

PRE-CONTRACT DOCUMENTATION

DAPW 11 - DOMESTIC STEEL AFFIDAVIT
DAPW 15 - CONTRACTOR'S BOND FOR CONSTRUCTION
DAPW 16 - CONTRACTOR'S CERTIFICATE OF INSURANCE
DAPW 150A - CONTRACTOR'S EMPLOYEE DRUG TESTING

CONTRACT DOCUMENTATION

DAPW 26 - GENERAL CONDITIONS OF THE CONTRACT
DAPW 26 - M/WBE PARTICIPATION POLICY
SUP 1
DAPW 33 - STANDARD AGREEMENT FOR CONSTRUCTION PROJECTS

B. SPECIFICATIONS

DOCUMENT 00 31 19 - EXISTING CONDITION INFORMATION
- DHPA LETTER.

- UTILITY LOCATE REPORT

DOCUMENT 00 31 32 - GEOTECHNICAL DATA
- GEOTECHNICAL INVESTIGATION REPORT

SECTION 01 00 00 – GENERAL REQUIREMENTS

SECTION 01 21 00 – ALLOWANCES

SECTION 01 23 00 – ALTERNATES

SECTION 08 71 00 – FINISHING HARDWARE

REFERENCE DRAWINGS FOR ADDITIONAL INFORMATION

C. LIST OF DRAWINGS

G-1 - COVER & LOCATION MAP

C-1 - SITE PLAN

A-1 - PROPOSED FLOOR PLAN

END OF SECTION

TABLE OF CONTENTS

A.	BIDDING AND CONTRACT REQUIREMENTS	
	Title Sheet	1 Page
	Table of Contents	1 Page
	PRE-BID DOCUMENTATION	
	DAPW 28 - Notice to Bidders	1 Page
	DAPW 30 - Instructions to Bidders	6 Pages
	Davis Bacon Wage Determination (If required)	
	BID DOCUMENTATION	
	DAPW 12 - Contractor's Affidavit of Subcontractors Employed	1 Page
	DAPW 13 - Contractor's Bid Form	3 Pages
	DAPW 14 - Signature Affidavit	1 Page
	DAPW 15A - Bid Bond	1 Page
	DAPW 26 - M/WBE Participation Plan	1 Page
	SUP 2 - M/WBE Good Faith Effort Work Sheet	1 Page
	DAPW 41 - Certificate of Corporate Resolution	1 Page
	DAPW 121 - Contractor's Non-Collusion Statement	1 Page
	PRE-CONTRACT DOCUMENTATION	
	DAPW 11 - Domestic Steel Affidavit	1 Page
	DAPW 15 - Contractor's Bond for Construction	1 Page
	DAPW 16 - Contractor's Certificate of Insurance	1 Page
	DAPW 150A - Contractor's Employee Drug Testing	2 Pages
	CONTRACT DOCUMENTATION	
	DAPW 26 - General Conditions of the Contract	19 Pages
	DAPW 26 - M/WBE Participation Policy	6 Pages
	SUP 1	
	DAPW 33 - Standard Agreement for Construction Projects	18 Pages
B.	LIST OF DRAWINGS	
C.	SPECIFICATIONS	



STATE OF INDIANA

ERIC J. HOLCOMB, Governor

DEPARTMENT OF ADMINISTRATION
Public Works Division
402 West Washington Street, Room W462
Indiana Government Center – South
Indianapolis, Indiana 46204-2746
PHONE: (317) 232-3001

NOTICE TO BIDDERS

BY STATE OF INDIANA DEPARTMENT OF ADMINISTRATION, PUBLIC WORKS DIVISION FOR A PUBLIC WORKS CONSTRUCTION PROJECT ESTIMATED AT ONE HUNDRED FIFTY THOUSAND DOLLARS OR ABOVE

AN ELECTRONIC DOCUMENT CONTAINING ALL BIDDING INFORMATION INCLUDING INSTRUCTIONS FOR SUBMITTING BIDS ELECTRONICALLY AND TIME AND PLACE OF A PREBID MEETING, IF REQUIRED, WILL BE EMAILED TO ALL BIDDERS

INSTRUCTIONS TO BIDDERS

PROJECT ESTIMATED BY DEPARTMENT OF ADMINISTRATION, PUBLIC WORKS DIVISION
TO BE BID AT ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) AND ABOVE

01 GENERAL

- A. This project is estimated by the Public Works Division, Indiana Department of Administration (the Owner), as stated in the Notice to Bidders, at One Hundred Fifty Thousand Dollars (\$150,000) and above.
- B. QUALIFICATION BY THE CERTIFICATION BOARD IS REQUIRED FOR THIS PROJECT PRIOR TO BID OPENING DATE. For information and procedure contact Executive Secretary, Certification Board, Indiana Department of Administration, 402 W. Washington St., [Room W462](#), Indianapolis, Indiana 46204 or phone (317) 232-3005. PROJECT NUMBER, DESCRIPTION AND LOCATION is as stated in the Notice to Bidders.

02

TITLE AND DEFINITIONS

03

Said building and/or land upon which it stands is the property of the State of Indiana. All references to the title owner of said property hereinafter will be by the term "State" and all references to the person, firm, or corporation awarded the contract for the project will be by the term "Contractor". All references to Designer shall refer to the consulting person or firm employed to contract with the Public Works Division, Indiana Department of Administration to provide architectural, engineering or other consulting services for the project, or to the Public Works Division. The preparation and issuance of contracts for this project are the responsibility of the Commissioner of the Indiana Department of Administration acting with approval of the Governor.

Contract: A written agreement between two or more parties enforceable by law.

Contractor: A person who has entered into or seeks to enter into a contract with Public Works Division.

Prime Contractor: A person or business which is primarily responsible for providing goods and service or performing a specific service, etc. under contract. A prime contractor can also be a Minority Business Enterprise.

Subcontractor: A person or a business who has a direct contract with a prime contractor who is under contract to provide goods and services or perform a specific service.

Joint Venture: An association of two or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills and knowledge.

Manufacturer: A supplier that produces goods from raw materials or substantially alters them before resale.

Minority or Women Business Enterprise (M/WBE): A business concern which is certified as at least fifty-one percent (51%) owned and controlled by a woman or women or, one or more of the individuals classified as a minority group which includes: African Americans, Hispanic Americans, Asian Americans, and other racial minorities.

Supplier: Any person or entity engaged to furnish goods, materials and/or equipment, but no on-site labor, is capable of furnishing such goods, materials and/or equipment either directly from its own stock or by ordering materials and/or equipment directly from a manufacturer, and is engaged to furnish such goods, materials and/or equipment directly to a prime contractor or one of its subcontractors.

04 PRE-BIDDING, BIDDING AND POST BIDDING REQUIREMENTS

- A. The Director, Public Works Division will authorize the Designer to issue bidding documents, construction documents and addenda to bidders.
- B. It is recommended that all Bidders visit the site prior to submitting bid, and become thoroughly familiar with the existing site conditions and work to be performed, as indicated in the bidding documents, construction documents and addenda. Extra compensation or extension of time will not be allowed for failure to examine the site prior to bidding.
- C. During the bidding period, should questions arise as to the meaning of any part of the bidding documents, construction documents or addenda that may affect the Bidder, the Bidder shall contact the Designer and/or Public Works Division and submit a written request for clarification. The Designer and/or Public Works Division will make such clarification only by written Addendum that will be mailed to each document holder or may be obtained at the office of the Designer and/or Public Works Division. By submitting a bid, the Bidder acknowledges procurement of all Addenda. No written request for clarification will be accepted by the Designer and/or Public Works Division later than fourteen (14) calendar days prior to the scheduled bid date.

- D. Bid as described in Contractor's Bid (DAPW 13) shall include Base Bid (in figures and in words) and Alternates as specified in Section entitled Alternates. In verifying bids, word amounts shall have precedence over figure amounts.
- E. Alternate amount(s) shall be listed where indicated. Add Alternates are not to be included in the Base Bid Scope of Work. Deduct Alternates are to be included in the Base Bid Scope of Work. The bid form must be signed. Note that by signing the bid document, the Bidder is acknowledging the procurement of all addenda and is certifying that the bid recognizes all items in all addenda.
- F. A bid by a corporation shall be in the legal name of the corporation followed by the word "by" and the signature of the president. The secretary of the corporation shall sign indicating his/her authority to sign. A Certificate of Corporate Resolution (DAPW 41) is required with and as a part of the bid if anyone other than the president of the corporation is signing bid documents.
- G. *The Form 96A-Questionnaire and Financial Statement is no longer required to be submitted.* The Director, Public Works Division reserves the right to request additional financial information or contractor experience as a basis for rejection of bid or award of contract.
- H. Each Bidder must file with his bid a Non-Collusion Statement (DAPW-121) signed by the same authorized person(s) who signed the bid.
- I. Each Bidder must file with his bid a completely filled in and executed Bid Bond (DAPW 15A) in accordance with IC 4-13.6-7-5. The bid bond penal sum shall be the minimum amount of five percent (5%) of the bid including all additive alternates.
- J. Each Bidder must file with his bid a completed M/WBE Participation Plan and Good Faith Effort Work Sheet (DAPW 26SUP2). Refer to the Supplement to the General Conditions for M/WBE Participation Policy (DAPW 26SUP1) for specific requirements.
- K. Each Bidder must file with his bid, the completed Contractor's Affidavit of Subcontractors Employed (DAPW 12) only if he proposes to perform any work with a subcontract amount of \$150,000.00 or more.
- L. Each bidder must file with his bid an Employee Drug Testing Plan (DAPW 150A) in accordance with IC 4-13-18 (P.L. 160-2006), or evidence that the contractor is subject to a collective bargaining agreement containing drug testing requirements that comply with IC 4-13-18.
- M. Each Bidder must include his Federal ID number or Social Security number on page 1 of 3 of the Bid Form (DAPW 13). All required bid documents must contain original hand written signatures.
- N. *All documents required by statute, rule or these instructions to be included in the bid, must be submitted together in a single email file plainly marked on the subject line and in the email file with the Name of Bidder, Project Identification, Project Number, Bid Time and Bid Date. Bids shall be rejected if all required documents are not in the single email file*
- O. A Bidder with proper identification may withdraw his bid at any time prior to the scheduled time for receipt of the bids; however, no bid may be withdrawn without written consent of the Director, Public Works Division for a *period of sixty (60) days after the date of the bid opening*, or unless extended in accordance with IC 4-13.6-6-4. Bids received after the designated due time for any reason, shall be rejected and the email file will not be opened. The Director, Public Works Division reserves the right to reject any or all bids.
- P. Subcontractors whose work will equal or exceed One Hundred Fifty Thousand Dollars (\$150,000.00) must attain a Certificate of Qualification by the Certification Board before commencing any work on this project. Note paragraph 01. (B) above.
- Q. All Bidders (corporations) must be in good standing with the Indiana Secretary of State.

05 SIGNATURE AFFIDAVIT

- A. A Signature Affidavit (DAPW-14) containing the Bidder's authorized signature(s), properly notarized, may be submitted as a signature supplement to all other bid documents, except the bid bond, including:
 1. Contractor's Bid (DAPW 13)
 2. Non-Collusion Statement (DAPW-121)
 3. Contractor's Affidavit of Subs Employed (DAPW 12)
 4. M/WBE Participation Plan and Good Faith Effort Work Sheet (DAPW 26 SUP 2)
- B. All documents herein before required with the bid may be unsigned if the signature affidavit is submitted, except for the BID BOND. BIDDER MUST SIGN THE BID BOND.

NOTE: SIGNING THE SIGNATURE AFFIDAVIT OR BID FORM IS ACKNOWLEDGMENT OF PROCUREMENT OF ALL ADDENDA AND CERTIFICATION BY BIDDER THAT THE BID RECOGNIZES ALL ITEMS IN ALL ADDENDA.

06 WORK BY CONTRACTOR

The Contractor shall perform a minimum of 15% of the value of work (measured in dollars of the total contract price) with his own forces, and not more than 85% of the value of work is to be subcontracted.

07 SUBSTITUTIONS

The materials, products, systems and equipment described in the bidding documents, construction documents and addenda establish a standard or required function, dimension, appearance and quality that shall also be met by any proposed substitution. No substitution by manufacturer, or trade name of product named, or of a quality specified will be considered unless written request for approval has been submitted by the Bidder and has been received by the Designer and/or Public Works Division at least fourteen (14) calendar days prior to the date for receipt of bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The Designer and/or Public Works Division decision of approval or disapproval of the proposed substitution shall be final. Products, materials or systems not specified or approved prior to bidding, shall not be accepted for use in this project. All such substitutions accepted shall be acknowledged by addendum. See paragraph. 04 (C).

08 NONDISCRIMINATION

Pursuant to IC 22-9-1-10, the Contractor and subcontractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his race, religion, color, sex, disability, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of the contract. Pursuant to IC 5-16-6-1, the contractor agrees:

- A. that in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor shall, by reason of race, religion, color, sex, disability, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates; and
- B. that no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry; and
- C. that there may be deducted from the amount payable to the contractor by the State of Indiana or by any municipal corporation thereof, under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; and
- D. that this contract may be canceled or terminated by the State of Indiana or by any municipal corporation thereof, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract.

09 EMPLOYMENT ELIGIBILITY VERIFICATION

The Contractor affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The State may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

The contractor shall submit, before work begins the E-Verify case verification number for each individual who is required to be verified under IC 22-5-1.7. An individual who is required to be verified under IC 22-5-1.7 whose final case result is final nonconfirmation may not be employed on the public works project.

A contractor may not pay cash to any individual employed by the contractor for work done by the individual on the public works project.

A contractor must be in compliance with the federal Fair Labor Standards Act of 1938, as amended (29 U.S.C. 201-209) and IC 22-2-2-1 through IC 22-2-2-8. A contractor must be in compliance with IC 22-3-5-1 and IC 22-3-7-34. A contractor must be in compliance with IC 22-4-1 through IC 22-4-395. A contractor must be in compliance with IC 4-13-18-1 through IC 4-13-18-7.

10 NOTICE OF AWARD

- A. Prior to execution of the Contract, in accordance with IC 4-13.6-5-2, the Director of Public Works may require additional submittals from Bidder/s to clarify contractor's experience and plans for performing the proposed work. Submittals which may be required include a critical path construction schedule which coordinates all significant tasks sequences and durations; schedule of values, and documentation of efforts to include minority and woman owned businesses in the proposed work. The Director may require Bidder/s to provide a comprehensive list of subcontractors and suppliers within 24 hours of receipt of bids.
- B. Prior to execution of the Contract, the successful Bidder shall furnish a completed Domestic Steel Affidavit (DAPW-11) to Public Works Division, Indiana Department of Administration as part of the contract. The Domestic Steel Affidavit is included for Bidder's review but need not be submitted at the time of the bid opening. Definition of Steel Products:
- "Steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated, or otherwise similarly processed, or processed by a combination of two (2) or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- C. Prior to execution of the Contract, the successful Bidder shall furnish a completed Contractor's Bond for Construction (DAPW 15) (combined performance and payment bond) to Public Works Division, Department of Administration as part of the contract. The Bond form is included for Bidder's review but need not be submitted at the time of the bid opening.
- D. Prior to execution of the Contract, the successful Bidder shall furnish a completed Contractor's Certificate of Insurance (DAPW 16) to Public Works Division, Department of Administration as part of the contract. The Insurance form is included for Bidder's review but need not be submitted at the time of the bid opening.
- E. Prior to execution of the Contract, the State of Indiana will issue to the successful Bidder an email letter stating that his bid was the lowest responsible and responsive bid and that the attached electronic format contract document is submitted to him for his consideration. If he finds it in accordance with the bid documents, it is to be returned to Public Works Division within ten (10) calendar days after receipt for further execution and with the caution that a contract will not exist until it is signed by all signatories required. Failure to execute the proper contract and furnish the ancillary documents shall constitute reason to surrender the bid bond.
- F. Concurrent with execution of the Contract, the successful Bidder may be required to furnish executed copies of Contractor-Subcontractor agreements as required in Article 5 of the General Conditions.

11 SUMMARY

All required bid documents must contain original hand written signatures. Complete documents to be submitted with this bid:

- A. The Bid Bond (DAPW-15A) must be signed by both the Bidder and Bonding Company. The Bonding Company must also attach a Power of Attorney. Bid bond information, may be on the Bonding Company's standard form.
- B. The Contractor's Bid (DAPW-13)
 - Page 1: State the amount of the bid in figures and words.
 - Page 2: State the amount of the alternate(s), indicate add, deduct or no change (READ CAREFULLY).
 - Page 3: Authorized signature of the Company. If the signature affidavit is completed and submitted with the bid, this page must be submitted but need not be signed or notarized.
- C. The Signature Affidavit (DAPW-14) must contain the completed authorized signatures properly notarized and submitted with the bid as a supplement.

This Signature Affidavit shall fulfill all of the signature requirements. **NOTE:** The Signature Affidavit does not apply to the Bid Bond (DAPW 15A). The Bid Bond document must be fully completed with all required signatures and submitted with the bid.
- D. The Non-Collusion Statement (DAPW-121) must be signed by the same authorized person(s) who signed the bid documents. If the signature affidavit is completed and submitted with bid, this form shall be submitted, but need not be signed.
- E. For corporations, if anyone other than the president of the corporation signs, a Certificate of Corporate Resolution (DAPW 41) giving signature authority for the signer must be included.
- F. M/WBE Participation Plan and M/WBE Good Faith Effort Work Sheet (DAPW 26SUP2) must be completed and signed by the same authorized person who signed the bid documents.
- G. The completed Contractor's Affidavit of Subcontractors Employed (DAPW-12) whose subcontract amount will be \$150,000.00 or more.
- H. The completed plan for Contractor's Employee Drug Testing Plan (or statement of collective bargaining agreement).
- I. One copy only of the Bid Documents is required. Bidders may remove and use the Documents included in the project specifications or use reproductions of the Documents.

12 INDIVIDUAL BIDS SHALL BE REJECTED BY THE DIRECTOR, PUBLIC WORKS DIVISION FOR THE FOLLOWING REASONS (IC 4-13.6-5-2; IC 4-13.6-6-1; 25 IAC 2-6-5)

- A. If the bid email subject line and bid form heading does not clearly identify the project number and description; if the name of the Bidder is not clearly indicated in the email and/or if the email is not received and date stamped within the Public Works Division electronic bid receipt mail box prior to the stated time for receipt of bids.
- B. If the estimated base bid cost exceeds \$150,000.00 and the bidding contractor is not certified by Public Works Certification Board to offer bids in one of the specified categories.
- C. If the bidding contractor is under suspension by the Director of Public Works or by the Public Works Certification Board.
- D. If the bidding contractor is a trust and does not identify all beneficiaries and empowered settlors of the trust.
- E. If the contractor's drug plan is not included in the bid documents pursuant to and complies with IC 4-13-18

13 INDIVIDUAL BIDS MAY BE REJECTED BY THE DIRECTOR, PUBLIC WORKS DIVISION FOR THE FOLLOWING REASONS (25 IAC 2-6-5)

- A. If the Contractor's Bid (DAPW 13) Non-Collusion Statement (DAPW 121) and/or Bid Bond (DAPW 15A) are not signed and notarized as required by these instructions, or the Signature Affidavit (DAPW 14) and the Bid Bond (DAPW 15A) are not signed and notarized as allowed as an alternative.
- B. If all required bid or alternate(s) amounts, or unit prices are not submitted with the bid when specifically called for by the specifications issued for the project.

- C. When the Bidder adds any provision reserving the right to accept or reject the award, or if the Bidder adds conditions or alternates to his bid not requested (voluntary alternates), or if there are unauthorized additions or irregularities of any kind which tend to make the proposal incomplete, indefinite or ambiguous as to its meaning or amount.
- D. When no bids received are under or within funds that can be appropriated, or within the Designer's estimate or when situations develop which make it impossible or not practical to proceed with the proposed work.
- E. If, subsequent to the opening of the bids, facts exist which would disqualify the Bidder, or that such Bidder is not deemed by the Director, Public Works Division to be responsive or responsible.
- F. If an out-of-state contractor is not registered with the Indiana Secretary of State or if any bidding contractor is not in good standing with the Secretary of State.

CONTRACTOR'S AFFIDAVIT OF SUBS EMPLOYED

Public Works Project Number: _____ Date: _____

Project Description: _____

Prime Contractor: _____

Form Submitted for Bid: _____ Contract: _____ or Payment No.: _____

The following companies are subcontractors on this project for the amount indicated:

Subcontractor Name	Subcontract For	Subcontract Amount	Revised Amount	DAPW Certified Y/N	MBE WBE	On Site Y/N

_____ being duly sworn upon oath, deposes and says that he is _____ of the firm of _____ and is familiar with the affidavit herewith and that these entries are complete and true.

STATE OF _____ }
 COUNTY OF _____ } SS:

_____ personally appeared before me, a Notary Public, in and for said County and State, this ___ day of _____, 20___, after being duly sworn upon his oath, says that the facts alleged in the foregoing affidavit are true.

My Commission Expires: _____

 NOTARY PUBLIC - SIGNATURE

 NOTARY PUBLIC PRINTED NAME

(SEAL)

GENERAL BID FOR PUBLIC WORKS

CONTRACTOR'S BID

For _____
(Insert class of work)

Project Number _____

Project Description (Title) _____

Date _____

To: Department of Administration, Public Works Division
Room W462
402 West Washington Street
Indianapolis, Indiana 46204

Pursuant to notices given, the undersigned proposes to furnish and install work
in accordance with the construction documents prepared by:

(Designer Name, Address, Telephone)

for the sum of _____
(State amount in words)

_____ \$ _____
(State amount in figures)

If required add attachment for all unit prices called for in the Specifications.

_____ Federal I.D. Number or Social Security Number

Contractor's Email address _____
(Contract and Purchase Order will be sent to email address provided)

Bidder ID Number _____

(If you do not have an Indiana Department of Administration Bidder ID Number, please obtain one online at:
<http://www.in.gov/idoa/2464.htm>)

ALTERNATE BIDS

Add Alternates Are Not to be included as part of the Base Bid Scope of Work.

Deduct Alternates are items of work that Are to be included in the Base Bid Scope of Work, and deducted from the project as described herein.

The work shall be as described in Section, ALTERNATES.

Bidder shall provide a response to each alternate specified. Response must indicate the amount to be ADDED to the base bid, DEDUCTED from the base bid, or that there is NO CHANGE.

Failure to respond to all alternates may cause the bid to be rejected.

BIDDER SHALL CHECK APPLICABLE BOX for each listed alternate.

Alternate No. ___ ADD ___ DEDUCT ___ NO CHANGE ___ AMOUNT \$ _____

Alternate No. ___ ADD ___ DEDUCT ___ NO CHANGE ___ AMOUNT \$ _____

Alternate No. ___ ADD ___ DEDUCT ___ NO CHANGE ___ AMOUNT \$ _____

Alternate No. ___ ADD ___ DEDUCT ___ NO CHANGE ___ AMOUNT \$ _____

Alternate No. ___ ADD ___ DEDUCT ___ NO CHANGE ___ AMOUNT \$ _____

Alternate No. ___ ADD ___ DEDUCT ___ NO CHANGE ___ AMOUNT \$ _____

Ethics Compliance. The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated there under, and Executive Order 04-08, dated April 27, 2004. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at [<<<http://www.in.gov/ethics/>>>](http://www.in.gov/ethics/). If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12.

Pursuant to IC 22-9-1-10, the Contractor and subcontractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his race, religion, color, sex, disability, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of the contract.

IN TESTIMONY WHEREOF, the Bidder (a sole proprietor) has hereunto set his hand
this ___ day of _____, 20__.

Proprietorship (Company Name)

(INDIVIDUAL)

Bidder (Owner)

IN TESTIMONY WHEREOF, the Bidder (a partnership) has hereunto set their hands
this ___ day of _____, 20__.

Company Name

Partner

Partner

IN TESTIMONY WHEREOF, the Bidder (a corporation) has caused this proposal to be signed by its
President or other authorized signatory and Secretary this _____ day of _____, 20__.

Corporation Name

By President or Other Authorized Signatory

Secretary

If the bid is signed by other than the President, a Corporation Resolution designating other authorized signatory shall be submitted with this bid unless already on file with the Certification Board of the Public Works Division.

BY SIGNING THIS BID THE BIDDER ACKNOWLEDGES PROCUREMENT OF ALL ADDENDA AND
CERTIFIES THAT THIS BID RECOGNIZES ALL ITEMS IN ALL ADDENDA.

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____
(Contractor's Name and Address)

as Principal, hereinafter called the Principal, and the _____
(Bonding Company Name)

a corporation duly organized under the laws of the State of _____
as Surety, hereinafter called the Surety, are held and firmly bound unto Public Works Division/Department of
Administration, State of Indiana, as Obligee, hereinafter called the Obligee,

in the sum of _____ Dollars (\$ _____)
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: (insert State Project Number, Description and Location)

Project No. _____

Project Description: _____

Project Location: _____

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the
bidding or contract documents with good and sufficient surety for the faithful performance of such contract and for
the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the
Principal to enter such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference
not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the
Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation
shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day of _____, 20____.

(Witness)

(Principal)

By: _____
(Title)

(Surety)

Witness)

(Attorney-in-fact)

I. MINORITY AND WOMEN'S BUSINESS ENTERPRISES PARTICIPATION PLAN

A Respondent is expected to submit in each response a Minority and Women's Business Enterprises Participation Plan in accordance with IC 4-13-16.5 and 25 IAC 5. The Plan must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBD) directory of certified firms. Respondents must indicate the name of the MBE and WBE with which it will work, the contact name and phone number at the firm(s), the service supplied by the firm(s), the specific dollar amount from this contract that will be directed toward each firm, and the approximate date these products and/or services will be utilized. If participation is met through use of vendors who supply products and/or services, the Respondent must also indicate the vendor's tax ID number as well as provide a description of products and/or services provided to the Respondent that are directly related to this proposal and the cost of direct supplies for this proposal. All prime contractors, including MBE and WBE prime contractors, must meet the contract goals through use of subcontractors. MBE and WBE prime contractors will get no credit toward the contract goal for the use of its own workforce. The State does not accept national plans.

Failure to meet these requirements will affect the evaluation of your Proposal. The Department reserves the right to verify all information included in the Plan.

Respondents are encouraged to contact and work with MWBD to design a plan to meet established goals. MWBD's website address is www.IN.gov/idoa/minority/ and contains a complete list of all the Department's certified MBE's and WBE's.

**Minority & Women's Business Enterprises Participation
Letter of Commitment**

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the Plan. This letter(s) shall state and will serve as acknowledgement from the MBE and/or WBE of its amount of participation, the scope of products and/or services, and approximate date these products and/or services will be utilized.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the Plan should be directed to MWBD's Compliance Unit at 317/232-3061

MBE/WBE PARTICIPATION PLAN

RFP # / Bid # / Quote # _____ DUE DATE _____

(Circle One)

RFP / BID / QUOTE NAME _____

(Circle One)

RESPONDENT _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE () _____

The following MBE and/or WBE's listed in the MWBD directory will be participating in the contract:

<u>MBE/WBE</u>	<u>P HONE</u>	<u>COMPANY NAME</u>	<u>SCOPE OF PRODUCTS/SERVICES</u>	<u>UTILIZATION DATE</u>	<u>AMOUNT</u>

***If additional room is necessary, indicate here _____. Please attach a separate page.**

THIS DOCUMENT MUST BE INCLUDED IN YOUR RESPONSE

**Indiana Department of Administration
Public Works and State Office Building Commission
GOOD FAITH EFFORTS WORKSHEET**

BIDDER _____

BID/PROJECT NUMBER _____

CONTRACT GOALS 7% MBE 5% WBE

List the M/WBEs contacted and complete the following information for each. Copies of all communications to and from each vendor should be maintained.

Company Name and Address	MBE	WBE	Type of Contact	Date of Contact	Date Response Due	Goods Or Services Requested	Result (Include Price Quote)

Indicate **Good Faith Efforts** made to utilize MWBEs. Check and explain all that apply or should be considered. Please provide evidence of the efforts that you want to be considered. A complete description of each criteria may be found in the **Indiana Department of Administration Public Works and State Office Building Commission MWBE Participation Policy**.

MBE and WBE Barrier Assistance	Describe
Advertisement	Describe
Agency Assistance	Describe
Other Criteria	Describe

CERTIFICATE OF CORPORATE RESOLUTION

I, _____, do hereby certify that I am the Secretary
 of _____, a corporation duly organized and existing under and by virtue of the Laws of the State of Indiana;
 Type Name

I further certify that a regular/special meeting of the members of the Board of Directors of said corporation, duly called held and convened in conformity with the Charter and By Laws of said corporation, on the _____ day of _____, 20_____, a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears on record in the Minute Record Book of said corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In Witness Whereof, I have hereunto set my hand for said corporation this _____ day of _____, 20_____.

By: _____
 (Signature)

 (must be signed by principal of organization)

STATE OF _____ }
 } SS:
 COUNTY OF _____ }

personally appeared before me, a Notary Public, in and for said County and State, this day of _____, 20_____, after being duly sworn upon his oath, says that the facts alleged in the foregoing affidavit are true.

My Commission Expires: _____

 NOTARY PUBLIC - SIGNATURE

(SEAL)

 NOTARY PUBLIC PRINTED NAME

NON-COLLUSION STATEMENT

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC 4-2-6-10.5.**

Signature

Printed Name

Title

Company

DOMESTIC STEEL AFFIDAVIT

STATE OF _____ }
 } SS:
COUNTY OF _____ }

PROJECT NO: _____

I hereby swear, under penalties of perjury, that the steel products furnished for this project shall conform to the following Indiana Code Definitions and contract provisions:

IC 5-16-8-1 Definitions:

"Steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated, or otherwise similarly processed, or processed by a combination of two (2) or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.

"United States" refers to the United States of America. The term includes all territory, continental or insular, subject to the jurisdiction of the United States.

IC 5-16-8-2 Public agency contract provisions; rules for determining reasonable pricing.

Sec. 2. (a) Each public agency shall require that every contract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works contain a provision that, if any steel or foundry products are to be used or supplied in the performance of the contract or subcontract, only steel or foundry made in the United States shall be used or supplied in the performance of the contract or any of the subcontracts unless the head of the public agency determines, in writing, that the cost of steel or foundry products is deemed to be unreasonable.

(Signature)

(Printed name)

(Attest)
(Vice President/Secretary/Treasurer)

(Printed or typed name of company)

STATE OF _____ }
 } SS:
COUNTY OF _____ }

_____ personally appeared before me, a Notary Public, in and for said County and State, this ___ day of _____, 20___, after being duly sworn upon his oath, says that the facts alleged in the foregoing affidavit are true.

My Commission Expires: _____

NOTARY PUBLIC - SIGNATURE

(SEAL)

NOTARY PUBLIC PRINTED NAME

CONTRACTOR'S BOND FOR CONSTRUCTION

KNOW ALL MEN BY THESE PRESENT, that _____
(Contractor)

_____ of _____
(Address) (City, State)

as principal and _____
(Bonding Company)

(Address) (City, State) (Zip Code)

as surety, are firmly bound unto the State of Indiana in the penal sum of \$_____ Dollars, for the payment of which, well and truly to be made, we bind ourselves, jointly and severally, and our joint and several heirs, executors, administrators and assigns, firmly by these present, this _____ day of _____, 20_____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SURE, THAT, WHEREAS the State of Indiana acting by and through the Commissioner, Department of Administration, has entered into a certain written contract dated _____ of _____

(Project Number and Description)

_____ situated in _____
Indiana, in accordance with the construction documents approved and adopted by said Commissioner, Department of Administration, which are made a part of this bond.

NOW THEREFORE, if the said _____
(Contractor)
_____, shall well and faithfully do and perform the same in all respects according to the plans and specifications adopted by said Commissioner, Department of Administration, and according to the time, terms and conditions specified in said contract and incurred by him or any subcontractor in the prosecution of said work, including labor, service and materials furnished, then this obligation shall be void; otherwise to remain in full force, virtue and effect. This bond shall adhere to the requirements of IC 4-13.6-7-6 and IC 4-13.6-7-7.

IN WITNESS WHEREOF, we hereunto set our hands and seals this _____ day
of _____, 20_____.

By: _____ (Seal)
(Contractor)

By: _____ (Seal)
(Bonding Company)

By: _____
(Attorney-in-fact)

CONTRACTOR'S CERTIFICATE OF INSURANCE

This certifies to the addressee shown below that the following described policies, subject to their terms, conditions, and exclusions, have been issued to:

NAME AND ADDRESS OF INSURED: _____

COVERING (show State project number, name and location) _____

ADDRESSEE: **PUBLIC WORKS DIVISION/DEPARTMENT OF ADMINISTRATION** DATE: _____

TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
1. General Liability a. Bodily Injury Including Personal Injury				Each Person - Premises and Operations	\$ _____
				Each Person – Elevators	\$ _____
				Each Person – Independent Contractor	\$ _____
				Each Person - Products Completed Including Operations	\$ _____
				Each Person – Contractual	\$ _____
				Each Occurrence -	\$ _____
				Aggregate - Products Completed Including Operations	\$ _____
b. Property Damage				Each Occurrence – Premises and Operations	\$ _____
				Each Occurrence – Elevators	\$ _____
				Each Occurrence – Independent Contractor	\$ _____
				Each Occurrence – Products Completed Including Operations	\$ _____
				Each Occurrence – Contractual	\$ _____
				Aggregate -	\$ _____
				Aggregate - Operations Protective Products and Contractual	\$ _____
2. Automobile Liability a. Bodily Injury b. Property Damage				Each Person	\$ _____
				Each Occurrence	\$ _____
				Each Accident	\$ _____
3. Excess Liability Umbrella					\$ _____
4. a. Workmen's Compensation b. Employer's Liability				Statutory Workmen's Compensation	\$ _____
				One Accident And Aggregate Disease	\$ _____
5. Builder's Risk					\$ _____

UNDER GENERAL LIABILITY POLICY OR POLICIES	YES	NO
1. Does Property Damage Liability Insurance shown include coverage for XC and U hazards?	_____	_____
2. Is Occurrence Basis Coverage provided under Property Damage Liability? _____	_____	_____
3. Is Broad Form Property Damage Coverage provided for this Project?.....	_____	_____
4. Is Personal Injury Coverage included?	_____	_____
5. Is coverage provided for Contractual Liability (including <u>indemnification provision</u>) assumed by insured?	_____	_____
UNDER AUTOMOBILE LIABILITY POLICY OR POLICIES.....	_____	_____
1. Does coverage shown above apply to non-owned and hired automobiles?	_____	_____
2. Is Occurrence Basis Coverage provided under Property Damage Liability? _____	_____	_____

In the event of cancellation, fifteen (15) days written notice shall be given to the party to whom this certificate is addressed.

NAME OF INSURANCE COMPANY

ADDRESS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

CONTRACTOR'S EMPLOYEE DRUG TESTING

IC 4-13-18 IS ADDED TO THE INDIANA CODE AS A NEW CHAPTER TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2006]:

Chapter 18. Drug Testing of Employees of Public Works Contractors

Sec. 1. This chapter applies only to a public works contract awarded after June 30, 2006.

Sec. 2. As used in this chapter, "bid" includes a quotation.

Sec. 3. (a) As used in this chapter, "contractor" refers to a person who:

- (1) submits a bid to do work under a public works contract; or
- (2) does any work under a public works contract.

(b) The term includes a subcontractor of a contractor.

Sec. 4. As used in this chapter, "public works contract" refers to:

- (1) a public works contract covered by IC 4-13.6;
- (2) a public works contract covered by IC 5-16 and entered into by a state agency; or
- (3) a state highway contract covered by IC 8-23-9;

when the estimated cost of the public works project is one hundred fifty thousand dollars (\$150,000) or more.

Sec. 5. (a) A solicitation for a public works contract must require each contractor that submits a bid for the work to submit with the bid a written plan for a program to test the contractor's employees for drugs.

(b) A public works contract may not be awarded to a contractor whose bid does not include a written plan for an employee drug testing program that complies with this chapter.

(c) A contractor that is subject to a collective bargaining agreement shall be treated as having an employee drug testing program that complies with this chapter if the collective bargaining agreement establishes an employee drug testing program that includes the following:

- (1) The program provides for the random testing of the contractor's employees.
- (2) The program contains a five (5) drug panel that tests for the substances identified in section 6(a)(3) of this chapter.

(3) The program imposes disciplinary measures on an employee who fails a drug test. The disciplinary measures must include at a minimum, all the following:

- (A) The employee is subject to suspension or immediate termination.
- (B) The employee is not eligible for reinstatement until the employee tests negative on a five (5) drug panel test certified by a medical review officer.

(C) The employee is subject to unscheduled sporadic testing for at least one (1) year after reinstatement.

(D) The employee successfully completes a rehabilitation program recommended by a substance abuse professional if the employee fails more than one (1) drug test.

A copy of the relevant part of the collective bargaining agreement constitutes a written plan under this section.

Sec. 6. (a) A contractor's employee drug testing program must satisfy all of the following:

(1) Each of the contractor's employees must be subject to a drug test at least one (1) time each year.

(2) Subject to subdivision (1), the contractor's employees must be tested randomly. At least two

percent (2%) of the contractor's employees must be randomly selected each month for testing.

(3) The program must contain at least a five (5) drug panel that tests for the following:

- (A) Amphetamines.
- (B) Cocaine.
- (C) Opiates (2000 ng/ml).
- (D) PCP.
- (E) THC.

(4) The program must impose progressive discipline on an employee who fails a drug test. The discipline must have at least the following progression:

(A) After the first positive test, an employee must be:

- (i) suspended from work for thirty (30) days;
- (ii) directed to a program of treatment or rehabilitation; and
- (iii) subject to unannounced drug testing for one (1) year, beginning the day the employee returns to work.

(B) After a second positive test, an employee must be:

- (i) suspended from work for ninety (90) days;
- (ii) directed to a program of treatment or rehabilitation; and
- (iii) subject to unannounced drug testing for one (1) year, beginning the day the employee returns to work.

(C) After a third or subsequent positive test, an employee must be:

- (i) suspended from work for one (1) year;
- (ii) directed to a program of treatment or rehabilitation; and
- (iii) subject to unannounced drug testing for one (1) year, beginning the day the employee returns to work.

The program may require dismissal of the employee after any positive drug test or other discipline more severe than is described in this subdivision.

(b) An employer complies with the requirement of subsection (a) to direct an employee to a program of treatment or rehabilitation if the employer does either of the following:

(1) Advises the employee of any program of treatment or rehabilitation covered by insurance provided by the employer.

(2) If the employer does not provide insurance that covers drug treatment or rehabilitation programs, the employer advises the employee of agencies known to the employer that provide drug treatment or rehabilitation programs.

Sec. 7. (a) The public works contract must provide for the following:

(1) That the contractor implement the employee drug testing program described in the contractor's plan.

(2) Cancellation of the contract by the agency awarding the contract if the contractor:

- (A) fails to implement its employee drug testing program during the term of the contract;
- (B) fails to provide information regarding implementation of the contractor's employee drug testing program at the request of the agency; or
- (C) provides to the agency false information regarding the contractor's employee drug testing program.

(b) The provisions of the public works contract relating to cancellation of the contract by the agency awarding the contract apply to cancellation of the public works contract under this section.

TABLE OF CONTENTS
STATE OF INDIANA - GENERAL CONDITIONS

1.	CONTRACT DOCUMENTS	7.7	Owners Right to Carry out the Work
	1.1	7.10	Certificate of Qualification
	1.2	7.11	Appropriation
	1.3	7.12	Wage Determination
		7.13	Out-of-State Contractors
		7.14	Material Delivery
		7.15	Weather
		7.16	Fire Hazards
		7.17	Dismissal
2.	DESIGNER		
	2.1		
	2.2		
3.	OWNER	8.	TIME
	3.1	8.1	Definitions
	3.2	8.2	Progress and Completion
	3.3	8.3	Delays and Extensions of Time
4.	CONTRACTOR	9.	PAYMENTS AND COMPLETION
	4.1	9.1	Contract Sum
	4.2	9.2	Schedule of Values
	4.3	9.3	Progress Payments
	4.4	9.4	Certificates for Payment
	4.5	9.5	Payments Withheld
	4.6	9.6	Failure of Payment
	4.7	9.7	Substantial Completion and Final Payment
	4.8		
	4.9	10.	PROTECTION OF PERSON AND PROPERTY
	4.10	10.1	Safety Precautions and Programs
	4.11	10.2	Safety of Persons and Property
	4.12	10.3	Emergencies
	4.13		
	4.14	11.	INSURANCE
	4.15	11.1	General Requirements for Insurance
5.	SUBCONTRACTORS	11.2	Property Insurance
	5.1	11.3	Liability Insurance
	5.2		
	5.3	12.	CHANGES IN THE WORK
6.	SEPARATE CONTRACTS	12.1	Change Orders
	6.1	12.2	Claims for Additional Cost or Time
	6.2	12.3	Minor Changes
		12.4	Field Orders
7.	MISCELLANEOUS PROVISIONS	13.	EXAMINATION AND CORRECTION OF WORK
	7.1	13.1	Examination of Work
	7.2	13.2	Correction Before Substantial Completion
	7.3	13.3	Correction After Substantial Completion
	7.4		
	7.5	14.	TERMINATION OF THE CONTRACT
	7.6	14.1	Termination by the Contractor
		14.2	Termination by the Owner

STATE OF INDIANA
GENERAL CONDITIONS

ARTICLE 1 CONTRACT DOCUMENTS

1.1 Definitions

1.1.1 The Contract Documents

The Contract Documents consist of the Agreement, the Instructions to Bidders, the Contractor's Proposal (Bid), the Conditions of the Contract (General and Supplementary), Drawings, Specifications, and Addenda issued prior to bidding, Change Orders, any written interpretation issued as a field order by the Designer pursuant to Article 1.2, and all field orders for minor changes in the Work by the Designer pursuant to Article 12.3.

1.1.2 The Contract

The Contract Documents form the Contract for construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral.

1.1.3 The Work

All labor, material, equipment, systems and services necessary to produce the result called for in the Contract Documents.

1.1.4 The Project

The Project is the total construction designed by the Designer of which the Work performed under the Contract Documents may be the whole or a part.

1.2 Execution, Correlation, Intent and Interpretations

1.2.1 The Contract Documents shall be signed by the Owner and the Contractor. The signature process may be done electronically at the discretion of the Owner.

1.2.2 By executing the Contract the Contractor represents that he has visited the site and correlated his observations with the requirements of the Contract Documents, and has no major question pertaining thereto.

1.2.3 The Contract Documents are complementary, and what is called for by any one shall be as binding as if called for by all. The intention of the Documents is to include all labor, equipment, supervision and materials, for the proper execution and completion of the Work, and also to include those things that may be reasonably inferable from the Contract Documents as being necessary to produce the intended results. Words that have a well-known technical or trade meaning are used herein, in accordance with such recognized meaning.

1.2.4 Written interpretations necessary for the proper execution of the Work, in the form of drawings or otherwise will be issued with reasonable promptness by the Designer. Such interpretations shall be consistent with and reasonably inferable from the Contract Documents, and may be issued by field order subject to Owner's approval.

1.3 Copies Furnished and Ownership

1.3.1 The Contractor will be furnished 5 copies of drawings and specifications and any other information necessary for the execution of the Work.

1.3.2 All drawings, specifications, and copies thereof furnished by the Designer are his property. They are not to be used on any other Project, and, with the exception of one Contract set for each party to the Contract, are to be returned on request to the Designer at the completion of the Work.

ARTICLE 2 DESIGNER

2.1 Definition

2.1.1 The Designer is the person or organization identified as Designer of the Project, and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The terms Designer, Engineer, Architect, (and in certain projects Director, Public Works Division or his authorized representative), shall mean the Designer.

2.2 Administration of the Contract

2.2.1 The Designer will provide general administration of the Contract, including the functions hereinafter described.

2.2.2 Unless stated otherwise, the Designer shall be the Owner's representative during the construction phase. He shall have authority to act on behalf of the Owner only to the extent expressly provided in the Contract Documents or otherwise in writing, which will be shown to the Contractor. The Designer will advise and consult with the Owner and all of the Owner's instructions to the Contractor shall be issued through the Designer.

2.2.3 The Designer shall have access to the Work at all times wherever it is in storage, preparation and progress. The Contractor shall provide facilities for such access so that the Designer and Owner's Site Representative may perform their functions under the Contract Documents.

2.2.4 The Designer will make no less than weekly visits to the site when work is in progress to familiarize himself generally with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. He will not be required to make exhaustive or continuous on-site inspection to check the quality or quantity of the Work. On the basis of his on-site observations as Designer, he will keep the Owner informed of the progress of the Work, and will endeavor to guard the Owner against defects and deficiencies in the Work of the Contractor.

2.2.5 Based on such observation and the Contractor's applications for payment, the Designer will determine the amount owed to the Contractor and will issue Certificates for Payment in such amounts.

2.2.6 The Designer will be, in the first instance, the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder. He will promptly render such interpretations as he may deem necessary for the proper execution or progress of the Work.

2.2.7 All interpretations and decisions of the Designer will be consistent with the intent of the Contract Documents. He will exercise his best efforts to insure faithful performance by the Contractor.

2.2.8 Claims, disputes and other matters in question relating to the execution or progress of the Work or interpretation of the Contract Documents shall be referred initially to the Designer for decision and be subject to written appeal within fifteen (15) days by the Contractor. The Designer shall submit his decision promptly in writing to the Director, Public Works Division, who shall have full authority to render the final and binding decision.

2.2.9 The Designer will have responsibility to recommend to the Owner the rejection of work that does not conform to the Contract Documents. Whenever the Designer considers it necessary or advisable, he shall recommend to the Owner the stoppage of the Work or any portion thereof, and to recommend special examination or testing of the Work (whether or not fabricated, installed, or completed).

2.2.10 The Designer will review and approve or take other appropriate action upon the Contractor's submittals such as shop drawings, product data and samples, but only for conformance with the design concept of the Work and with the information given in the Contract Documents. Such action shall be taken with reasonable promptness so as to cause no delay. The Designer's approval of a specific item shall not indicate approval of all assembly of which the item is a component.

2.2.11 The Designer will prepare change orders in accordance with Article 12.

2.2.12 The Designer will conduct reviews to determine the dates of Substantial Completion and Final Completion, will receive and forward to the Owner for the Owner's review written warranties and related documents required by the Contract and assembled by the Contractor, and will issue a final Certificate for Payment upon compliance with the requirements of Article 9.7.

2.2.13 The Designer, together with representatives from the Contractor and the Owner will conduct a review of the Work nine (9) months after the date of substantial completion to determine any work not in compliance with the Contract Documents at that time. A list of items to be corrected or completed will be forwarded to the Contractor for corrective action prior to the expiration of the one year warranty period.

2.2.14 The duties, responsibilities and limitations of authority of the Designer as the Owner's representative during construction as set forth in Articles 1 through 14 of these General Conditions shall not be modified or extended without written consent of the Owner.

2.2.15 The Designer will not be responsible for the acts or omissions of the Contractor, Subcontractor, or any of their superintendents, supervisory staffs, agents or employees, or any other persons performing any of the Work.

2.2.16 In case of the termination of the employment of the Designer, the Owner shall appoint a Designer against whom the Contractor makes no reasonable objections, whose status under the Contract shall be that of Designer.

ARTICLE 3 OWNER

3.1 Definition

3.1.1 The Owner is the State of Indiana, represented by the Commissioner; Department of Administration acting through the Director, Public Works Division and the Director's designated project manager.

3.2 Information and Service Required of the Owner

3.2.1 The Owner will furnish, through the Designer, surveys, describing known physical characteristics, legal limits and utility locations for the property on which the Project is to be erected, if in the Owner's possession.

3.2.2 Information or services under the Owner's control shall be furnished by the Owner with promptness to avoid delay in the orderly progress of the Work.

3.2.3 The Owner shall issue all instructions to the Contractor through the Designer unless specified elsewhere in these documents.

3.2.4 If the Contractor fails to correct defective work as required by Article 13 or persistently fails to carry out the Work in accordance with the Contract Documents, the Owner, by a written order may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of the Owner to stop the Work shall not give rise to any duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Article 6.1.

3.3 Owner's Site Representative

3.3.1 Notwithstanding the obligations of the Designer as Owner's representative during construction, the Owner may employ an on-site representative to observe the progress of the Work.

3.3.2 The Owner's Site Representative shall function as an observer only. He shall report his findings to the Designer for review and any required further action. The Owner's Site Representative is not authorized to make changes in the Work or to interpret the Contract Documents.

3.3.3 The Owner's Site Representative shall have at all times access to the Work wherever it is in storage, preparation and progress. He may attend meetings at the site and he may review and approve the Contractor payment requests.

ARTICLE 4 CONTRACTOR

4.1 Definition

4.1.1 The Contractor is the person or organization identified as such in the Agreement. He is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term Contractor means the Contractor or his authorized representative.

4.2 Review of Contract Documents

4.2.1 The Contractor shall carefully study and compare the Contract Documents and shall at once report to the Designer and the Owner any error, inconsistency or omission he may discover. The Contractor shall perform no portion of the Work at any time without Contract Documents or, where required, approved shop drawings, product data or samples for such portion of the Work.

4.3 Supervision and Construction Procedures

4.3.1 The Contractor shall supervise and direct the Work, using his best skill and attention. He shall be solely responsible for the quality of the Work and for all construction techniques, sequences, and procedures, and for coordinating all portions of the Work.

4.3.2 The Contractor shall not be relieved from his obligations to perform the Work in accordance with the Contract Documents either by the activities or duties of the Designer in administration of the Contract, or by inspections, tests or approvals required or performed under Paragraph 7.9 by persons other than the Contractor.

4.4 Labor and Materials

4.4.1 Unless otherwise specified in Division 1, the Contractor shall provide and pay for all labor, material, equipment, tools, construction equipment, machinery, transportation, and other facilities and services necessary for the proper execution of the Work.

4.4.2 Unless otherwise specified in Division 1, the Contractor shall provide and pay for all electric current, water, heat, and telephone services and shall maintain necessary discipline to prevent waste.

4.4.3 If any item of work shall be the subject of a jurisdictional dispute as to the craft to be used for said work, the Contractor shall aid in such inter-craft resolution and if arbitrated, abide by the decision, holding the Owner free of involvement in the dispute, and if time is lost by the dispute, extra work days will only be considered through the provisions of Article 12.2. He will do whatever he can to eliminate any embarrassment to the Owner caused by picketing, etc.

4.4.4 The Contractor shall at all times enforce strict discipline and good order among his employees, and shall not employ on the Work any unfit person or any one employee unskilled in the Work assigned to him or unqualified as a tradesman in the trade involved.

4.5 Warranty and Guarantee

4.5.1 The Contractor warrants and guarantees that all materials and equipment incorporated in the Project shall be new unless otherwise specified, and all work will be of the highest quality, free from faults and defects, and in strict conformance with the Contract Documents for a period of one year from the date of substantial completion. All work not so conforming to the Contract Documents may be considered defective. If required by the Designer, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. The warranties and guarantees provided in this Article and elsewhere in the Contract Documents shall be in addition to and not in limitation of any other warranty or guarantee or remedy called for the Contract Documents or otherwise prescribed by law. The Contractor, together with the Designer and representatives from the Owner, shall review the Work nine (9) months after the date of substantial completion to determine any work not in compliance with the Contract Documents. The Contractor shall correct such non-complying work prior to the expiration of the one year warranty.

4.6 Permits, Fees and Notices

4.6.1 The Contractor shall secure and pay for all permits, fees and licenses necessary for the execution of the Work.

4.6.2 The Contractor and Subcontractors must submit an "Exemption Certificate for Construction Contractors" (Form ST-105) to each supplier in order to obtain exemption from the Indiana Gross Tax (i.e., sales and use tax).

4.6.3 The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any public authority bearing on the conduct of the Work. If he observes that any of the Contract Documents are at variance therewith in any respect, he shall promptly notify the Designer in writing, and any necessary changes shall be adjusted by change order. If he performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Designer, he shall bear all cost arising from such non-conformance.

4.7 Cash Allowances

4.7.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. These allowances cover the net cost of the materials and equipment delivered and unloaded at the site which cost shall be determined by the Owner through proper procedures for receiving quotes or bids as required by law. The Contractor's handling costs on the site, labor, installation costs, overhead, profit, and other expenses shall be included in the Contract sum and not in the allowance. The Contractor shall cause the Work required by these allowances to be performed by such persons as the Designer may direct, but he will not be required to employ persons against whom he has a reasonable objection. If the net cost above, when determined, is more than or less than the allowance, the Contract Sum will be adjusted accordingly by change order.

4.8 Superintendent

4.8.1 The Contractor shall keep on the Project, during the entire contract time, a competent superintendent and necessary assistants, all satisfactory to the Designer and the superintendent shall not be changed, except with the consent of the Owner, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in his employ. The superintendent shall represent the Contractor and shall have full authority to act on his behalf. All communications given the superintendent shall be as binding as if given by the Contractor. Important communications shall be confirmed in writing.

4.9 Responsibility for Those Performing the Work

4.9.1 The Contractor shall be responsible for the quality of the Work, for acts and omissions of all the Subcontractors, their superintendents, their supervisory staffs, agents, or employees and of all other persons performing any of the Work under a Contract with the Contractor.

4.10 Progress Schedule

4.10.1 Unless otherwise indicated in Division 1, the Contractor, immediately after being awarded the Contract, shall prepare and submit for the Designer's approval a progress schedule for the Work in relation to the entire Project. This schedule in bar graph form, or other form approved by the Owner, shall indicate the dates for the starting and completion of the various stages of construction, and in addition, will state the contractual completion date. The contract completion date, based on the construction period stated in the notice to bidders, shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by change order. A more detailed schedule may be required elsewhere in the documents.

4.11 Record Documents at the Site

4.11.1 The Contractor shall maintain for the Owner as part of the Contract one record copy of all drawings, specifications, addenda, shop drawings, change orders and other modifications at the site in good order, and marked to record all changes made during construction. These shall be available to the Designer and the Owner's Site Representative at all times while Work is in progress. All changes made during construction shall be recorded monthly and reviewed by the Designer before approval of each partial progress payment. The record documents shall be submitted to the Designer prior to the Contractor's final payment.

4.12 Shop Drawings and Samples

4.12.1 Shop drawings are all drawings, diagrams, illustrations, schedules, brochures, and other data, which are prepared by the Contractor, or any Subcontractor, manufacturer, supplier, or distributor, and which illustrate the Work.

4.12.2 The Contractor shall submit all shop drawings and samples required by the Contract or by the Designer in a timely manner, allowing sufficient time for the Designer's review so as not to cause any delay in the Work or in work by any other Contractor.

4.12.3 At the time of such submission, the Contractor shall furnish or verify all field measurements, field construction criteria, materials, catalog numbers, and the like and shall individually check, coordinate and stamp with his approval each submission, and shall in writing call the Designer's attention to any deviations in the shop drawings or samples from the requirements of the Contract Documents.

4.12.4 The Designer will check and approve, with reasonable promptness so as to cause no delay, these shop drawings and samples only for conformance with the design concept of the Project, and with the information given in the Contract Documents. The Designer's approval of a separate item will not indicate approval of the assembly in which the item functions.

4.12.5 The Designer's approval of shop drawings or samples shall not relieve the Contractor of responsibility for any deviation from the requirements of the Contract Documents unless the Contractor has in writing called the Designer's attention to such deviation at the time of submission and the Designer has given written approval to the specific deviation, nor shall this relieve the Contractor from errors or omissions in the shop drawings or samples.

4.12.6 No work requiring a shop drawing or sample submission shall be commenced until the submission has been approved by the Designer. All such work shall be in accordance with approved shop drawings and samples.

4.13 Use of Premises

4.13.1 The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents, and shall not unreasonably encumber the premises with any materials or equipment.

4.14 Cutting and Patching

4.14.1 The Contractor shall do all cutting, fitting or patching of his work that may be required to make its several parts come together properly and shall not endanger any work by cutting, excavating, or otherwise altering the Work or any part of it. Costs caused by defective or ill-timed work shall be borne by the party responsible therefore.

4.15 Cleaning Up

4.15.1 The Contractor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the Work, he shall remove all waste material and rubbish from and about the building as well as all his tools, scaffolding and surplus materials. Contractor shall clean all glass surfaces, lights and fixtures, ceilings, walls and shall leave the Work dusted, swept and wet mopped clean, unless more exactly specified.

4.15.2 In case of dispute the Owner may remove the rubbish and charge the cost to the several Contractors as the Designer shall determine to be just.

ARTICLE 5 SUBCONTRACTORS

5.1 Definition

As used in this article "contractor tier" refers collectively to the following classes of contractors on a public works project:

- (1) "Tier 1 contractor" includes each person that has a contract with the public agency to perform some part of the work on, supply some of the materials for, or supply a service for, a public works project. A person included in this tier is also known as a "prime contractor" or a "general contractor".
- (2) "Tier 2 contractor" includes each person that has a contract with a tier 1 contractor to perform some part of the work on, supply some of the materials for, or supply a service for, a public works project. A person included in this tier is also known as a "subcontractor".
- (3) "Tier 3 contractor" includes each person that has a contract with a tier 2 contractor to perform some part of the work on, supply some of the materials for, or supply a service for, a public works project. A person included in this tier is also known as a "sub-subcontractor".
- (4) "Lower tier contractor" includes each person that has a contract with a tier 3 contractor or lower tier contractor to perform some part of the work on, supply some of the materials for, or supply a service for, a public works project. A person included in this tier is also known as a "lower tier subcontractor".

A Subcontractor is a person or entity who has a direct Contract with the Contractor to perform any of the Work at the site. The term Subcontractor is referred to throughout the Contract Documents as if singular in number and masculine in gender and means a Subcontractor or his authorized representative. The term Subcontractor does not include any separate Contractor or his Subcontractors.

5.2 Award of Subcontracts and Other Contracts for Portions of the Work

5.2.1 Unless otherwise required by the Contract, the Contractor shall furnish to the Owner, with his bid on the prescribed form, the names of all persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each of the principal portions of the Work with an installed value of \$150,000.00 or more. The Designer will promptly reply to the Contractor in writing stating whether or not the Owner or the Designer, after due investigation, has reasonable objection to any such proposed person or entity. Failure of the Owner or Designer to reply within fourteen (14) days shall constitute notice of no reasonable objection.

5.2.2 The Contractor shall not subcontract with any such proposed person or entity to which the Owner or the Designer has made reasonable objection. The Contractor shall not be required to subcontract with anyone to whom he has a reasonable objection.

5.2.4 If the Owner or the Designer has reasonable objection to any such proposed person or entity, the Contractor shall submit a substitute to whom the Owner or the Designer has no reasonable objection.

5.2.5 The Contractor shall make no substitution of any Subcontractor, person or entity previously selected, if the Owner or Designer makes reasonable objection to such substitution.

5.2.3 The Contractor and his subcontractors shall employ only licensed plumbers and shall provide to the Owner the names and license numbers of all plumbers engaged in the Work. The Contractor shall submit this documentation with any monthly progress payment request that includes plumbing labor.

5.3 Subcontractual Relations

5.3.1 By an appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by these Documents, assumes toward the Owner. Said agreement shall preserve and protect the rights of the Owner under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor the benefit of all rights, remedies and redress against the Contractor that the Contractor, by these Documents, has against the Owner. Provisions of Article 9 for progress payments, retainage and payment for stored material shall be incorporated without modification in all Contractor-Subcontractor agreements. The Contractor shall require each Subcontractor to enter into similar agreements with his Sub-subcontractors. Prior to execution of the Contractor-Subcontractor agreement, the Contractor shall provide all Subcontractors a complete copy of all proposed Contract Documents for the Project to which the Subcontractor will be bound by this Paragraph 5.3. Each Subcontractor shall similarly make available to his Sub-Subcontractors copies of such Documents. Executed copies of all agreements shall remain on file with the Contractor and be available for review by the Owner at the Owner's discretion.

ARTICLE 6 SEPARATE CONTRACTS

6.1 Owner's Right to Let Separate Contracts

6.1.1 The Owner reserves the right to let other contracts in connection with other portions of the Project under these or similar General Conditions.

6.1.2 When separate contracts are awarded for different portions of the Project, "the Contractor" in the Contract Documents in each case shall be the Contractor who signs each separate contract with the Owner.

6.1.3 When separate contracts are awarded for portions of the Project, the General Construction Contractor shall be responsible for the overall coordination of all separate contracts for the Project.

6.2 Mutual Responsibility of Contractors

6.2.1 The Contractor shall afford each other Contractor reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work, and each shall properly connect and coordinate his work with all others as coordinated by the General Contractor.

6.2.2 If any part of the Contractor's work depends on proper execution or results upon the work of any other separate Contractor, the Contractor shall inspect and promptly report to the Designer any discrepancies or defects that shall cause his work to fail or be non-conforming. Failure of the Contractor to so inspect and report shall constitute an acceptance of the other Contractor's work as fit and proper for the reception of his work.

6.2.3 Should the Contractor cause damage to any separate Contractor on the Project, the General Contractor agrees, upon due notice, to settle with such other Contractor by agreement, if at all possible without involving the Owner. The Owner will be involved only after evidence is presented that sureties cannot settle the problem.

6.2.4 Any costs caused by defective or ill-timed work shall be borne by the party responsible.

ARTICLE 7 MISCELLANEOUS PROVISIONS

7.1 Delinquent State Taxes (IC. 4-13-2-14.5). The Public Works Division may allow the Department of State Revenue access to the name of each person who is either:

- (1) Bidding on a Contract to be awarded under this chapter; or
- (2) A Contractor or Subcontractor under this chapter.

If the Public Works Division is notified by the Department of State Revenue that a bidder is on the most recent tax warrant list, a Contract may not be awarded to that bidder until the bidder provides a statement from the Department of State Revenue that the Bidder's delinquent tax liability has been satisfied. The Department of State Revenue may notify:

- (1) The Department of Administration; and
- (2) The Auditor of State;

that a Contractor or Subcontractor under this chapter is on the most recent tax warrant list, including the amount owed in delinquent taxes. The Auditor of State shall deduct from the Contractor's or Subcontractor's payment the amount owed in delinquent taxes. The Auditor of State shall remit this amount to the Department of State Revenue and pay the remaining balance to the Contractor or Subcontractor.

7.2 Choice of Law

7.2.1 The Contract shall be governed by the laws of the State of Indiana.

7.3 Assignment

7.3.1 The Contractor shall not assign the Contract or sublet it as a whole without the written consent of the Owner, nor shall the Contractor assign any monies due or to become due to him hereunder, without the previous written consent of the Owner.

7.4 Written Notice

7.4.1 Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or sent by registered or certified mail to the last business address known to him who gives the notice.

7.5 Claims for Damages

7.5.1 Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the other party or any of his employees, agents or others for whose acts he is legally liable, claim shall be made in writing to such other party within seven (7) days of the first observance of such injury or damage.

7.6 Performance Bond and Labor and Material Payment Bond

7.6.1 For projects advertised with an estimated base bid amount of One Hundred Fifty Thousand Dollars (\$150,000) or more, the Contractor shall furnish and pay for an approved one hundred percent (100%) combination performance and payment bond (Contractor's Bond for Construction, Public Works Division Form DAPW 15). This bond shall adhere to the requirements of IC. 4-13.6-7-6 and IC. 4-13.6-7-7 as amended and shall cover the faithful performance of the Contract and the payment of all obligations arising thereunder, including reimbursement for any stored materials paid for but returned to materialmen, with such sureties as the Owner may approve. The combination bond shall remain in effect throughout the entire construction period and in addition for a period of one year from the date of final acceptance. The Contractor shall deliver the required bonds to the Owner prior to execution of the Contract by the Owner unless authorized to the contrary in writing by the Owner. All bonds must be issued by bonding companies, which are licensed and approved by the Indiana Insurance Commission.

7.7 Owner's Right to Carry Out the Work

7.7.1 If the Contractor should default or neglect to carry out the Work properly or fail to perform any provision of the Contract, the Owner may, after giving seven (7) days written notice to the Contractor, without prejudice to any other remedy it may have, make good such deficiencies. In such case, an appropriate change order shall be issued deducting the cost thereof including the cost of the Designer's additional service made necessary by such default, neglect or failure of the Contractor, from the payments then or thereafter due the Contractor, provided, however, that the Designer shall approve both such action and the amount charged to the Contractor. If such payments due to the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the Owner.

7.8 Royalties and Patents

7.8.1 The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from liability of any nature or kind including costs and expenses for or on account of any patented or unpatented invention, process, article or appliance manufactured or used in the performance of this Contract, including its use by the Owner.

7.9 Tests & Substitution of Materials

7.9.1 If the Contract Documents, laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction require any work to be inspected, tested, or approved, the Contractor will give the Designer timely notice of its readiness and of the date fixed for such inspection, testing, or approval so that the Designer may observe the same. The Contractor shall bear all cost of such inspections, tests, and approvals unless otherwise provided.

7.9.2 If, after the commencement of the Work, the Designer, with approval of the Owner in writing, determines that the Work requires special inspection, testing, or approval for which subparagraph 7.9.1 does not provide, he will, upon written authorization from the Owner, order such special inspection, testing or approval. If such special inspection or test reveals a failure of the Work to fulfill the requirements of the Contract Documents, laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, the Contractor shall bear all costs thereof; otherwise the Owner shall bear such costs. An appropriate change order shall be issued.

7.9.3 Required certificates of inspection, testing or approval shall be secured by the Contractor and promptly delivered by him to the Designer.

7.9.4 Observations by the Designer of the inspections, tests, or approvals required by Article 7 will be promptly made, and where practicable at the source of supply at no additional cost to the Owner.

7.9.5 Neither the observations of the Designer in his administration of the Contract, nor inspections, tests or approvals by persons other than the Contractor shall relieve the Contractor from his obligations to perform the Work in accordance with the Contract Documents.

7.9.6 All building construction and work, alterations, repairs, plumbing, mechanical, and electrical installations and appliances connected therewith, shall comply with the Rules and Regulations of the Department of Fire and Building Services, State Board of Health, local ordinances, Rules for Licensure of Building Trades, and other statutory provisions pertaining to this class of work; such rules and regulations and local ordinances to be considered as a part of these specifications.

7.9.7 Where in these specifications, one or more certain materials, trade names, or articles of certain manufacture are mentioned, it is done for the express purpose of establishing a basis of durability and efficiency and not for the purpose of limiting competition. Approval of other acceptable products for those specified may be obtained by requesting to the Designer no later than fourteen (14) days in advance of bid date with all documentation required for the Designer to evaluate any approval. If approval is granted, the subject product will be added by addendum.

7.9.8 Should there be a reason for change of materials after award of the Contract, the following criteria shall apply:

- a. Original material no longer manufactured,
- b. Delivery not possible within time specified for job, and/or
- c. Unavailability due to causes beyond the control of the Contractor.

7.9.9 After agreement by the Designer and the Owner that a change is necessary, the Contractor shall present a request for substitution to the Designer. The burden of proof of the merit of the proposed substitute is upon the proposing party. The decision of the Designer and the Owner regarding the substitution shall be final.

7.10 Certificate of Qualification

7.10.1 In accordance with IC. 4-13.6-4 as amended, all Contractors and Subcontractors performing work for the State of Indiana on projects estimated to be in excess of one hundred fifty thousand dollars (\$150,000.00), must hold a valid Certificate of Qualification issued by the Public Works Certification Board. The Instructions to Bidders define the procedure for certification and bidding.

7.10.2 The Contractor must perform at least fifteen (15) percent of the total Contract Sum of the Work with his own forces. The Contractor shall submit copies of his payroll records, if requested by the Owner, showing the hours, rates and total costs for all personnel on his payroll detailed to the degree to ensure compliance with this paragraph and any Wage Determination provisions.

7.11 Appropriation

7.11.1 The Contract specifically limits payments to be made in accordance with appropriations made and funds made available under laws of the State of Indiana.

7.12 Federal Wage Determination if required

7.12.1 If a Davis-Bacon wage determination is included in the Contract Documents, it shall be used as the minimum wage and benefits to be paid for the trades indicated.

7.12.2 Contractor shall submit a schedule of hourly wages to be paid to each employee (including those of his subcontractors) engaged in work on the site. This submittal shall be on Contractor's letterhead stationery and shall be signed by the Contractor and notarized. A copy of this submittal shall be conspicuously posted at the site.

7.12.3 Said rates shall in no case be less than those set out in the Davis-Bacon wage schedule a copy of which is herein bound or is on file with the Owner if it is required.

7.12.4 The Contractor shall provide (and require each Subcontractor to provide) weekly payroll records listing employees engaged in work on the site for the week and the hourly rates for base pay and benefits paid to each employee listed. The payroll record form shall include a statement by the Contractor/Subcontractor certifying the accuracy and completeness of the information provided. Payroll records shall be maintained by the Contractor during the course of the Work until the end of the required warranty period.

7.13 Out-of-State Contractors

7.13.1 Proof of payment by Out-of-State Contractors of Indiana Gross Income Tax, as provided in IC. 6-2.1-5-1.1 (b) and 6-2.1-5-1.1 (a) (d) as amended shall be submitted before final payment will be approved.

7.13.2 Out-of-State Corporations must be authorized to do business in the State, IC. Title 23 prior to submitting bids. Forms may be obtained by contacting the Secretary of State, State of Indiana, Indianapolis, Indiana.

7.14 Material Delivery

7.14.1 Shipments of material to be used by the Contractor or any Subcontractor under this Contract should be delivered to the job site only during the regular working hours of the Contractor or Subcontractor. If a delivery is made during other than the normal working hours of the Contractor or Subcontractor, his authorized agent must be on duty to receive such material. No employee of the Owner is authorized to receive any shipments designated for the Contractor or Subcontractor.

7.15 Weather

7.15.1 The Contractor shall at all times provide protection against weather, rain, wind, storms, frost or heat, so as to maintain all work, materials, apparatus and fixtures free from injury or damage. At the end of the day's work, all new work likely to be damaged shall be covered.

7.15.2 During cold weather, the Contractor shall protect all work from damage. If low temperature makes it impossible to continue operations safely, in spite of cold weather precaution, the Contractor shall cease work and shall so notify the Owner and Designer.

7.15.3 Any work damaged by failure to provide protection above required, shall be removed and replaced with new work at the Contractor's expense.

7.15.4 The Contractor shall provide and maintain on the premises, where directed, watertight storage shed (or sheds) for storage of all materials, which might be damaged by exposure to weather.

7.16 Fire Hazards

7.16.1 Wherever and whenever any burning, welding, cutting or soldering operation is in progress, or equipment is in use, or any work involving a fire hazard, is performed, the Contractor responsible for such operation shall have at all times acceptable fire extinguisher or protection within five (5) feet of the operation.

7.17 Dismissal

7.17.1 Any foreman or workman employed by the Contractor or by any Subcontractor who, in the opinion of the Director, Public Works Division and/or the Designer, does not perform his work in a proper and skillful manner, or is disrespectful, intemperate, disorderly, intoxicated or otherwise objectionable shall at the written request of either of the above, be forthwith discharged by the Contractor or Subcontractor employing such foreman or workman and he shall not be employed again on any portion of the Work without the written consent of the Director of the Division of Public Works and the Designer. Should the Contractor fail to furnish suitable and sufficient machinery, equipment or personnel for the proper prosecution of the Work, the Owner or Designer may withhold all payments that are or may become due, or may suspend the Work until such orders are upheld.

ARTICLE 8 TIME

8.1 Definitions

8.1.1 Unless otherwise provided, the Contract Time is the period of time allotted in the Contract Documents for Substantial Completion of the Work as defined herein, including authorized adjustments thereto.

8.1.2 The date of commencement of the Work is the date established in a notice to proceed. If there is no notice to proceed, it shall be the date of the Governor's signature on the Owner-Contractor Agreement or such other date as may be established therein.

8.1.3 The Date of Substantial Completion of the Work, or designated portion thereof, is the date certified by the Director, Public Works Division when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner may occupy or utilize the Work, or designated portion thereof, for the use for which it is intended.

8.1.4 The term day as used in the Contract Documents shall mean calendar day unless otherwise specifically designated.

8.2 Progress and Completion

8.2.1 All time limits stated in the Documents are of the essence of the Contract.

8.2.2 The Contractor shall begin the Work on the date of commencement as defined herein. He shall carry the Work forward expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

8.2.3 The Owner fully expects the Contractor to employ any and all means necessary to complete the Work within the Contract Time. Conduct of the Owner's affairs, such as unforeseen site conditions or delay in processing change orders, shall not be viewed as justification for delaying the Project unless the Owner can be shown to have breached the Contract. Contractor must employ all reasonable means to execute the Project in a timely manner and in conformance with the Contract Documents even if the Contractor or Designer seeks legal remedy against the Owner for claim of damage.

8.3 Delays and Extensions of Time

8.3.1 If the Contractor is delayed at any time in the progress of the Work by any act or neglect of the Owner or the Designer, or by any employee of either, or by any separate Contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonable to anticipate, unavoidable casualties, or

any causes beyond the Contractor's control, or by delay authorized by the Owner pending arbitration, or by any other cause which the Designer determines may justify the delay, then the Contract Time shall be extended by a Change Order for such reasonable time as the Designer may determine.

8.3.2 Claims for extension of time shall be made in writing to the Designer. In case of a continuing delay only one claim is necessary. The Contractor shall provide an estimate of the probable effect of such delay on the progress of the Work.

8.3.3 If no agreement is made stating the dates upon which interpretations as provided in Article 2.2 shall be furnished, then no claim for delay shall be allowed on account of failure to furnish such interpretations until fifteen days after written request is made for them, and not unless such claim is reasonable.

8.3.4 This Paragraph 8.3 does not exclude the recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 9 PAYMENTS AND COMPLETION

9.1 Contract Sum

9.1.1 The Contract Sum is the total amount payable by the Owner for the performance of the Work under the Contract Documents.

9.2 Schedule of Values

9.2.1 Before the first application for payment, the Contractor shall submit to the Owner a schedule of various parts of the Work, including quantities if required by the Owner, aggregating the total Contract Sum, divided so as to facilitate payments to Subcontractors in accordance with Article 5.3, made out in such form as the Owner and the Contractor may agree upon, and supported by such data to substantiate its correctness as the Owner may require. Each item in the Schedule of Values shall include its proper share of overhead, profit, and other general charges. This schedule, when approved by the Owner, shall be used as a basis for the Contractor's Applications for Progress and Final Payments.

9.3 Progress Payments

9.3.1 Completed work: The Contractor shall submit to the Designer an itemized Application for Payment, supported by such data substantiating the Contractor's right to payment as the Designer may direct. The Owner shall make payments on account of the Contract, upon issuance of Certificates of Payment certified by the Designer and the Owner's Representative, for labor and materials incorporated into the Work at the rate of ninety four (94%) percent of such value until fifty (50%) percent of the value of the Work is completed. After that fifty (50%) percent, no further retainage will be deducted. The Director, Public Works Division has the option to require that three (3%) percent of the value of the Work be retained throughout the duration of the entire Contract. The retainage schedule shall be determined prior to award of Contract. Retainage may be paid with final payment at the discretion of the Director, Public Works Division, but shall not be paid in any event until a minimum of sixty one (61) days after all work is completed.

9.3.2 Materials Stored: Payments may be made on account for materials or equipment not incorporated in the Work, but delivered and suitably stored at the site. With written approval of the Owner, materials may be stored at another location other than the Work site if properly identified as the property of the Owner and properly protected. Storage of material at the place of business of the vendor is not acceptable (25 IAC 2-9-2). Such payments shall be conditional upon the submission by the Contractor of one of the following: 1) receipts marked by the supplier as paid; 2) supplier's final waiver of lien listing specific materials involved; 3) invoice with copy of canceled check showing payment; or 4) such other evidence of payment as the Owner may require in lieu thereof to establish ownership of all items except those listed as miscellaneous materials below. For the aggregate of miscellaneous stored materials for which payment is requested and above proof of payment is not available, a complete list will be provided along with the affidavit of payment. Upon certification by the Owner's representative that the listed materials are suitably stored, payment can be made. Miscellaneous materials are defined as pipe, fittings, wire, conduit, etc., normally stored as stock items in Contractor's warehouse. For materials stored other than at the construction site applicable insurance and transportation to the site shall be provided by the Contractor.

9.3.3 As stored materials are incorporated into the Work, the value shall be removed from the total value of stored materials requested in successive payments. Proof of ownership through one of the above methods will be required for additional materials. When, in the judgment of the Owner, retainage for completed work is not sufficient in relation to excessive amounts requested for stored materials or equipment, the Owner may elect to place the retainage for such materials or equipment in escrow. This retainage shall apply as a credit toward retainage due to be held for completed work on future payments.

9.3.4 The Contractor warrants that title to all work, materials and equipment covered by an Application for Payment will pass to the Owner either by incorporation in the construction or upon the receipt by the Contractor of payment, whichever occurs first, free and clear of all liens, claims, security interest or encumbrances, hereinafter referred to in this Article 9 as "liens"; and that no Work, materials or equipment covered by an Application for Payment will have been acquired by the Contractor, or by any other person performing work at the site or furnishing materials and equipment for the Project, subject to an agreement under which an interest

therein or an encumbrance thereon is retained by the seller or otherwise imposed by the Contractor or such other person.

9.3.5 The Contractor shall accompany each application for payment request with a certification that he paid to all Subcontractors (fabricators) within ten (10) days of receipt of payment that pro rata amount of funds he has received from the Owner for the value of work or services (fabricated materials or equipment) performed by the Subcontractor (supplied by fabricator) contained in previous progress payments. The Contractor's inclusion of a value of subcontract work in his progress pay estimate is prima facie evidence of acceptance of work having such a value; therefore, if the Owner receives a certification from a Subcontractor that he has not been paid such amounts as were included in the Contractor's partial billing and subsequently paid to the Contractor by the Owner, then the Owner will hold all subsequent partial payment requests until satisfactory evidence is received from the Subcontractor that he has been paid such amounts presented to the Owner by the Contractor, paid to the Contractor by the Owner, and not distributed by the Contractor to the Subcontractor. The making of an incorrect certification of either partial payment or final payment may be considered by the Owner to be a breach of contract, and it may exercise all of its prerogatives set out in the Contract in addition to the remedies for falsifying an affidavit. Such an action could result in a suspension of qualification with the State Certification Board for a period of up to two (2) years.

9.4 Certificates for Payment

9.4.1 When the Contractor has made application for payment as above, the Designer will issue a Certificate of Payment to the Owner for such amount as he determines to be properly due, or state in writing his reasons for withholding a certificate as provided in Articles 9.5.1.

9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Designer to the Owner, based on the Designer's observations at the site as provided in Article 2.2.4 and the data comprising the Application for Payment, that the Work has progressed to the point indicated, and that, to the best of his knowledge, information and belief, the quality of work is in accordance with the Contract Documents subject to an evaluation of the Work as a functioning whole upon substantial completion, to the results of any subsequent tests called for in the Contract documents, to minor deviations correctable prior to the next certificate for payment and to any specific qualifications stated in his certificate, and that the Contractor is entitled to payment in the amount certified.

9.4.3 The Designer's final Certificate for Payment will constitute a further representation that the conditions precedent to the Contractor's being entitled to final payment as set forth in Article 9.7 have been fulfilled. However, by issuing a Certificate, the Designer shall not thereby be deemed to represent that he has made any examination to ascertain how or for what purpose the Contractor has used the monies paid on account of the Contract Sum.

9.4.4 The Owner shall make payment as soon as the fiscal procedure of the State can process same after receipt from the Designer of the Certificate for Payment. The fiscal procedure by the State can include, but not be limited to, review by the Owner's using agency, verification of the Certificate by the Owner's Site Representative, review for accuracy of form and calculation by the Owner's accountant, review by the Owner's project management and execution by the Director, Public Works Division and others.

9.4.5 No certificate for a progress payment or progress payment for partial or entire occupancy of the Project by the Owner shall constitute an acceptance of work not in accordance with the Contract Documents.

9.4.6 Pursuant to IC. 4-13.6-7-2 all Contract awards of One Million Dollars (\$1,000,000) or above, if elected by the Contractor, an escrow agent will be selected by the State with whom the retainage funds for this Contract will be deposited and held until receipt of notice from the Director, Public Works Division (Escrow Form DAPW 32A) and from all other necessary parties as specified in and in accordance with the procedures and provisions of said Act.

9.5 Payments Withheld

9.5.1 The Designer (or Owner) will not approve an application in whole or in part, if in his opinion, he is unable to make representations to the Owner as provided in Article 9.4. The Designer (or Owner) will not approve Application for Payment or, because of subsequent inspections, may nullify the whole or any part of the Certificate for Payment previously issued to such extent as may be necessary in his opinion to protect the Owner from loss because of:

- A. defective work not remedied,
- B. claim filed or reasonable evidence indicating probable filing of claims,
- C. failure of the Contractor to make payments properly to Subcontractors or for materials, equipment or labor,
- D. reasonable doubt that the Contract can be completed for the unpaid balance,
- E. damage to another Contractor,
- F. reasonable indication that the Owner may be damaged by delay in receiving use of the Work as scheduled, or,
- G. unsatisfactory prosecution of the Work by the Contractor.

9.5.2 When the above grounds are removed, payment shall be processed for amounts withheld.

9.6 Failure of Payment

9.6.1 If the Designer should fail to issue any Certificate for Payment, through no fault of the Contractor, or if the Owner should fail to pay the Contractor in a reasonable time considering the fiscal procedures of the State for processing same after receipt from the Designer the amount certified by the Designer, then the Contractor may, after seven (7) additional days, give written notice to the Owner and Designer, that work will stop until payment of the amount owing has been received.

9.7 Substantial Completion and Final Payment

9.7.1 When advised by the Contractor that the Work or a designated portion thereof is substantially complete, the Designer; the Director, Public Works Division, and the Contractor shall determine jointly by inspection that the Work is substantially complete. If they determine that the Work is substantially complete, the Contractor shall then prepare a Certificate of Substantial Completion with an accompanying list of incomplete items of work (punch list), and submit it to the Designer for his signature and subsequent forwarding for approval by the Director, Public Works Division. The Certificate shall fix the date of Substantial Completion and shall state the responsibilities of the Owner and the Contractor for maintenance, heat, utilities and insurance.

9.7.2 Upon approval of the above, and notice that the Work is ready for final acceptance, the Designer, the Contractor and Owner will promptly make final review, and when they find the Work acceptable under the Contract and the Contract fully performed, the Contractor shall promptly submit the final Certificate for Payment with all other required documents, showing that the Work has been completed in accordance with the terms and conditions of the Contract, and that the entire balance in said final certificate, is due and payable.

9.7.3 Neither the final payment nor any part of the retained percentage shall become due until the Contractor shall submit to the Designer releases or waivers of all liens arising out of the Contract; an affidavit that the releases and waivers include all the labor, materials, and equipment for which a lien could be filed and that all payrolls, material bills, and other indebtedness connected with the Work for which the Owner or its property might in any way be responsible have been paid or otherwise satisfied; and such other data establishing payment or satisfaction of all such obligations as the Owner may require. If any such lien or claim remains unpaid, the Contractor shall refund to the Owner all monies that the latter may be compelled to pay in discharging such lien or claim, including all costs.

9.7.4 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor, and the Designer so confirms, the Owner shall, upon certification by the Designer, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted, or such portion as may be available from funds not already released to an escrow agent pursuant to IC 4-13.6-7. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

9.7.5 The making of final payment shall constitute a waiver of all claims by the Owner except those arising from:

- A. unsettled liens,
- B. faulty work appearing after Substantial Completion,
- C. failure of the Work to comply with the requirements of the Contract Documents,
- D. terms of any special guarantees required by the Contract Documents.

9.7.6 If upon Substantial Completion of the Work there are any remaining uncompleted minor items, the Owner shall withhold, until those items are completed, an amount equal to two hundred percent (200%) of the value of each item as determined by the Designer or Owner.

9.7.7 The acceptance of final payment shall constitute a waiver of all claims by the Contractor, except those previously made in writing and still unsettled and covered by other agreed arrangements.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

10.1 Safety Precautions and Programs

10.1.1 The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.

10.2 Safety of Person and Property

10.2.1 The Contractor shall take all necessary precautions for the safety of, and will provide all necessary protection to prevent damage, injury, or loss to:

- A. all employees on the Project and all other persons who may be affected thereby,
- B. all the Work and all materials and equipment to be incorporated therein, whether in storage on or off the site, and,
- C. other property at the site or adjacent thereto, including trees, shrubs, lawns, pavements, roadways, structures and

utilities not designated for removal, relocation or replacement in the course of construction.

10.2.2 The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss. He shall erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent utilities.

10.2.3 All damage or loss to all property specified herein caused directly or indirectly, in whole or in part, by the Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, shall be remedied by the Contractor, except damage or loss attributable solely to faulty Contract Documents or to the acts or omissions of the Owner, or Designer or their employees, or for those whose acts either of them may be liable.

10.2.4 The Contractor shall designate a responsible member of his organization on the Work whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent, unless otherwise designated in writing by the Contractor to the Owner and the Designer.

10.2.5 When the use or storage of explosives or other hazardous materials or equipment is necessary for the prosecution of the Work, the Contractor shall carry on such activities under the supervision of properly qualified personnel.

10.2.6 The Contractor shall not overload, or permit any part of the Work to be loaded so as to endanger its safety.

10.2.7 All excavations creating a trench of five (5) or more feet in depth shall strictly adhere to the shoring and other safety requirements called for and described under Indiana OSHA Regulation 29 C.F.R. 1926, Subpart "P", for trench safety systems.

10.3 Emergencies

10.3.1 In an emergency affecting the safety of persons or property, the Contractor shall act, at his discretion, to prevent threatened damage, injury or loss. Any additional compensation or extension of time claimed by the Contractor because of emergency work shall be determined as provided for in Article 12, Changes in the Work, and he shall notify the Owner of such a decision within seven (7) days of the event giving rise to such claim.

ARTICLE 11 INSURANCE

11.1 General Requirements for Insurance

11.1.1 The Contractor will be required to furnish to the Owner, evidence that he has complied with all items of insurance listed herein. All insurance policies/certificates shall be on file with the Owner prior to release of the signed Contract and commencement of work.

11.1.2 The Contractor shall purchase and maintain, with a company or companies licensed to do business in Indiana, such insurance as will protect him from claims set forth below, arising out of or resulting from the Contractor's operations under the Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by any of them:

- A. claims under Workmen's Compensation Acts and other employee benefit acts;
- B. claims for damages because of bodily injury, personal injury, occupational sickness or disease, or death of his employees;
- C. claims for damages because of bodily injury, personal injury, sickness, disease or death of any person other than his employees;
- D. claims for damages to tangible property, including loss of use thereof.

11.1.3 This insurance shall be written for not less than any limits of liability specified herein, or required by law, whichever is greater. Policies or certificates of insurance, acceptable to the Owner, shall be filed with the Owner prior to execution of the Contract. These Certificates shall contain a provision that coverages afforded under the policies will be for the life of the Work.

11.1.4 Policies (certificates) shall show name and complete address of the Company, expiration date or dates, and policy number or numbers. Policies shall not be canceled until at least thirty (30) days prior written notice has been given to the Owner and acknowledged by the Owner in writing.

11.2 Property Insurance

11.2.1 The Contractor shall furnish and maintain, at the Contractor's expense, Fire, Extended Coverage, Vandalism, and Malicious Mischief Insurance (Builder's Risk), in the sum of 100% of the Contract amount. Builder's Risk insurance shall cover the structure on/in which the Work of this Contract is to be done including items of labor and material connected therewith, whether in or adjacent to the structure insured; material in place or to be used as part of the permanent construction, including surplus materials; shanties, protective fences, bridges, or temporary structures; miscellaneous materials and supplies incident to the Work; scaffolding, staging, towers, forms, and equipment, if included in the cost of the Work. This insurance need not cover any tools owned by mechanics, or any tools, equipment, scaffolding, staging, towers, and forms owned or rented by the Contractor, the capital value of which is not included in the cost of the Work.

11.2.3 Any loss under this Article 11.2 is to be adjusted with the Owner, and made payable to the Owner as trustee for the insured, as their interests may appear.

11.3 Liability Insurance

11.3.1 The Contractor and their subcontractors (if any) shall secure and keep in force during the term of this Contract the following insurance coverages (if applicable) covering the Contractor for any and all claims of any nature which may in any manner arise out of or result from Contractor's performance under this Contract:

- A. Commercial general liability, including contractual coverage, and products or completed operations coverage (if applicable), with minimum liability limits not less than \$700,000 per person and \$5,000,000 per occurrence unless additional coverage is required by the State. The State is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly under or in connection with this Contract.
- B. Automobile liability for owned, non-owned and hired autos with minimum liability limits of \$700,000 per person and \$5,000,000 per occurrence. The State is to be named as an additional insured on a primary, non-contributory basis.
- C. The Contractor shall provide proof of such insurance coverage by tendering to the undersigned State representative a certificate of insurance prior to the commencement of this Contract and proof of workers' compensation coverage meeting all statutory requirements of IC §22-3-2. In addition, proof of an "all states endorsement" covering claims occurring outside the State is required if any of the services provided under this Contract involve work outside of Indiana.
- D. The Contractor's insurance coverage must meet the following additional requirements:
 - 1. The insurer must have a certificate of authority or other appropriate authorization to operate in the state in which the policy was issued.
 - 2. Any deductible or self-insured retention amount or other similar obligation under the insurance policies shall be the sole obligation of the Contractor.
 - 3. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this Contract shall not be limited by the insurance required in this Contract.
 - 4. The insurance required in this Contract, through a policy or endorsement(s), shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned State agency.
 - 5. The Contractor waives and agrees to require their insurer to waive their rights of subrogation against the State of Indiana.
- E. Failure to provide insurance as required in this Contract may be deemed a material breach of contract entitling the State to immediately terminate this Contract. The Contractor shall furnish a certificate of insurance and all endorsements to the State before the commencement of this Contract.
- F. Boiler and Machinery Explosion Insurance shall be required when the Work includes boiler, other pressure

vessels or steam piping installation or repair.

- G. After June 30, 2015, this entire Article will apply to any contractor that will be on the construction site pursuant to IC 5-16-13 and an acceptable certificate of insurance will be provided by each and every contractor

ARTICLE 12 CHANGES IN THE WORK

12.1 Change Orders

12.1.1 The Owner, without invalidating the Contract, may order changes in the Work consisting of additions, deletions, or modifications, with the Contract Sum and the Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be executed under the applicable conditions of the Contract Documents.

12.1.2 A Change Order is a written order to the Contractor compiled and reviewed by the Designer, prepared by the Owner and then signed by the Owner and the Contractor. The order is issued after the execution of the Contract authorizing a change in the Work, and documenting any adjustment in the Contract Sum and/or the Contract Time. The Contract Sum may be changed only by change order.

12.1.3 The value of any work involved in a change in the Work shall be determined in one or more of the following ways, in order of priority listed:

- A. by mutual acceptance of a lump sum. For all amounts over \$500, the Contractor shall provide a complete listing of quantities and unit prices of materials, hours of labor with cost per hour, and separate agreed percentages for any overhead and profit. The maximum aggregate increase for overhead and profit (including all home office and field office overhead) for any Subcontractor or for the Contractor performing his own work is fifteen (15%) percent; the maximum increase for a Contractor on work performed by a Subcontractor is five (5%) percent. If the cost of performance and payment bond(s) is shown as a separate line item in the Contractor's schedule of values for the project, then an increase will be permitted to provide for the additional cost of the bond(s). If the cost of the bond(s) is not indicated on the Contractor's schedule of values for the Project, any increase in cost for bond(s) shall be included in the Contractor's allowed overhead. For listings under \$500, list lump sum for each item, or,
- B. by unit prices named in the Contract or subsequently agreed upon, or,
- C. by cost plus a mutually acceptable fixed or percentage fee.

12.1.4 Should conditions be encountered below the surface of the ground that are:

- A. at variance with the conditions indicated by the Contract Documents, and
- B. different than could be expected after a reasonable viewing of the site by the bidders, and
- C. not evident from available soil samples,

then the Contract sum may be equitably adjusted by Change Order upon claim by Contractor made within a reasonable time after the first observance of the conditions.

12.1.5 If the Contractor claims that a written interpretation issued pursuant to Article 1.2 or a written order for a minor change issued pursuant to Article 12.3 involves additional cost or time, the Contractor shall make such claim as provided in Article 12.2.

12.2 Claims for Additional Cost or Time

12.2.1 If the Contractor wishes to make a claim under the provisions of the Contract Documents for an increase in the Contract Sum or an extension in the Contract Time, he shall give the Designer written notice thereof within fifteen (15) days after the occurrence of the event giving rise to such claim. This notice shall be given by the Contractor and authority received in writing from the Owner before proceeding to execute the Work, except in an emergency endangering life or property. No such claim shall be valid unless so made. Any approved change in the Contract Sum or Contract Time resulting from such claim shall be incorporated in a Change Order, initiated by the Designer and executed by the Owner. If the Designer does not initiate or the Owner execute a Change Order within a reasonable time in response to the request, such lack of action shall be construed as prima facie evidence of rejection of the request. For the purpose of this section "reasonable time" is expected not to exceed 30 days after receipt by the Owner.

12.3 Minor Changes in the Work

12.3.1 The Designer shall have authority, with Owner's approval, to order minor changes in the Work not involving an increase in the Contract Sum or an extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such change may be affected by written field order, with copy transmitted to the Owner. Such minor changes need not be approved in writing by the Owner; however, the Owner may provide written approval of any substitution of significant materials or equipment.

12.4 Field Orders

12.4.1 The Designer may issue written field orders, which interpret the Contract Documents in accordance with Article 1.2.4 without change in Contract Sum or Contract Time. The Contractor shall carry out such field orders promptly. The Designer shall

transmit copies of field orders to the Owner.

ARTICLE 13 EXAMINATION AND CORRECTION OF WORK

13.1 Examination of Work

13.1.1 If any portion of the Work should be covered contrary to the request of the Designer or to requirements specifically expressed in the Contract Documents, it must, if required in writing by the Designer, be uncovered for his observation and shall be replaced at the Contractor's expense.

13.1.2 Examination of questioned work may be ordered by the Designer with the approval of the Owner, and if so ordered the Work must be uncovered by the Contractor. If such work were found in accordance with the Contract Documents, the cost of re-examination and replacement shall, by appropriate change order, be charged to the Owner. If such work be found not in accordance with the Contract Documents, the Contractor shall pay such costs, unless it is found that the defect in the Work was caused by a separate Contractor employed as provided in Article 6 and in that event, the separate Contractor shall pay such costs.

13.2 Correction of Work before Substantial Completion

13.2.1 The Contractor shall promptly remove from the site all work rejected by the Designer as failing to conform to the Contract Documents, whether or not incorporated in the Project, and the Contractor shall promptly replace and re-execute his own work in accordance with the Contract Documents and without cost to the Owner and shall bear the cost of repair to or replacement of all work of separate Contractors destroyed or damaged by such removal or replacement.

13.2.2 If the Contractor does not remove such rejected work within a reasonable time, fixed by written notice from the Designer, the Owner may remove and store the material at the expense of the Contractor. If the Contractor does not agree to pay or credit the Contract with the cost of such removal within ten days thereafter, the Owner may acquire a lien upon such property and materials. If proceeds of lien foreclosure do not cover all costs, which the Owner has then borne, the difference shall be deducted from the amount to be paid to the Contractor.

13.3 Correction of Work after Substantial Completion

13.3.1 The Contractor shall correct all faults and deficiencies in the Work which appear within one year of the date of substantial completion or such longer period of time as may be prescribed by the terms of any special guarantees called for by the Contract Documents, and he shall pay for all damage to other work caused thereby. The Contractor shall remove all defective work where necessary.

13.3.2 If the Contractor does not correct such faulty or defective work and remove defective work where necessary, within a reasonable time fixed by the Designer in writing, the Owner may do the corrective work and remove the defective work, as described in Article 13.2 above.

13.3.3 All costs attributable to correcting and removing faulty or defective work shall be borne by the Contractor.

13.3.4 The obligations of the Contractor under this Article 13.3 shall be in addition to and not a limitation of any obligations imposed upon him by special guarantees called for by the Contract Documents or otherwise prescribed by law.

ARTICLE 14 TERMINATION OF THE CONTRACT

14.1 Termination by the Contractor

14.1.1 If the Work is stopped for a period of thirty days under an order of any court or other public authority through no act of fault of the Contractor or of anyone employed by the Contractor, or if the Work should be stopped for a period of thirty days by the Contractor for the Designer's failure to issue a Certificate for payment as provided in Article 9.6, or for the Owner's failure to make payment thereon as provided in said Article, then the Contractor may, upon seven days' written notice to the Owner and the Designer, terminate the Contract and recover from the Owner, in satisfaction of all claims of the Contractor, payment for all work executed, except those items involved in Designer's failure to issue Certificate, or Owner's failure to make payment.

14.2 Termination by the Owner

14.2.1 If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if he should fail to make prompt payment to Subcontractors for materials or labor, or persistently disregard laws, ordinances, rules, regulations or orders of any public authority or otherwise be guilty of a substantial violation of a provision of the Contract Documents, then the Owner, upon certification by the Designer that sufficient cause exists to justify such action, may without prejudice to any right or remedy against the Contractor or his surety and after giving the Contractor and his surety seven days written notice, terminate the employment of the Contractor and take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and finish the Work by whatever method the Owner

deems expedient. In such case the Contractor shall not be entitled to receive any further payment until the Work is completed, and an accounting made as set out below.

14.2.2 If the unpaid balance of the Contract sum exceeds the cost of finishing the Work, including compensation for the Designer's additional services such excess shall be paid to the Contractor. If such cost exceeds such unpaid balance, the Contractor shall pay the difference to the Owner. The Designer shall certify the cost incurred by the Owner as herein provided.

END

Indiana Department of Administration

M/WBE Participation Policy for Construction Projects

I. Introduction

The Indiana Department of Administration (“IDOA”) in its commitment to Minority and Women participation in the state’s procurement and contracting process, will require MBE and WBE participation or a best-efforts waiver as a specification in bids for construction services \$150,000 and over with subcontracting opportunities effective January 1, 2006. *See* Indiana Code 5-22-7, 5-22-7-2, 5-22-7-4.

II. Definitions

“Application for MBE and WBE Program Waiver” means documents submitted by Bidder for relief from contract goal after demonstrating all reasonable good faith efforts were made by the Bidder for the purpose of fulfilling the contract goal. The Application for MBE and WBE Program Waiver may be submitted prior to the bid due date or included in the bid package response.

“Certification” means verification by the Indiana Department of Administration, Minority and Women's Business Enterprises Division (“MWBED”) or an organization accepted by MWBED with respect to the authenticity of a minority or women owned business enterprise.

“Commercially useful function” Determination that an enterprise performs a commercially useful function will be made based on the following considerations:

- (1) An MBE or a WBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the MBE or WBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an MBE or a WBE is performing a commercially useful function, one must evaluate the following:
 - (A) The amount of work subcontracted.
 - (B) Industry practices.
 - (C) Whether the amount the enterprise is to be paid under the contract is commensurate with the work it is actually performing.
 - (D) The credit claimed for its performance of the work.
 - (E) Other relevant factors.
- (2) An MBE or a WBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of MBE or WBE participation. In determining whether an MBE or a WBE is such an extra participant, one must examine similar transactions, particularly those in which MBEs or WBEs do not participate.
- (3) In the case of construction contracts, if:
 - (A) an MBE or a WBE does not perform or exercise responsibility for at least the agency’s requisite percent of the total cost of its contract with its own workforce; or
 - (B) the MBE or WBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved;it is presumed that the enterprise is not performing a commercially useful function.

“Letter of Commitment” means a letter obtained from the MBE and WBE’s by the Bidders. The Letter of Commitment is a signed letter(s), on company letterhead, from the minority and/or women certified business. It must be produced no later than 24 hours after the bid due date and time. This letter(s) shall state and will serve as acknowledgement from the minority and/or women certified business of their level of participation in this solicitation, the dollar amount of the commitment, the scope of service or product to be provided and the anticipated dates of utilization.

“Minority and Women Business Enterprises Division (MWBED)” means the Division which acts on behalf of the state to actively promote, monitor, and enforce the MBE AND WBE program. The final authority on all matters pertaining to the maintenance and administration of the MBE AND WBE program and compliance thereto.

“Minority/Woman Business Enterprise (MBE and WBE)” means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is at least fifty-one percent (51%) owned and controlled by one (1) or more persons who are United States citizens and a member(s) of a minority group. The MBE and WBE must meet the eligibility requirements of 25 IAC 5.

“Participation Plan” means the IDOA prescribed document that sets forth the MBE and WBE subcontractors that will perform work under the contract.

III. Minority and Women Business Enterprise Certification

MBE and WBEs must be listed on the IDOA directory of certified firms at the time the bid is submitted to be eligible to meet the contract goals. The bidder should verify that a firm is certified before the bid is submitted.

Questions regarding Certification should be addressed to the following:

Indiana Department of Administration
Minority and Women's Business Enterprises Division
402 West Washington Street, Room W469
Indianapolis, IN 46204
(317) 232-3061
www.buyindiana.in.gov
mwbe@idoa.in.gov

IV. Bidding Process

IDOA will review projects for viable subcontracting opportunities. All projects will be governed by this policy unless otherwise stated.

A representative from MWBED will attend most pre-bid meetings to discuss and answer questions related to the MBE and WBE participation requirement. The MWBED will be available to assist Bidders in locating MBE and WBE firms to engage in the contract.

The 2007-2008 Contract Goals for construction projects are 7% for MBE’s and 5% for WBE’s.

Effective January 1, 2006, the following procedures will be implemented in the acceptance and evaluation of responsive and responsible bids.

Bidders must produce a Participation Plan on the approved form listing the utilization of MBE and WBE subcontractors who will be providing a commercially useful function on the project. Letter of Commitment from MBE and WBE firms they plan to engage in the contract if successful on the bid

Per 25 IAC 5-6-2(d), all prime contractors, including MBE and WBE prime contractors, must meet the sub-contracting goals through use of businesses found in the IDOA directory of certified firms. MBE and WBE prime contractors will get no credit toward the contract goal for the use of their own workforce.

If the bidder can not achieve the Contract Goals established for the bid package, the bidder shall submit a Waiver Application on the form supplied by MWBED. Bidders may submit waiver applications to MWBED up to two business days in advance of the bid due date to obtain advance approval of the waiver, or the application may be submitted without advance approval with the bid package. Bidders who submit a Participation Plan that will achieve the Contract Goals are not required to submit a Waiver Application.

If a partial waiver is being requested, a Participation Plan listing the MBE and WBE certified firms that will be used to satisfy the portion of the goal that will be met, must be included. Partial waivers may be requested using the waiver application process discussed above. A faxed copy of the Letter of Commitment for each MBE and WBE firm that is listed in the Participation Plan must be provided by the Low Bidder to the appropriate department no later than 24 hours after the bid due date and time. The original letter(s) must be provided upon receipt.

MWBED will review Applications for MBE and WBE Program Waivers and make a determination as to the bidder's responsiveness and good faith efforts. Evidence of efforts should be included with the waiver form. Any combination of the following criteria may be utilized in determining whether good faith efforts have been made:

- A. Notice to MBE and WBEs. Whether and when the bidder provided written notice, by mail, hand delivery, facsimile or electronic transmission to all qualified MBE and WBEs that perform the type of work to be subcontracted and advising the MBE and WBEs:
 - 1. of the subject work the bidder intends to subcontract;
 - 2. that their interest in Subcontracts is being solicited;
 - 3. how to obtain information for the review and inspection of Contract plans and specifications; and
 - 4. how to bid on the subcontracting opportunities and deadlines.

- B. Economically Feasible Subcontract. Whether the bidder selected economically feasible portions of the work to be performed by an MBE and WBE, including, when appropriate, breaking Subcontracts into smaller pieces or combining elements of work into economically feasible units. The ability of the bidder to perform the work with its own forces will not excuse the bidder from making positive efforts to meet the MBE and WBE goals.

- C. Consideration of all MBE and WBE Quotations. Whether the bidder considered all quotations received from MBE and WBEs and, for those quotations not accepted, an explanation of why the MBE and WBE will not be used during the course of the Project. Receipt of a lower quotation from a non-MBE and WBE will not, in itself, excuse bidder's failure to meet the MBE and WBE goals. Price alone does not constitute an acceptable basis for rejecting MBE and WBE subcontractor bids unless the bidder can demonstrate that a reasonable price was not obtained from an MBE and WBE.
- D. MBE and WBE Barrier Assistance. Whether the bidder provided assistance to interested MBE and WBE firms: in reviewing the Contract plans and specifications or addressing other barriers to subcontracting.
- E. Advertisement. Whether the bidder advertised to search for prospective MBE and WBEs to participate in the Contract.
- F. Agency Assistance. Whether the bidder contacted any of the following agencies for the purpose of locating prospective MBE and WBEs:
1. Indiana Department of Administration
Minority and Women's Business Enterprises Division
402 West Washington Street, Room W469
Indianapolis, IN 46204
(317) 232-3061
mwbe@idoa.in.gov
 2. Indiana Business Diversity Council, Inc.
2126 North Meridian Street
Indianapolis, IN 46202
(317) 921-2678
mdhouse@inbdc.org
- G. Research Participation Areas. Whether the bidder made efforts to research other possible areas of participation including supplying, shipping, engineering and any other role that may contribute to the production and delivery of the products or services needed to fulfill the Contract.
- H. Response Time. The time the bidder allowed for a meaningful response to its solicitations.
- I. Documentation of Statements from MBE and WBEs. Any documentation or statements received from MBE and WBEs who have been listed as having been contacted by the bidder.
- J. Availability of MBE and WBEs. The availability of MBE and WBEs to perform the work and the availability, or lack of availability, of MBE and WBEs in the location where the work is to be performed.
- K. Other Criteria. Any other criteria deemed appropriate by MWBED.

This list is not intended to be exclusive or exhaustive. The bidder may also submit documentation of other types of efforts that they have taken which reflect the quality, quantity and intensity of those efforts.

When evaluating Waiver Applications, MWBED reserves the right to verify that any information supplied on the Participation Plan and Waiver Application is accurate. By the submittal of a bid, the bidder acknowledges the right of MWBED to ensure compliance with the Participation Program and thereby agrees to provide, upon request, earnest, diligent and prompt cooperation in MWBED's verification process.

In cases where MWBED concludes the bidder's Participation Plan and the Waiver Application is deficient through no fault of the bidder, the bidder may be instructed to submit a modified Participation Plan within five (5) working days from the date of such notice. Failure to submit the modified Participation Plan within the specified period of time, may result in the bid being considered non-responsive and may be rejected.

In cases where MWBED concludes that the Participation Plan and Waiver Application is deficient or in cases where MWBED has determined that the bidder has not cooperated with its efforts to verify the submitted documentation, a bid may be considered non-responsive and may be rejected.

If the established Contract Goals are not achieved but the Waiver Application is granted, the bid will be considered responsive. If the established Contract Goals are not achieved and the Waiver Application is denied, a bid may be considered non-responsive and may be rejected.

Failure to provide the Participation Plan and/or a Waiver Application accounting for the total participation goal set for the project will result in the bid being considered non-responsive and the bid may be rejected.

By submission of a bid, a bidder thereby acknowledges and agrees to be bound by the regulatory process set forth in 25 IAC 5.

A bidder who knowingly or intentionally misrepresents the truth about either the status of a firm that is being proposed as an MBE and WBE or who misrepresents the level or the nature of the amount to be subcontracted to the MBE and WBE may suffer penalties pursuant to Indiana Code 5-16-6.5-5.

A Contractor who knowingly or intentionally misrepresents the truth about his/her status as an MBE and WBE or who misrepresents the level or the nature of the amount subcontracted to his/her firm may suffer penalties pursuant to Indiana Code 35-44-2-1.

V. Compliance

Contractors shall contract with all MBE and WBE firms listed on the Participation Plan. The subcontract or purchase order shall be for an amount that is equal to, or greater than, the total dollar amount listed on the form.

Contractors shall notify MWBED immediately if any firm listed on the Participation Plan refuses to enter into a subcontract or fails to perform according to the requirements of the subcontract.

The Contractor's proposed MBE and WBE Contract Goals will become incorporated into and a requirement of the Contract. Contractors shall not substitute, replace or terminate any MBE and WBE firm without prior written authorization from MWBED and the Owner.

Contractors shall cooperate and participate in compliance reviews as determined necessary by MWBED. Contractors shall provide all necessary documentation to show proof of compliance with the requirements as requested by MWBED.

VI. Non Compliance

A bid governed by this policy that does not meet the participation goals or does not receive an approved waiver will NOT be considered.

After the bid is awarded and if it is determined by MWBED that the Contractor is not in compliance with this Participation Program, MWBED will notify the Contractor within ten (10) days after the initial compliance review or the site visit and identify the deficiencies found and the required corrective action that should be taken to remedy the deficiencies within a specific time period.

If a Contractor is found non-compliant, the Contractor must submit, in writing, a specific commitment, in writing, to correct the deficiencies. The commitment must include the precise action to be taken and the date for completion.

If MWBED determines the Contractor has failed to comply with the provisions of this Participation Program, Contractor's Utilization Statement or 25 IAC 5, IDOA may impose any or all of the following sanctions:

- a. Withholding payment on the Contract until such time that satisfactory corrective measures are made.
- b. Adjustment to payments due or the permanent withholding of retainages of the Contract.
- c. Suspension or termination of the specific Contract in which the deficiency is known to exist. In the event this sanction is employed, the Contractor will be held liable for any consequential damages arising from the suspension or termination of the Contract, including damages caused as a result of the delay or from increased prices incurred in securing the performance of the balance of the work by other Contractors.
- d. Recommendation to the certification board to revoke the contractor's certification status with the Public Works Division of IDOA. This recommendation may result in the suspension or revocation of the contractor's ability to perform on future state contracts for a period no longer than thirty-six (36) months.
- e. Continued non-compliance may be deemed a material breach of the agreement between MWBED and Contractor, whereupon MWBED shall have all the rights and remedies available to it under the Contract or at law.
- f. Suspension, revocation, or denial of the MBE or WBE certification and eligibility to participate in the MBE or WBE program for a period of not more than thirty-six (36) months.

VII. Forms and Attachments

Minority Participation Plan
Good Faith Efforts Worksheet

**STATE OF INDIANA'S
STANDARD CONTRACT FOR PUBLIC WORKS CONSTRUCTION PROJECT
(For projects estimated more than \$150,000)**

**WORKS PROJECT NUMBER XXXXX
PROJECT DESCRIPTION XXXXX
INSTITUTION/DEPARTMENT XXXXX**

THIS PUBLIC WORKS CONSTRUCTION CONTRACT (“Contract”), entered into by and between the Indiana Department of Administration’s Public Works Division (“State”) and XXXXXXXXXXXX (“Contractor”), is executed pursuant to the terms and conditions set forth herein and is governed by Indiana Code 4-13.6, *et seq.* In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Definitions. The following definition of “Contract Documents” applies throughout this Contract for the State’s Public Works Project Number XXXXX (“Project”).

The term “Contract Documents” shall mean and include the following: this Contract and the Project Bid Package, which includes the Contractor’s Application for Pre-Qualification, the Public Work’s Solicitation for Quotation (DAPW 30), Bid Documentation, Pre-Contract Document, General Conditions (DAPW 26), Supplementary Conditions, Instructions to Bidders, Drawings, Specifications, and Addenda issued by the State in connection with the Project and prior to the submission of the Contractor’s Proposal.

Subject to Section 40, *Order of Precedence, Incorporation by Reference*, of this Contract, Contract Documents shall also consist of the Contractor’s Proposal and Response, as well as any other documentation submitted by it in response to the Project (hereinafter collectively referred to as “Contractor’s Proposal”).

Additionally, Contract Documents shall include any subsequent amendments, change orders and any written interpretations issued as field orders by the Designer pursuant to General Conditions, Article 1.2 (DAPW 26) and all field orders for minor changes by the Designer pursuant to General Conditions, Article 12.3 (DAPW 26). Change orders and amendments shall be executed in the manner authorized by Section 36, *Merger and Modification*, of this Contract.

When applicable, Contract Documents shall include the Performance Bond and/or the Labor and Materials Payment Bond, as required by IC 4-13.6-7-6 and IC 4-13.6-7-7, and fully described and captured in the General Conditions (DAPW 26).

The Contract Documents are specifically and collectively incorporated herein by reference.

2. Duties of Contractor. The Contractor shall furnish all labor and materials, perform all of the work, and otherwise fulfill all of its obligations in conformance with the Contract Documents. These duties are described and captured in the Contract Documents. The Contractor agrees that not less than fifteen percent (15%) of the work, measured in dollar volume, will be performed by its own forces. Any subcontractor employed for any part of this Contract awarded in excess of One Hundred Fifty Thousand Dollars (\$150,000.00) shall be qualified with the State of Indiana’s Public Works Division Certification Board and shall have a valid Certificate of Qualification in the prime classification of work for this Contract.

3. Consideration. All payments provided herein are subject to appropriations made and funds allocated as provided by laws of the State of Indiana. The State shall pay the Contractor for performance of this Contract in current funds as follows:

BASE BID: **\$XXXXXX.00**
ALTERNATE(S):
TOTAL CONTRACT PRICE: **\$XXXXXX.00**

4. Term. The work to be performed under this Contract shall commence within ten (10) calendar days of the last signatory to this Contract. The work shall be completed within XXX calendar days.

5. Conflict of Interest. As used in this section:

“Immediate family” means the spouse, partner, housemate or the unemancipated children of an individual, as defined by 42 Indiana Administrative Code 1-3-13.

“Interested party,” means:

1. The individual executing this Contract;
2. An individual who has an ownership interest of three percent (3%) or more of the Contractor, if the Contractor is not an individual; or
3. Any member of the immediate family of an individual specified under Subdivision 1 or 2.

“State” means the Indiana Department of Administration.

“State employee” means a state employee, a special state appointee or a state officer, as defined by IC 4-2-6-1(a)(9), (a)(18) and (a)(19), respectively.

- A. The Contractor covenants that it neither has, nor will it have, a direct or indirect financial interest by way of an interested party in any other contract connected or associated with this Contract. The Contractor further represents and warrants that no state employee, who is an interested party of the Contractor as sole proprietor, or who serves as an officer, director, trustee, partner or employee of the Contractor as a legal business entity, participated in any decision or vote of any kind in the award of this Contract. As such and by the execution of this Contract, the Contractor represents and warrants that the result of this Contract does not and will not create a conflict of interest under IC 4-2-6-9 or IC 4-2-6-10.5.
- B. The State may cancel this Contract, without recourse by the Contractor, if an interested party is a state employee and a violation of IC 4-2-6-9 or IC 4-2-6-10.5 has occurred.
- C. The State will not exercise its right of cancellation under Section B above, if the Contractor provides the State an opinion from the State Ethics Commission indicating that the existence of this Contract and the employment by the State of the interested party does not violate any statute or rule relating to ethical conduct of state employees. The State may take action, including cancellation of this Contract, consistent with an opinion of the State Ethics Commission obtained under this Section.
- D. The Contractor has an affirmative obligation under this Contract to disclose to the State when an interested party is or becomes a state employee. The obligation under this section extends only to those facts that the Contractor knows or reasonably should know.

6. Licensing Standards. The Contractor and its employees and subcontractors shall comply with all applicable licensing standards, certification standards, accrediting standards and any other laws, rules or regulations governing services to be provided by the Contractor pursuant to this Contract. The State shall not be required to pay the Contractor for any services performed when the Contractor, its employees or subcontractors are not in compliance with such applicable standards, laws, rules or regulations. If licensure, certification or accreditation expires or is revoked, or if disciplinary action is taken against the applicable licensure, certification or accreditation, the Contractor shall notify the State immediately and the State, at its option, may immediately terminate this Contract.

7. Escrow Agreement. Contemporaneously with the execution of this Contract, the parties may provide for the escrow of retained portions of payments to the Contractor by entering into a separate Escrow Agreement, pursuant to IC 4-13.6-7, with an escrow agent described in IC 4-13.6-7-2(b). Should the Contractor elect to escrow retainage, the Escrow Agreement will become a part of this contract as if fully contained herein.

8. Contractor's Certification. The Contractor certifies that it has been pre-qualified by the State of Indiana's Public Works Division Certification Board to perform the work and furnish the services required by this Project. The Contractor further certifies that all information and documentation submitted by it in its Application for Prequalification Certification, the Contractor's Proposal and submitted in response to the Project, is true, accurate and complete as of the date of this Contract's effectiveness. The Contractor shall immediately notify the State of any material change to such information. The Contractor shall immediately notify the State if, during the course of performance of this Contract, it or any of its principals are proposed for debarment or ineligibility, or become debarred or declared ineligible, from entering into contracts with the federal government or any department, agency or political subdivision of the State.

9. Contractor Employee Drug Testing. Pursuant to IC 4-13-18, the Contractor shall implement the employee drug testing program submitted as part of its Contractor's Proposal. The State may cancel this Contract if it determines that the Contractor:

- A. Has failed to implement its employee drug testing program during the term of this Contract;
- B. Has failed to provide information regarding implementation of the Contractor's employee drug testing program at the request of the State; or
- C. Has provided to the State false information regarding the Contractor's employee drug testing program.

10. Access to Records. The Contractor and its subcontractors, if any, shall maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this Contract. They shall make such materials available at their respective offices at all reasonable times during this Contract, and for three (3) years from the date of final payment under this Contract, for inspection by the State or its authorized designees. Copies shall be furnished at no cost to the State if requested.

11. Assignment; Successors.

A. The Contractor binds its successors and assignees to all the terms and conditions of this Contract. The Contractor may assign its right to receive payments to such third parties as the Contractor may desire without the prior written consent of the State, provided that the Contractor gives written notice (including evidence of such assignment) to the State thirty (30) days in advance of any payment so assigned. The

assignment shall cover all unpaid amounts under this Contract and shall not be made to more than one party.

B. The Contractor shall not assign or subcontract the whole or any part of this Contract without the State's prior written consent. Additionally, the Contractor shall provide prompt written notice to the State of any change in the Contractor's legal name or legal status so that the changes may be documented and payments to the successor entity may be made.

12. Assignment of Antitrust Claims. As part of the consideration for the award of this Contract, the Contractor assigns to the State all right, title and interest in and to any claims the Contractor now has, or may acquire, under state or federal antitrust laws relating to the products or services which are the subject of this Contract.

13. Audits. The Contractor acknowledges that it may be required to submit to an audit of funds paid through this Contract. Any such audit shall be conducted in accordance with IC § 5-11-1, *et seq.*, and audit guidelines specified by the State.

The State considers the Contractor to be a "Contractor" under 2 C.F.R. 200.330 for purposes of this Contract. However, if it is determined that the Contractor is a "subrecipient" and if required by applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements), Contractor shall arrange for a financial and compliance audit, which complies with 2 C.F.R. 200.500 *et seq.*

14. Authority to Bind Contractor. The signatory for the Contractor represents that he/she has been duly authorized to execute this Contract on behalf of the Contractor and has obtained all necessary or applicable approvals to make this Contract fully binding upon the Contractor when his/her signature is affixed, and accepted by the State.

15. Changes in Work. The Contractor shall not commence any additional work or change the scope of the work until authorized in writing by the State. The Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment executed by all signatories hereto. This Contract may only be amended, supplemented or modified by a written document executed in the same manner as this Contract.

16. Compliance with Laws.

A. The Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Contract shall be reviewed by the State and the Contractor to determine whether the provisions of this Contract require formal modification.

B. The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6, *et seq.*, IC § 4-2-7, *et seq.* and the regulations promulgated thereunder. **If the Contractor has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Contract, the Contractor shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this Contract.** If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Inspector General's website at

<http://www.in.gov/ig/>. If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

C. The Contractor certifies by entering into this Contract that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. The Contractor agrees that any payments currently due to the State of Indiana may be withheld from payments due to the Contractor. Additionally, further work or payments may be withheld, delayed, or denied and/or this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the State.

D. The Contractor warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Contractor agrees that the State may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Contract.

E. If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the Contractor, the Contractor may request that it be allowed to continue, or receive work, without delay. The Contractor must submit, in writing, a request for review to the Indiana Department of Administration (IDO) following the procedures for disputes outlined herein. A determination by IDO shall be binding on the parties. Any payments that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest, except as permitted by IC § 5-17-5.

F. The Contractor warrants that the Contractor and its subcontractors, if any, shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of further work with the State.

G. The Contractor affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.

H. As required by IC § 5-22-3-7:

(1) The Contractor and any principals of the Contractor certify that:

(A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of:

(i) IC §24-4.7 [Telephone Solicitation Of Consumers];

(ii) IC §24-5-12 [Telephone Solicitations]; or

(iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and

(B) the Contractor will not violate the terms of IC § 24-4.7 for the duration of the Contract, even if IC §24-4.7 is preempted by federal law.

(2) The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an

affiliate or principal of the Contractor, except for de minimis and nonsystematic violations,

(A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and

(B) will not violate the terms of IC § 24-4.7 for the duration of the Contract, even if IC §24-4.7 is preempted by federal law.

17. Condition of Payment. All services provided by the Contractor under this Contract must be performed to the State's reasonable satisfaction, as determined at the discretion of the undersigned State representative and in accordance with all applicable federal, state, local laws, ordinances, rules and regulations. The State shall not be required to pay for work found to be unsatisfactory, inconsistent with this Contract or performed in violation of and federal, state or local statute, ordinance, rule or regulation.

18. Confidentiality of State Information. The Contractor understands and agrees that data, materials, and information disclosed to the Contractor may contain confidential and protected information. The Contractor covenants that data, material, and information gathered, based upon or disclosed to the Contractor for the purpose of this Contract will not be disclosed to or discussed with third parties without the prior written consent of the State.

The parties acknowledge that the services to be performed by Contractor for the State under this Contract may require or allow access to data, materials, and information containing Social Security numbers maintained by the State in its computer system or other records. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Contractor and the State agree to comply with the provisions of IC § 4-1-10 and IC § 4-1-11. If any Social Security number(s) is/are disclosed by Contractor, Contractor agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

19. Continuity of Services.

A. The Contractor recognizes that the service(s) to be performed under this Contract are vital to the State and must be continued without interruption and that, upon Contract expiration, a successor, either the State or another contractor, may continue them. The Contractor agrees to:

1. Furnish phase-in training; and
2. Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

B. The Contractor shall, upon the State's written notice:

1. Furnish phase-in, phase-out services for up to sixty (60) days after this Contract expires; and
2. Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the State's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this Contract are maintained at the required level of proficiency.

C. The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this Contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with

these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

D. The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations).

20. Debarment and Suspension.

A. The Contractor certifies by entering into this Contract that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Contract by any federal agency or by any department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this Contract means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Contractor.

B. The Contractor certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under this Contract and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The Contractor shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Contract.

21. Default by State. If the State, sixty (60) days after receipt of written notice, fails to correct or cure any material breach of this Contract, the Contractor may cancel and terminate this Contract and institute measures to collect monies due up to and including the date of termination.

22. Disputes.

A. Should any disputes arise with respect to this Contract, the Contractor and the State agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes.

B. The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Contract that are not affected by the dispute. Should the Contractor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the State or the Contractor as a result of such failure to proceed shall be borne by the Contractor, and the Contractor shall make no claim against the State for such costs.

C. If the parties are unable to resolve a contract dispute between them after good faith attempts to do so, a dissatisfied party shall submit the dispute to the Commissioner of the Indiana Department of Administration for resolution. The dissatisfied party shall give written notice to the Commissioner and the other party. The notice shall include: (1) a description of the disputed issues, (2) the efforts made to resolve the dispute, and (3) a proposed resolution. The Commissioner shall promptly issue a Notice setting out documents and materials to be submitted to the Commissioner in order to resolve the dispute; the Notice may also afford the parties the opportunity to make presentations and enter into further negotiations. Within thirty (30) business days of the conclusion of the final presentations, the Commissioner shall issue a written decision and furnish it to both parties. The Commissioner's decision shall be the final and conclusive administrative decision unless either party serves on the Commissioner and the other party, within ten (10) business days after receipt of the Commissioner's decision, a written request for reconsideration and modification of the written decision. If the Commissioner does not modify

the written decision within thirty (30) business days, either party may take such other action helpful to resolving the dispute, including submitting the dispute to an Indiana court of competent jurisdiction. If the parties accept the Commissioner's decision, it may be memorialized as a written Amendment to this Contract if appropriate.

D. The State may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the State to the Contractor of one or more invoices not in dispute in accordance with the terms of this Contract will not be cause for the Contractor to terminate this Contract, and the Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

E. With the written approval of the Commissioner of the Indiana Department of Administration, the parties may agree to forego the process described in subdivision C. relating to submission of the dispute to the Commissioner.

F. This paragraph shall not be construed to abrogate provisions of IC § 4-6-2-11 in situations where dispute resolution efforts lead to a compromise of claims in favor of the State as described in that statute. In particular, releases or settlement agreements involving releases of legal claims or potential legal claims of the state should be processed consistent with IC § 4-6-2-11, which requires approval of the Governor and Attorney General.

23. Drug-Free Workplace Certification. As required by Executive Order No. 90-5 dated April 12, 1990, issued by the Governor of Indiana, the Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor, or an employee of the Contractor in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

In addition to the provisions of the above paragraph, if the total amount set forth in this Contract is in excess of \$25,000.00, the Contractor certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment, the employee will (1) abide by the terms of the statement; and (2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

- D. Notifying the State in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

24. Employment Eligibility Verification As required by IC § 22-5-1.7, the Contractor swears or affirms under the penalties of perjury that the Contractor does not knowingly employ an unauthorized alien. The Contractor further agrees that:

A. The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC § 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

B. The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

C. The Contractor shall require his/her/its subcontractors, who perform work under this Contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The State may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

25. Employment Option. If the State determines that it would be in the State's best interest to hire an employee of the Contractor, the Contractor will release the selected employee from any non-competition agreements that may be in effect. This release will be at no cost to the State or the employee.

26. Force Majeure. In the event that either party is unable to perform any of its obligations under this Contract or to enjoy any of its benefits because of natural disaster or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Contract shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Contract.

27. Funding Cancellation. As required by Financial Management Circular 2007-1 and IC § 5-22-17-5, when the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Contract, this Contract shall be canceled. A determination by the Director of State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

28. Governing Law. This Contract shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

29. HIPAA Compliance. If this Contract involves services, activities or products subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Contractor covenants that it will appropriately safeguard Protected Health Information (defined in 45 CFR 160.103), and agrees that it is subject to, and shall comply with, the provisions of 45 CFR 164 Subpart E regarding use and disclosure of Protected Health Information.

30. Indemnification. The Contractor agrees to indemnify, defend, and hold harmless the State, its agents, officials, and employees from all claims and suits including court costs, attorney’s fees, and other expenses caused by any act or omission of the Contractor and/or its subcontractors, if any, in the performance of this Contract. The State shall not provide such indemnification to the Contractor.

31. Independent Contractor; Workers’ Compensation Insurance. The Contractor is performing as an independent entity under this Contract. No part of this Contract shall be construed to represent the creation of an employment, agency, partnership or joint venture agreement between the parties. Neither party will assume liability for any injury (including death) to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees or subcontractors of the other party. The Contractor shall provide all necessary unemployment and workers’ compensation insurance for the Contractor’s employees, and shall provide the State with a Certificate of Insurance evidencing such coverage prior to starting work under this Contract.

32. Indiana Veteran Owned Small Business Enterprise Compliance. Award of this Contract was based, in part, on the Indiana Veteran Owned Small Business Enterprise (“IVOSB”) participation plan, as detailed in the IVOSB Subcontractor Commitment Form, commonly referred to as “Attachment A-1” in the procurement documentation and incorporated by reference herein. Therefore, any changes to this information during the Contract term must be approved by IDOA’s IVOSB Division (“IVOSB Division”) and may require an amendment. It is the State’s expectation that the Contractor will meet the subcontractor commitments during the Contract term. The following certified IVOSB subcontractor(s) will be participating in this Contract: **[Add additional IVOSBs using the same format.]**

IVOSB	COMPANY NAME	PHONE	EMAIL OF CONTACT PERSON	PERCENT
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Briefly describe the IVOSB service(s)/product(s) to be provided under this Contract and include the estimated date(s) for utilization during the Contract term:

A copy of each subcontractor agreement must be submitted to the IVOSB Division within thirty (30) days of the effective date of this Contract. The subcontractor agreements may be uploaded into Pay Audit (Indiana's subcontractor payment auditing system), emailed to IndianaVeteransPreference@idoa.IN.gov, or mailed to IDOA, 402 W. Washington Street, Room W-478, Indianapolis, IN 46204. Failure to provide a copy of any subcontractor agreement may be deemed a violation of the rules governing IVOSB procurement and may result in sanctions allowable under 25 IAC 9-5-2. Requests for changes must be submitted to IndianaVeteransPreference@idoa.IN.gov for review and approval before changing the participation plan submitted in connection with this Contract.

The Contractor shall report payments made to certified IVOSB subcontractors under this Contract on a monthly basis using Pay Audit. The Contractor shall notify subcontractors that they must confirm payments received from the Contractor in Pay Audit. The Pay Audit system can be accessed on the IDOA webpage at: www.in.gov/idoa/mwbe/payaudit.htm. The Contractor may also be required to report IVOSB certified subcontractor payments directly to the IVOSB Division, as reasonably requested and in the format required by the IVOSB Division.

The Contractor's failure to comply with the provisions in this clause may be considered a material breach of the Contract.

33. Information Technology Enterprise Architecture Requirements. If this Contract involves information technology-related products or services, the Contractor agrees that all such products or services are compatible with any of the technology standards found at <https://www.in.gov/iot/2394.htm> that are applicable, including the assistive technology standard. The State may terminate this Contract for default if the terms of this paragraph are breached.

34. Insurance

- A. The Contractor and their subcontractors (if any) shall secure and keep in force during the term of this Contract the following insurance coverages (if applicable) covering the Contractor for any and all claims of any nature which may in any manner arise out of or result from Contractor's performance under this Contract:
1. Commercial general liability, including contractual coverage, and products or completed operations coverage (if applicable), with minimum liability limits not less than \$700,000 per person and \$5,000,000 per occurrence unless additional coverage is required by the State. The State is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly under or in connection with this Contract.
 2. Automobile liability for owned, non-owned and hired autos with minimum liability limits of \$700,000 per person and \$5,000,000 per occurrence. The State is to be named as an additional insured on a primary, non-contributory basis.
 3. The Contractor shall secure the appropriate Surety or Fidelity Bond(s) as required by the state department served or by applicable statute.
 4. The Contractor and their subcontractors shall provide proof of such insurance coverage by tendering to the undersigned State representative a certificate of insurance prior to the commencement of this Contract and proof of workers' compensation coverage meeting all statutory requirements of IC §22-3-2. In addition, proof of an "all states endorsement"

covering claims occurring outside the State is required if any of the services provided under this Contract involve work outside of Indiana.

- B. The Contractor's insurance coverage must meet the following additional requirements:
1. The insurer must have a certificate of authority or other appropriate authorization to operate in the state in which the policy was issued.
 2. Any deductible or self-insured retention amount or other similar obligation under the insurance policies shall be the sole obligation of the Contractor.
 3. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this Contract shall not be limited by the insurance required in this Contract.
 4. The insurance required in this Contract, through a policy or endorsement(s), shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned State agency.
 5. The Contractor waives and agrees to require their insurer to waive their rights of subrogation against the State of Indiana.
- C. Failure to provide insurance as required in this Contract may be deemed a material breach of contract entitling the State to immediately terminate this Contract. The Contractor shall furnish a certificate of insurance and all endorsements to the State before the commencement of this Contract.

35. Key Person(s).

- A. If both parties have designated that certain individual(s) are essential to the services offered, the parties agree that should such individual(s) leave their employment during the term of this Contract for whatever reason, the State shall have the right to terminate this Contract upon thirty (30) days' prior written notice.
- B. In the event that the Contractor is an individual, that individual shall be considered a key person and, as such, essential to this Contract. Substitution of another for the Contractor shall not be permitted without express written consent of the State.

Nothing in Sections A and B, above shall be construed to prevent the Contractor from using the services of others to perform tasks ancillary to those tasks which directly require the expertise of the key person. Examples of such ancillary tasks include secretarial, clerical, and common labor duties. The Contractor shall, at all times, remain responsible for the performance of all necessary tasks, whether performed by a key person or others.

Key person(s) to this Contract is/are:

36. Merger & Modification. This Contract constitutes the entire agreement between the parties. No understandings, agreements, or representations, oral or written, not specified within this Contract will be

valid provisions of this Contract. This Contract may not be modified, supplemented, or amended, except by written agreement signed by all necessary parties.

37. Minority and Women’s Business Enterprises Compliance. Award of this Contract was based, in part, on the Minority and/or Women’s Business Enterprise (“MBE” and/or “WBE”) participation plan as detailed in the Minority and Women’s Business Enterprises Subcontractor Commitment Form, commonly referred to as “Attachment A” in the procurement documentation and incorporated by reference herein. Therefore, any changes to this information during the Contract term must be approved by MWBE Compliance and may require an amendment. It is the State’s expectation that the Contractor will meet the subcontractor commitments during the Contract term.

The following MBE/WBE Division (“Division”) certified MBE and/or WBE subcontractors will be participating in this Contract: **[Add additional MBEs and WBEs using the same format.]**

MBE or WBE	COMPANY NAME	PHONE	EMAIL OF CONTACT PERSON	PERCENT
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Briefly describe the MBE and/or WBE service(s)/product(s) to be provided under this Contract and include the estimated date(s) for utilization during the Contract term:

A copy of each subcontractor agreement must be submitted to the Division within thirty (30) days of the effective date of this Contract. The subcontractor agreements may be uploaded into Pay Audit (Indiana’s subcontractor payment auditing system), emailed to MWBECompliance@idoa.IN.gov, or mailed to MWBE Compliance, 402 W. Washington Street, Indianapolis IN 46204. Failure to provide a copy of any subcontractor agreement may be deemed a violation of the rules governing MBE/WBE procurement and may result in sanctions allowable under 25 IAC 5-7-8. Requests for changes must be submitted to MWBECompliance@idoa.IN.gov for review and approval before changing the participation plan submitted in connection with this Contract.

The Contractor shall report payments made to Division certified subcontractors under this Contract on a monthly basis using Pay Audit. The Contractor shall notify subcontractors that they must confirm payments received from the Contractor in Pay Audit. The Pay Audit system can be accessed on the IDOA webpage at: www.in.gov/idoa/mwbe/payaudit.htm. The Contractor may also be required to report Division certified subcontractor payments directly to the Division, as reasonably requested and in the format required by the Division.

The Contractor’s failure to comply with the provisions in this clause may be considered a material breach of the Contract.

38. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Contractor covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee’s or applicant’s race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law

("Protected Characteristics"). Contractor certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services. Breach of this paragraph may be regarded as a material breach of this Contract, but nothing in this paragraph shall be construed to imply or establish an employment relationship between the State and any applicant or employee of the Contractor or any subcontractor.

The State is a recipient of federal funds, and therefore, where applicable, Contractor and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

39. Notice to Parties. Whenever any notice, statement or other communication is required under this Contract, it will be sent by E-mail or first class U.S. mail service to the following addresses, unless otherwise specifically advised

A. Notices to the State shall be sent to: Public Works Division, Director
Indiana Department of
Administration 402 W Washington St
Room W462
Indianapolis, IN 46204
E-mail: rgrossman@idoa.IN.gov

B. Notices to the Contractor shall be sent to:

[INSERT CONTRACTOR NAME]
**[INSERT CONTRACTOR'S
ADDRESS]**
E-mail: _____

As required by IC § 4-13-2-14.8, payments to the Contractor shall be made via electronic funds transfer in accordance with instructions filed by the Contractor with the Indiana Auditor of State.

40. Order of Precedence; Incorporation by Reference. Any inconsistency or ambiguity in this Contract shall be resolved by giving precedence in the following order: (1) this Contract, (2) the Project Bid Package, (3) attachments prepared by the State; (4) Contractor's Proposal; and (5) attachments prepared by the Contractor. All of the foregoing are incorporated fully by reference. All attachments, and all documents referred to in this paragraph are hereby incorporated fully by reference.

41. Ownership of Documents and Materials.

A. All documents, records, programs, applications, data, algorithms, film, tape, articles, memoranda, and other materials (the "Materials") not developed or licensed by the Contractor prior to execution of this Contract, but specifically developed under this Contract shall be considered "work for hire" and the Contractor hereby transfers and assigns any ownership claims to the State so that all Materials will be the property of the State. If ownership interest in the Materials cannot be assigned to the State, the Contractor grants the State a non-exclusive, non-cancelable, perpetual, worldwide royalty-free license to use the Materials and to use, modify, copy and create derivative works of the Materials.

B. Use of the Materials, other than related to contract performance by the Contractor, without the prior written consent of the State, is prohibited. During the performance of this Contract, the Contractor shall be responsible for any loss of or damage to the Materials developed for or supplied by the State and used to develop or assist in the services provided while the Materials are in the possession of the Contractor. Any loss or damage thereto shall be restored at the Contractor's expense. The Contractor shall provide the

State full, immediate, and unrestricted access to the Materials and to Contractor's work product during the term of this Contract.

42. Payments.

A. All payments shall be made thirty five (35) days in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the Contractor in writing unless a specific waiver has been obtained from the Indiana Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Contract except as permitted by IC § 4-13-2-20.

B. If the Contractor is being paid in advance for the maintenance of equipment, software or a service as a subscription, then pursuant to IC § 4-13-2-20(b)(14), the Contractor agrees that if it fails to fully provide or perform under this Contract, upon receipt of written notice from the State, it shall promptly refund the consideration paid, pro-rated through the date of non-performance.

43. Penalties/Interest/Attorney's Fees. The State will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest or attorney's fees, except as permitted by Indiana law, in part, IC § 5-17-5, IC § 34-54-8, IC § 34-13-1 and IC § 34-52-2.

Notwithstanding the provisions contained in IC § 5-17-5, any liability resulting from the State's failure to make prompt payment shall be based solely on the amount of funding originating from the State and shall not be based on funding from federal or other sources.

44. Progress Reports. The Contractor shall submit progress reports to the State upon request. The report shall be oral, unless the State, upon receipt of the oral report, should deem it necessary to have it in written form. The progress reports shall serve the purpose of assuring the State that work is progressing in line with the schedule, and that completion can be reasonably assured on the scheduled date.

45. Public Record.

The Contractor acknowledges that the State will not treat this Contract as containing confidential information, and will post this Contract on the transparency portal as required by Executive Order 05-07 and IC § 5-14-3.5-2. Use by the public of the information contained in this Contract shall not be considered an act of the State.

46. Renewal Option. This Contract may be renewed under the same terms and conditions, subject to the approval of the Commissioner of the Department of Administration and the State Budget Director in compliance with IC § 5-22-17-4. The term of the renewed contract may not be longer than the term of the original contract.

47. Severability. The invalidity of any section, subsection, clause or provision of this Contract shall not affect the validity of the remaining sections, subsections, clauses or provisions of this Contract.

48. Substantial Performance. This Contract shall be deemed to be substantially performed only when fully performed according to its terms and conditions and any written amendments or supplements.

49. Taxes. The State is exempt from most state and local taxes and many federal taxes. The State will not be responsible for any taxes levied on the Contractor as a result of this Contract.

50. Termination for Convenience. This Contract may be terminated, in whole or in part, by the State, which shall include and is not limited to the Indiana Department of Administration and the State Budget Agency whenever, for any reason, the State determines that such termination is in its best interest. Termination of services shall be effected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The Contractor shall be compensated for services properly rendered prior to the effective date of termination. The State will not be liable for services performed after the effective date of termination. The Contractor shall be compensated for services herein provided but in no case shall total payment made to the Contractor exceed the original contract price or shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date. For the purposes of this paragraph, the parties stipulate and agree that the Indiana Department of Administration shall be deemed to be a party to this agreement with authority to terminate the same for convenience when such termination is determined by the Commissioner of IDOA to be in the best interests of the State.

51. Termination for Default.

- A. With the provision of thirty (30) days' notice to the Contractor, the State may terminate this Contract in whole or in part if the Contractor fails to:
 - 1. Correct or cure any breach of this Contract; the time to correct or cure the breach may be extended beyond thirty (30) days if the State determines progress is being made and the extension is agreed to by the parties;
 - 2. Deliver the supplies or perform the services within the time specified in this Contract or any extension;
 - 3. Make progress so as to endanger performance of this Contract; or
 - 4. Perform any of the other provisions of this Contract.
- B. If the State terminates this Contract in whole or in part, it may acquire, under the terms and in the manner the State considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.
- C. The State shall pay the contract price for completed supplies delivered and services accepted. The Contractor and the State shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the State determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.
- D. The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or equity or under this Contract.

52. Travel. No expenses for travel will be reimbursed unless specifically authorized by this Contract. Permitted expenses will be reimbursed at the rate paid by the State and in accordance with the Budget Agency's *Financial Management Circular – Travel Policies and Procedures* in effect at the time the expenditure is made. Out-of-state travel requests must be reviewed by the State for availability of funds and for conformance with *Circular* guidelines.

53. Waiver of Rights. No right conferred on either party under this Contract shall be deemed waived, and no breach of this Contract excused, unless such waiver is in writing and signed by the party claimed to have waived such right. Neither the State's review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to the State in accordance with applicable law for all damages to the State caused by the Contractor's negligent performance of any of the services furnished under this Contract.

54. Work Standards. The Contractor shall execute its responsibilities by following and applying at all times the highest professional and technical guidelines and standards. If the State becomes dissatisfied with the work product of or the working relationship with those individuals assigned to work on this Contract, the State may request in writing the replacement of any or all such individuals, and the Contractor shall grant such request.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned’s knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC 4-2-6-10.5.**

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained herein. I understand that this Contract will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database:
https://hr85.gmis.in.gov/psp/pa91prd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

IN WITNESS WHEREOF, the Contractor and the State have, through their duly authorized representatives, entered into this Contract for Public Works Project Number XXXXX. The parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below agree to the terms thereof.

Contractor: XXXXXXXXXXXX

**Department of Administration
Public Works Division**

By: _____
Printed Name: _____
Title: _____

Date: _____

By: _____
Robert Grossman, Director
For IDOA Commissioner if less than \$1,000,000

Date: _____

Approved by:
Department of Administration

Approved by:
State Budget Agency

By: _____ (for)
Lesley A. Crane, Commissioner

By: _____ (for)
Zachary Q. Jackon, Director

Date: _____

Date: _____

Approved as to Form and Legality:
*Form approval has been granted by the
Office of the Attorney General pursuant to
IC 4-13-2-14.3(e) on September 9, 2019.
FA 19-36*

This Instrument was prepared by: [INSERT NAME] on XX/XX/XXXX

DOCUMENT 00 31 19 - EXISTING CONDITION INFORMATION

1.1 EXISTING CONDITION INFORMATION

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of the Bidders' own investigations. They are made available for Bidders' convenience and information, but are not a warranty of existing conditions. This Document and its attachments are not part of the Contract Documents.
- B. Division of Historic Preservation & Archaeology Letter (DHPA #28538) is appended to this Document.
- C. Utility Locate Report is appended to this Document.
- D. Related Requirements:
 - 1. Document 003132 "Geotechnical Data" for reports and soil-boring data from geotechnical investigations that are made available to bidders.

END OF DOCUMENT

Division of Historic Preservation & Archaeology 402 W. Washington Street, W274 Indianapolis, IN 46204-2739
Phone 317-232-1646 Fax 317-232-0693 dhpa@dnr.IN.gov



January 4, 2022

Darren Egbert
Indiana DNR-Division of Fish & Wildlife
402 W. Washington Street
Indianapolis, IN 46204

Federal Agency: U.S. Fish & Wildlife

Re: Project information for the construction of a storage building at Sugar Ridge Fish & Wildlife Area (DHPA #28538)

Dear Mr. Egbert:

Pursuant to Section 106 of the National Historic Preservation Act (54 U.S.C. § 306108), 36 C.F.R. Part 800, IC 14-21-1-16, the staff of the Indiana State Historic Preservation Officer ("Indiana SHPO") has conducted an analysis of the materials dated December 7, 2021 and received on December 8, 2021 for the above indicated project in Patoka Township, Pike County, Indiana.

Based upon the documentation available to the staff of the Indiana SHPO, we have not identified any historic buildings, structures, districts, or objects listed in or eligible for inclusion in the National Register of Historic Places within the probable area of potential effects.

In terms of archaeology, no currently known archaeological resources eligible for inclusion in the National Register of Historic Places have been recorded within the proposed project area. No archaeological investigations appear necessary.

If any prehistoric or historic archaeological artifacts or human remains are uncovered during construction, demolition, or earthmoving activities, state law (Indiana Code 14-21-1-27 and 29) requires that the discovery must be reported to the Department of Natural Resources within two (2) business days. In that event, please call (317) 232-1646. Be advised that adherence to Indiana Code 14-21-1-27 and 29 does not obviate the need to adhere to applicable federal statutes and regulations, including but not limited to 36 C.F.R. 800.

The 36 C.F.R. Part 800 regulations governing the Section 106 review process may be found at www.achp.gov. If you have questions about archaeological issues please contact Cathy Draeger-Williams at (317) 234-3791 or cdraeger-williams@dnr.IN.gov. If you have questions about buildings or structures please contact Miriam Burkett at (317) 233-3883 or mburkett@dnr.IN.gov. Additionally, in all future correspondence regarding the above indicated project, please refer to DHPA #28538.

Very truly yours,

Beth K. McCord
Deputy State Historic Preservation Officer

BKM:MLB:CDW:cdw



Insight into what's underground

Project # _____ DATE 9/21/2021
 PO # _____ 811 Response **No**
 811 utilities not marked _____
 Address 2310 IN 364 Winslow, IN

Scope of Work:

locate all private utilites per given extent

Client: State of Indiana DNR

Client Contact Name: Craig Jansen

Client Contact Phone #: (812) 631-0473 email: cjansen1@dnr.in.gov

Building Access: **Yes** Contact With Maint Dept **No** Name: _____

Access Notes:

No Access Issues.

Utilities Located By Baker Utility Partners:

Utilities Located By 811 Service:

<i>Utility</i>	<i>Owner</i>	<i>Located</i>	<i>Utility</i>	<i>Owner</i>	<i>Located</i>
Communications	Private		Communications	Public	
Electric	Private	Yes	Electric	Public	
Gas	Private	Yes	Gas	Public	
Water	Private		Water	Public	
Sewer	Private	Yes	Sewer	Public	
OTHER	Private	List Below	OTHER	Public	List Below

Baker Utility Partners wants to thank you for placing your trust in us and utilizing our private utility locating service. It has been a pleasure to serve your utility locating needs. If you should have any questions regarding our work, please do not hesitate to contact the Utility Consultant listed below or our area manager.

Caution Notes:

private water line was unlocatable due to being a plastic line with no tone wire.

GPR Notes:

N/A

General Notes

N/A









Utility Consultant	Arron Bartlett
Phone #	(317) 385-2492
Email:	abartlett@bakerutilitypartners.com
Area Manager	Jordan Starkey
Phone #	(317) 719-9978
Email	jstarkey@bakerutilitypartners.com

Private Locate Agreement and Limits of Liability Baker Utility Partners (BUP) is a quality-based organization that believes in customer service and satisfaction. It is our goal to ensure your organization completes its work safely and in a timely manner. Although Electromagnetic and GPR locating devices can be extremely accurate, BUP cannot assume liability for any utilities that cannot be directly connected to (GPR) or that the access points cannot be seen from the excavation area. When utilities can be accessed and marked, BUP will adhere to state one-call tolerance zones. In the event something is damaged, BUP must be notified immediately and given the opportunity to investigate that damage, and if negligent, will arrange for repairs to facility.



Insight into what's underground

**APWA UNIFORM COLOR CODE
FOR MARKING
UNDERGROUND UTILITY LINES**

-  WHITE - Proposed Excavation
-  PINK - Temporary Survey Markings
-  RED - Electric Power Lines, Cables, Conduit And Lighting Cables
-  YELLOW - Gas, Oil, Steam, Petroleum Or Gaseous Materials
-  ORANGE - Communication, Alarm Or Signal Lines, Cables Or Conduit
-  BLUE - Potable Water
-  PURPLE - Reclaimed Water, Irrigation And Slurry Lines
-  GREEN - Sewers And Drain Lines



**CALL
BEFORE YOU DIG!**

Date: 9/21/21

Customer/Contact:
State of IN - DNR
Craig Jansen

Address of Work:
2310 IN 364
Winslow, IN

Technician Notes:





Baker Utility Partner Sketch Legend

Dashed	Public Utilities
Solid	Private Utilities

Baker Utility Partner Field Legend

Dashed	Marked facilities public and private
Dots	*See notes section
Labels	Common Labels by BUP – “PH” Phone, “TV” Cable Television, “FO” Fiber Optic

APWA Uniform Color Code for marking underground utility lines

RED	Electric Power Lines, Cables, Conduit, and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum, or Gaseous Material
ORANGE	Communication, Alarm or Signal Lines, Cables, or Conduit
BLUE	Potable Water
GREEN	Sewers and Drain Lines
WHITE	Proposed Excavation Limits or Route
PINK	Temporary Survey Markings, Unknown / Unidentified Facilities
PURPLE	Reclaimed Water, Irrigation, and Slurry Lines

While all states allow for digging within their defined tolerance zones, guidelines do exist to help protect underground facilities; anyone looking to excavate within a tolerance zone should familiarize themselves with their state’s particular rules and regulations. In general, it should always be assumed that the exact location of the underground facility is anywhere inside of the tolerance zone, and following certain best practices can help you steer clear of an avoidable disaster.

Tolerance Zones for each state:

Illinois	18 Inches
Indiana	24 Inches
Iowa	18 Inches
Kansas	24 Inches
Kentucky	18 Inches
Minnesota	24 Inches
Missouri	24 Inches
Nebraska	18 Inches
Oklahoma	24 Inches
Texas	18 Inches
Wisconsin	18 Inches

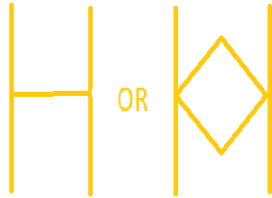
When excavation is to take place within the specified tolerance zone, the excavator exercises such reasonable care as may be necessary for the protection of any underground facility in or near the excavation area. Methods to consider, based on certain climate or geographical conditions, include hand digging when practical (pot holing), soft digging, vacuum excavation methods, pneumatic hand tools, other mechanical methods with the approval of the facility owner/operator, or other technical methods that may be developed.



General Marking Standards:

While marking standards may vary from state to state and from each utility company, below are the general marking standards you may find while in the field. If you are ever unaware of what a marking may mean please don't hesitate to contact your local Baker Utility Partner consultant.

Communications Cable TV / Phone
Single buried line

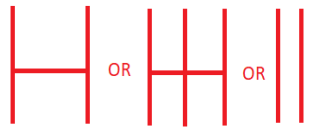


Communications Cable TV / Phone
Duct or Conduit Package



Communications Cable TV / Phone
Fiber Optic cable

Electric
Single Buried Line



Electric
Electric Duct or direct buried
3-Phase Primary

GAS
Single buried line



GAS
Large Diameter or High Pressure Main

Water
Single buried line



Water
Large diameter or high pressure main

Sewer - Sanitary / Storm
Single buried line



Sewer - Sanitary / Storm
Large diameter or forced (pressurized) main

DOCUMENT 00 31 32 - GEOTECHNICAL DATA

1.1 GEOTECHNICAL DATA

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of Bidders' own investigations. They are made available for Bidders' convenience and information. This Document and its attachments are not part of the Contract Documents.
- B. Because subsurface conditions indicated by the soil borings are a sampling of areas at another location on the property and for other reasons, the Owner, the Architect, the Architect's consultants, and the firm reporting the subsurface conditions do not warranty the conditions of the site. Any party using the information described in the soil borings and geotechnical report shall accept full responsibility for its use.
- C. A geotechnical investigation report for a previous project at another location on the property, prepared by Alt & Witzig Engineering, dated 11-06-1998, is appended to this Document.
 - 1. The opinions expressed in this report are those of a geotechnical engineer and represent interpretations of subsoil conditions, tests, and results of analyses conducted by a geotechnical engineer. Owner is not responsible for interpretations or conclusions drawn from the data.
 - 2. Any party using information described in the geotechnical report shall make additional test borings and conduct other exploratory operations that may be required to determine the character of subsurface materials that may be encountered.
- D. Related Requirements:
 - 1. Document 003119 "Existing Condition Information" for information about existing conditions that is made available to bidders.

END OF DOCUMENT

**SUBSURFACE INVESTIGATION WITH
FOUNDATION RECOMMENDATIONS FOR**

**NEW HEADQUARTERS BUILDING
SUGAR RIDGE FISH & WILDLIFE AREA
WINSLOW, INDIANA
ALT & WITZIG PROJECT NO.: SE 854**

**PREPARED BY:
ALT & WITZIG ENGINEERING, INC.
GEOTECHNICAL DIVISION**

**PREPARED FOR:
STATE OF INDIANA
DEPARTMENT OF ADMINISTRATION
INDIANAPOLIS, INDIANA**

NOVEMBER 6, 1998



Alt & Witzig Engineering, Inc.

525 Richardt Ave., Suite C • Evansville, Indiana 47711
(812) 422-4446 • Fax (812) 422-8377

November 6, 1998

State of Indiana
Department of Administration
402 West Washington Street
Indianapolis, Indiana 46204

Re: Subsurface Investigation with
Foundation Recommendations for
New Headquarters Building at
Sugar Ridge Fish & Wildlife Area
Winslow, Indiana
Alt & Witzig File: SE 854

Dear Sir or Madam:

In compliance with your request, we have conducted a foundation investigation and evaluation for the above referenced project. It is our pleasure to transmit herewith two (2) copies of our report. Two (2) copies of our report have been forwarded to Edmund L. Hafer & Associates, in care of Jeffrey A. Justice, AIA..

The results of our investigation and evaluation indicate conventional spread footings and/or continuous wall footings appear to be the most appropriate foundation system for the proposed project. Allowable soil bearing pressures and other design recommendations are presented herein.

These recommendations are based upon the engineering characteristics of the subsurface materials, the anticipated structural loads, and the relative economics of the various foundation types available. Detailed analysis of the subsurface conditions and pertinent design parameters for footings and floor slabs are presented herein.

Often, because of design and construction details that occur on a project, questions arise concerning the soils conditions. If we can provide further service in these matters, please contact us at your convenience.

Very truly yours,
ALT & WITZIG ENGINEERING, INC.

Brandon E. Daugherty, EIT
Project Engineer

Thomas J. Coffey, P.E.

Offices:

Cincinnati, Ohio • Louisville, Kentucky
Indianapolis • Evansville • Ft. Wayne • Lafayette • South Bend • Terre Haute, Indiana

*Subsurface Investigation and Foundation Engineering
Construction Materials Testing and Inspection
Environmental Services*

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
INTRODUCTION.....	1
DESCRIPTION OF SITE	2
FIELD INVESTIGATIONS	3
LABORATORY INVESTIGATIONS.....	5
PROJECT DESCRIPTION.....	6
SUBSURFACE CONDITIONS	7
FOUNDATION DISCUSSION AND RECOMMENDATIONS	8
FLOOR SLAB RECOMMENDATIONS	10
PAVEMENT DESIGN RECOMMENDATIONS.....	11
CONSTRUCTION CONSIDERATIONS.....	14
SUMMARY	16
APPENDIX	
Recommended Specifications for Compacted Fills and Backfills	
Site Location Map	
Boring Location Plan	
Boring Logs (B1..B3)	
General Notes	

INTRODUCTION

General

This report presents the results of a foundation investigation for the New Headquarters Building for Sugar Ridge Fish & Wildlife Area in Winslow, Indiana. This investigation was conducted for the State of Indiana, Department of Administration, owner of the proposed project.

Authorization to perform this investigation was in the form of verbal notice to proceed from Mr. Jeffrey A. Justice with Edmund L. Hafer & Associates, P.C.

The scope of this investigation included a review of geological maps of the area and a reconnaissance of the immediate site. A subsurface exploration was performed with field and laboratory testing performed on collected samples. Our project engineers evaluated the materials collected to determine criteria needed to design the foundation for the proposed shop expansion.

The purpose of this subsurface investigation was to determine the various soil profile components and their engineering characteristics. Test results were used to provide criteria for use by the design engineers and architects in preparing the foundation design for the proposed structure.

DESCRIPTION OF SITE

Site Location

Sugar Ridge Fish and Wildlife Area is south of Winslow, Indiana, on the south side of State Road 364. Approximately one-quarter ($\frac{1}{4}$) mile east of State Road 61, on State Road 364, is the entrance to Sugar Ridge. The proposed site is on the south side of fish and wildlife area's entrance road, across from the current headquarters. Construction on the site will take place in an open grassy field.

Site Topography and Drainage

The surface of the immediate site is relatively flat. Drainage of the site is presently along the ground surface and into roadside ditches.

The ground cover across the site at the time of boring operations consisted of grass and weeds.

FIELD INVESTIGATIONS

Scope

Field investigations to determine the engineering characteristics of the foundation materials included a reconnaissance of the project site, and three (3) borings located as shown on the Boring Location Plan. Standard penetration tests, and unconfined compressive strength tests were performed on the cohesive soil samples retained in the standard split-spoon sampler. The apparent groundwater level at each boring location was also determined.

Drilling and Sampling Procedures

The soil borings were performed with a drilling rig equipped with a rotary head. Conventional hollow-stem augers were used to advance the holes. Representative samples were obtained employing split-spoon sampling procedures in accordance with ASTM Procedure D-1586.

Field Tests and Measurements

Penetration tests. During the sampling procedure, standard penetration tests were performed at regular intervals to obtain the standard penetration value of the soil, N. The split-spoon sampler was driven eighteen (18) inches into the soil by a 140-pound hammer falling thirty (30) inches. The number of blows by the hammer required to advance the sampler into the soil was recorded for each six (6) inch increment. The 'N' value is the sum of the last two (2) six (6) inch increments. The first six (6) inches were used to 'seat' the sampler into the soil, and are not included in the 'N' value. The results of the standard penetration tests indicate the relative density and comparative consistency of the soils, and thereby provide a basis for estimating the relative strength and compressibility of the soil profile components.

Water level measurements Water level observations made during and upon completion of boring operations are noted on the boring logs presented herewith. No water was encountered during drilling operations. In relatively pervious soils such as sandy soils, the indicated elevations are considered reliable groundwater levels. In relatively impervious soils, an accurate determination of the groundwater elevation is not possible in even several days' observation.

Ground surface elevations Ground surface elevations were not available at the time of this investigation. All depths mentioned in this report are referenced from existing site grade at each boring location.

LABORATORY INVESTIGATIONS

In addition to the field investigations, a supplemental laboratory investigation was conducted to ascertain additional pertinent engineering characteristics of the foundation materials. All phases of the laboratory investigation were conducted in general accordance with applicable ASTM Specifications.

The laboratory testing program included supplementary visual classification and water content tests on several cohesive samples.

Samples of cohesive soil from the split-spoon-sampling device were frequently tested in unconfined compression by use of a calibrated spring testing machine. In addition, a calibrated soil penetrometer was used as an aid in determining the strength of the soil. The values of the unconfined compressive strength, as determined on soil samples from the split-spoon sampling device, must be carefully considered since the split-spoon sampling technique provides a representative but somewhat disturbed soil sample.

PROJECT DESCRIPTION

Design plans indicate that the new headquarters building will be a single story building. The structure will be without a basement with the ground floor constructed as a slab on grade, if possible.

The approximate size (24,300 square feet) and configuration of the structure are shown on the enclosed Boring Location Plan.

For our analysis, it is assumed that the new building will be lightly loaded, with the loads transferred to the soil by shallow spread footings or continuous wall footings, if possible.

SUBSURFACE CONDITIONS

General

The types of foundation materials encountered have been visually classified and are described in detail on the boring logs. The results of the field penetration tests, strength tests, water level observations, and laboratory water content are presented on the boring logs in numerical form. Representative samples of the soils encountered in the field were placed in sample jars and are now stored in our laboratory for further analysis, if desired. Unless notified to the contrary, all samples will be disposed of after three (3) months.

Groundwater

Free water was not encountered during our boring operations. The exact location of the water table should be anticipated to fluctuate somewhat depending upon normal seasonal variations in precipitation and surface runoff.

FOUNDATION DISCUSSION AND RECOMMENDATIONS

Foundation Recommendations

Conventional spread footings, or continuous wall footings, appear to be the most economical foundation system for support of the assisted living facility. Because of the medium stiff to stiff cohesive soils that are present at this site, spread footings founded at a shallow depth may be dimensioned using a moderate bearing pressure.

In order to minimize differential settlement between footings, net allowable soil bearing pressures of 4000 and 3200 pounds per square foot (psf) are recommended for design of conventional spread footings and continuous wall footings, respectively. The above-recommended bearing pressures are provided assuming the footings will be founded on stiff clayey silt or silt soils, or properly compacted fill.

The recommended bearing pressures are the 'net allowable soil pressures.' In using this net allowable pressure for dimensioning footings, it is necessary to consider only those loads applied above the finished floor elevation. If the above-suggested bearing pressures are used in design of the footings, then all interior footings may be founded at a nominal depth below the finished floor slab.

In order to alleviate the effects of seasonal moisture content variation on shallow spread footings and continuous wall footings, all foundations exposed to unheated areas should be founded at least two and one-half (2 ½) feet below the final grade. This will also eliminate the effects of frost action.

Seismic Soil Profile

The seismic zone map of the United States as presented in the Indiana Uniform Building Code indicates that this site lies within seismic zone 2A. Correlating the subsurface data from this site with the site categorization procedure indicates that a soil profile of S_C should be used for designing the foundation system for the new structure with regard to the seismic activity for the site.

FLOOR SLAB RECOMMENDATIONS

The floor slab for the proposed headquarters building may be constructed as a slab-on-grade supported by the natural soils and/or the properly compacted structural fill materials. The fill materials may consist of approved borrow materials, either granular or cohesive. The slab should be supported on a minimum four (4) inch layer of free draining fill such as sand, sand and gravel, or crushed stone. Any well-graded materials used as drainage fill must be properly compacted. Recommendations for proper filling procedures are presented in the appendix of this report.

CONSTRUCTION CONSIDERATIONS

Site Preparation

Excessively organic topsoil and loose dumped fill material will generally undergo high volume changes which are detrimental to the behavior of pavements, floor slabs, structural fills, and foundations placed upon them. Therefore, it is recommended that any loose materials in the construction area be stripped away and wasted or stockpiled for later use. The borings indicate that stripping to depths of about eight (8) inches should be adequate to remove organics and loose soils over the majority of the site. The exact depth of stripping should be determined by a representative of the soils engineer in the field at the time of stripping operations.

It is recommended that, after the above mentioned stripping has been performed, the exposed subgrade should be proofrolled with approved equipment. This proofrolling will determine if there are any pockets of soft unsuitable materials. Where soft unsuitable materials are encountered, they should be removed and replaced with a well-compacted material. It is recommended that a representative of the soils engineer be present for this phase of the project.

After the existing subgrade soils are excavated to design grade, a representative of the soils engineer should monitor proper subgrade compaction and fill placement. Compaction should be monitored per the "Recommended Specifications for Compacted Fills and Backfills," presented in the Appendix of this report. Close monitoring and inspection, to insure proper placement and compaction, will minimize volume changes and differential settlements that are detrimental to behavior of shallow foundations, floor slabs, and pavements.

Groundwater

Because free water was not encountered in the borings, and excavations are expected to be shallow, little difficulty during excavation and construction should be anticipated. However, placing the foundations as shallow as possible will help to minimize any difficulties. According to the United States Department of Agriculture's Soil Conservation Service Soil Survey of Pike County, Indiana, the seasonal high water table was found within two and one-half (2 ½) and three (3) feet of the existing surface.

Additionally, depending upon the weather conditions while excavations are open, seepage from surface runoff may occur into shallow excavations. Since these foundation materials tend to soften when exposed to free water, every effort should be made to keep the excavations dry should groundwater be encountered. A gravity drainage system, sump pumps, or other conventional minor dewatering procedures should be sufficient for this purpose. It is also recommended that all concrete be placed the same day as the excavation is made.

Excavations

Borings indicate that sandstone bedrock is relatively shallow beneath the ground surface at the project site. It is anticipated that, although excavations for utilities may encounter the bedrock, the bedrock may be excavated with construction equipment as outlined in Section 203.03 of the INDOT Standard Specifications.

203.03 Rock Excavation. Rock excavation shall consist of igneous, metamorphic, and sedimentary rock which cannot be excavated without blasting; the use of a power shovel of not less than 0.76 m³ (1 cu yd) capacity, properly used, having adequate power and in satisfactory running condition; or the use of other equivalent powered equipment. Rock excavation shall also include all boulders or other detached stones having a volume of 0.4 m³ (1/2 cu yd) or more.

SUMMARY

A subsurface exploration and evaluation of the foundation conditions has been conducted for the proposed new headquarters building at the Sugar Ridge Fish and Wildlife Area in Winslow, Indiana.

Foundation design criteria have been suggested and possible design and construction problems have been discussed.

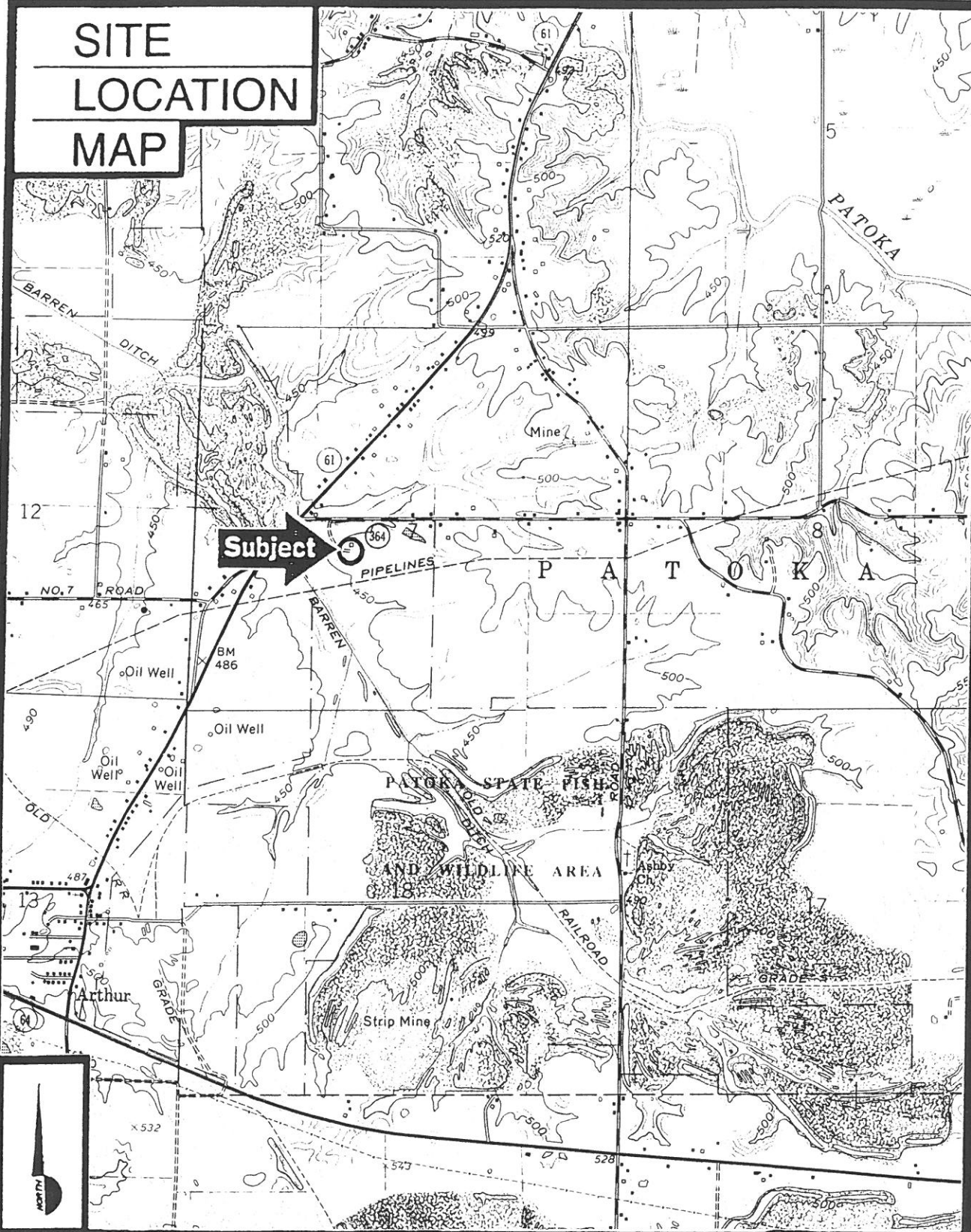
The exploration and analysis of the foundation conditions reported herein is considered in sufficient detail and scope to form a reasonable basis for final design. The recommendations submitted are based on the available soil information and the preliminary design details furnished by the design engineers for the proposed project. Any revision in the plans for the new building, from those enumerated in this report, should be brought to the attention of the soils engineer so that he may determine if changes in the foundation recommendations are required. If deviations from the noted subsurface conditions are encountered during construction, they should also be brought to the attention of the soils engineer.

APPENDIX

RECOMMENDED SPECIFICATIONS FOR COMPACTED FILLS AND BACKFILLS

All fill shall be formed from material free of vegetable matter, rubbish, large rock, and other deleterious material. Before placement of fill, a sample of the proposed fill material should be submitted to the soils engineer for his approval. The surface of each layer should be approximately horizontal but will be provided with sufficient longitudinal and transverse slope to provide for runoff of surface water from every point. In areas where the existing slope is five (5) horizontal to one (1) vertical or steeper, the existing slope should be benched to allow for horizontal placement of the new fill. The fill material should be placed in layers not to exceed eight (8) inches in loose thickness and should be sprinkled with water as required to secure specified compactions. Each layer should be uniformly compacted by means of suitable equipment of the type required by the materials composing the fill. Under no circumstances should a bulldozer or similar tracked vehicles be used as compacting equipment. Material containing an excess of water, so that specified compaction limits cannot be attained, should be spread and dried to a moisture content which will permit proper compaction. All fill should be compacted to the specified percent of the maximum density obtained in accordance with ASTM D-1557 (95 percent of maximum dry density below the base of footing elevation and in parking lot areas, 93 percent of maximum dry density beneath floor slabs). Should the results of the in-place density tests indicate that the specified compaction limits are not obtained, the areas represented by such tests should be reworked and retested as required until the specified limits are reached.

SITE LOCATION MAP



Prepared For:
State of Indiana, Department of Administration
Indianapolis, Indiana

Project Name:
Sugar Ridge Fish & Wildlife Area
Winslow, Indiana



Prepared By:
Alt & Witzig Engineering, Inc.
Evansville, Indiana

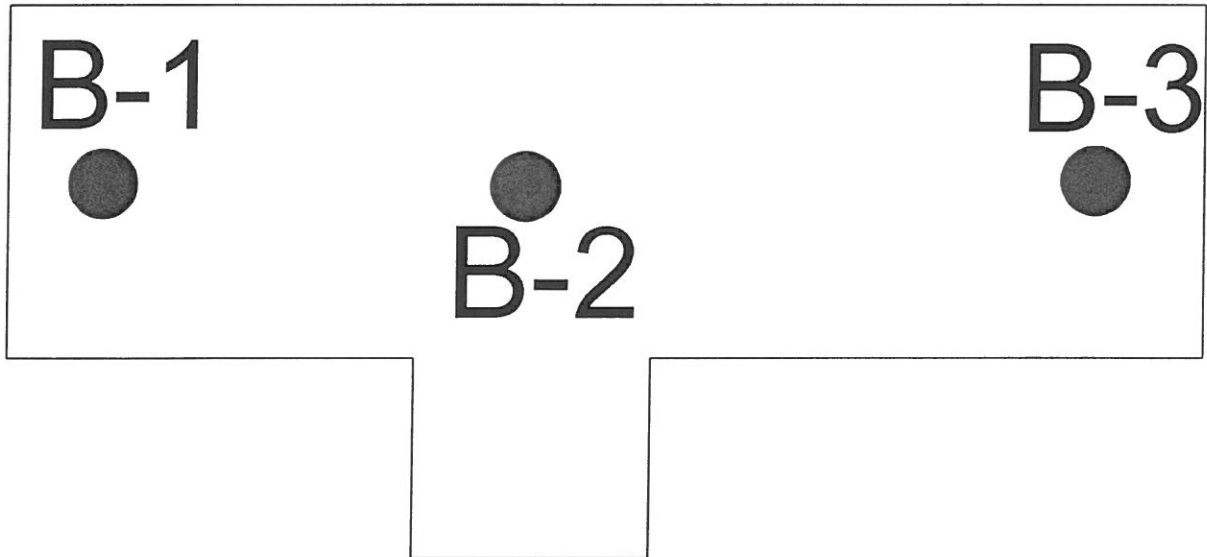
Project No.:
SE 854

Date:
November 1998

**Boring
Location
Plan**

Entrance Road

N



Prepared For:
State of Indiana, Department of Administration
Indianapolis, Indiana



Prepared By:
Alt & Witzig Engineering, Inc.
Evansville, Indiana

Project Name:
Sugar Ridge Fish & Wildlife Area
Winslow, Indiana

Project Number:
SE 854

Date:
November 1998

RECORD OF SUBSURFACE EXPLORATION

Alt & Witzig Engineering, Inc.

CLIENT State of Indiana, Department of Administration
 PROJECT NAME Sugar Ridge Fish & Wildlife Area
 LOCATION Winslow, Indiana

Boring # B-1
 Alt & Witzig File No. SE 854

DRILLING and SAMPLING INFORMATION

Date Started 10-21-98 Hammer Wt. 140 lbs.
 Date Completed 10-21-98 Hammer Drop 30 in.
 Boring Method HSA Spoon Sampler OD 2 in.

GROUNDWATER

At Completion ft.
 After hours ft.
 Water on Rods Dry ft.

STRATA ELEV.	SOIL CLASSIFICATION	Depth Scale	Strata Depth	Sample No.	Sample Type	Sampler Graphics	Ground Water	Standard Penetration Test, N Blows/foot	Qu - tsf Unconfined Compressive Strength	Pp - tsf Pocket Penetrometer	Moisture Content %	Remarks
	SURFACE ELEVATION											
	Topsoil	1	0.6									
	Brownish Red SILT with clay and fine sand	5	7.0	1	SS	X		24		3.75	16.1	
		2		SS	X		30	2.9	4.5	12.1		
		3		SS	X		50/4				second increment	
		10	15	4	SS	X		50/2			first increment	
		5		SS	X		50/3			second increment		
		20		6	SS	X		50/1			third increment	
	Brown SANDSTONE											
	Reddish Brown SANDSTONE		19.5									
	Boring terminated at 21.0 feet											

Boring Method
 HSA - Hollow Stem Augers
 CFA - Continuous Flight Auger
 DC - Driving Casing
 MD - Mud Drilling



Sample Type
 SS - Driven Split Spoon
 ST - Pressed Shelby Tube
 CA - Continuous Flight Auger
 RC - Rock Core
 CU - Cuttings
 CT - Continuous Tube

RECORD OF SUBSURFACE EXPLORATION

Alt & Witzig Engineering, Inc.

CLIENT State of Indiana, Department of Administration
 PROJECT NAME Sugar Ridge Fish & Wildlife Area
 LOCATION Winslow, Indiana

Boring # B-2
 Alt & Witzig File No. SE 854

DRILLING and SAMPLING INFORMATION

Date Started 10-22-98 Hammer Wt. 140 lbs.
 Date Completed 10-22-98 Hammer Drop 30 in.
 Boring Method HSA Spoon Sampler OD 2 in.

GROUNDWATER

▽ At Completion Dry ft.
 ▼ After hours ft.
 ○ Water on Rods Dry ft.

STRATA ELEV.	SOIL CLASSIFICATION	Depth Scale	Strata Depth	Sample No.	Sample Type	Sampler Graphics	Ground Water	Standard Penetration Test, N Blows/foot	Qu - tsf Unconfined Compressive Strength	Pp - tsf Pocket Penetrometer	Moisture Content %	Remarks
	SURFACE ELEVATION											
	Topsoil	1	0.5									
	Reddish Gray Clayey SILT	5		1	SS	X		47		4.5		
			5.5	2	SS	X		63		4.5		
	Brown SANDSTONE	10		3	SS	X		50/2				second increment
			11.0	4	SS	X		50/3				first increment
	Reddish Gray SANDSTONE	15		5	SS	X		50/1				second increment
	Clayey Fine to Coarse SAND and GRAVEL (wet)	20		6	SS	X		50/1				third increment
	Boring terminated at 21.0 feet											

Boring Method
 HSA - Hollow Stem Augers
 CFA - Continuous Flight Auger
 DC - Driving Casing
 MD - Mud Drilling



Sample Type
 SS - Driven Split Spoon
 ST - Pressed Shelby Tube
 CA - Continuous Flight Auger
 RC - Rock Core
 CU - Cuttings
 CT - Continuous Tube

RECORD OF SUBSURFACE EXPLORATION

Alt & Witzig Engineering, Inc.

CLIENT State of Indiana, Department of Administration
 PROJECT NAME Sugar Ridge Fish & Wildlife Area
 LOCATION Winslow, Indiana

Boring # B-3
 Alt & Witzig File No. SE 854

DRILLING and SAMPLING INFORMATION

Date Started 10-22-98 Hammer Wt. 140 lbs.
 Date Completed 10-22-98 Hammer Drop 30 in.
 Boring Method HSA Spoon Sampler OD 2 in.

GROUNDWATER

At Completion Dry ft.
 After hours ft.
 Water on Rods Dry ft.

STRATA ELEV.	SOIL CLASSIFICATION		Depth Scale	Strata Depth	Sample No.	Sample Type	Sampler Graphics	Ground Water	Standard Penetration Test, N Blows/foot	Qu - tsf Unconfined Compressive Strength	Pp - tsf Pocket Penetrometer	Moisture Content %	Remarks
	SURFACE ELEVATION												
	Topsoil		1	0.5									
	Brown Clayey SILT				1	SS	X		23		3.75	18.9	
						2	SS	X		16		2.25	16.3
	Brown SANDSTONE			7.0	3	SS	X		50/3				third increment
					9.0	4	SS	X		50/2			
	Gray and Brown Weathered SHALE												
					15	5	SS	X		50/2			
	Brown Weathered SANDSTONE												
					20	6	SS	X		50/2			
	Boring terminated at 21.0 feet												

Boring Method
 HSA - Hollow Stem Augers
 CFA - Continuous Flight Auger
 DC - Driving Casing
 MD - Mud Drilling



Sample Type
 SS - Driven Split Spoon
 ST - Pressed Shelby Tube
 CA - Continuous Flight Auger
 RC - Rock Core
 CU - Cuttings
 CT - Continuous Tube

GENERAL NOTES

SAMPLE IDENTIFICATION

The Unified Soil Classification System is used to identify the soil unless otherwise noted.

SOIL PROPERTY SYMBOLS

- N: Standard "N" penetration: Blows per foot of a 140 pound hammer falling 30 inches on a 2 inch O.D. split-spoon.
- Qu: Unconfined compressive strength, TSF
- Qp: Penetrometer value, unconfined compressive strength, TSF
- Mc: Water content, %
- LL: Liquid limit, %
- PL: Plastic limit, %
- Dd: Natural dry density, PCF
- ∇ : Apparent groundwater level at time noted after completion

DRILLING AND SAMPLING SYMBOLS

- SS: Split-spoon - 1 3/8" I.D., 2" O.D., except where noted
- ST: Shelby tube - 3" O.D., except where noted
- AU: Auger sample
- DB: Diamond bit
- CB: Carbide bit
- WS: Washed sample

RELATIVE DENSITY AND CONSISTENCY CLASSIFICATION

<u>TERM (NON-COHESIVE SOILS)</u>	<u>BLOWS PER FOOT</u>
Very loose	0 - 4
Loose	5 - 10
Firm	11 - 30
Dense	31 - 50
Very Dense	Over 50

<u>TERM (COHESIVE SOILS)</u>	<u>Qu (TSF)</u>
Very soft	0 - 0.25
Soft	0.25 - 0.50
Medium	0.50 - 1.00
Stiff	1.00 - 2.00
Very Stiff	2.00 - 4.00
Hard	4.00+

PARTICLE SIZE

Boulders	8 in.(+)	Coarse Sand	5 mm-0.6 mm	Silt	0.075 mm - 0.005 mm
Cobbles	8 in. - 3 in.	Medium Sand	0.6mm-0.2 mm	Clay	0.005mm(-)
Gravel	3 in. - 5 mm	Fine Sand	0.2mm-0.075mm		

SECTION 01 00 00 - GENERAL REQUIREMENTS

PART I – GENERAL

1.01 PROJECT REQUIREMENTS

- A. The Contractor shall perform all work required to complete the project in accordance with the Contract Documents, to meet the design intent of the Contract Documents, and to minimize potential change orders.
- B. The Contractor shall provide evidence, including a list of two (2) similar finished projects with addresses and Owner's name and telephone numbers.
- C. The Contractor shall make a good faith effort to attend the pre-bid meeting. If a need exists to see the site on another date, bidder shall contact Property Manager to schedule a meeting on site.

1.02 DESCRIPTION

- A. This work consists of furnishing all labor, materials, and equipment necessary to complete the following work:
 1. Providing Design and Construction Documents (drawings and specifications) for the site, drainage, utilities, post-frame storage building and foundations, mechanical, electrical, and plumbing prepared and sealed by design professional licensed in the State of Indiana. The basis of design for the minimum standard of quality shall be based on Morton, or approved equal, and as noted. Warranties shall be stated as part of work.
 2. The post-frame storage and maintenance building (Occupancy Group S-1 and Type VB construction anticipated) building is classified as a Class 1 structure by Indiana Administrative Code 675 IAC 12-4-2 and shall meet all design criteria for the project location according to the current Indiana Building Code. For bidding purposes, assume a net allowable soil bearing pressure of 2500 pounds per square foot for foundation design. Contractor to field verify and adjust accordingly.
 3. Submitting Construction Documents to the Owner for review and approval before applying for Construction Design Release.
 4. Preparing the Application for Construction Design Release, COMcheck, obtaining the Construction Design Release from Indiana Department of Homeland Security, and all permits, including a New Construction Stormwater General Permit (if required), NOI, Self-Monitoring Program, and paying all fees. A local building permit is not required.
 5. Public and private utility locates, protections, and coordination. A utility locate report for a portion of the site has been provided for general reference. Locate utilities on Record Drawings.
 6. Daily cleanup of work site. Contractor is responsible for removal of all construction waste material. All debris shall be hauled to certified landfill. Fill all ruts or soil damage to provide a smooth grade around the building. If necessary, reseed turf grass in areas of damage around the building.
 7. Porta-pot and dumpster shall be included to maintain site cleanliness.
 8. Soil compaction and concrete testing. Submit independent test reports to DNR for review.
 9. Providing shop drawings and product data for review by DNR.
 10. Providing approved submittals and 2022 AutoCAD as-builts to the Owner for 'project file'.
 11. Provide and construct a 40'x 65'x14'-0" (clear interior height with 12'H OH doors) post-frame storage building at Sugar Ridge Fish and Wildlife service area in Pike County. The

work shall include cut & fill, sitework, proper site drainage, constructing the post-frame storage building, foundations, concrete slab floor, concrete stoops, apron, and mechanical, electrical, and plumbing, including connection to the existing septic system. Electrical work shall be connected to a new primary source of electricity as required and directed by Owner and local service provider. Verify new transformer location with Owner. Coordinate finish floor elevation with Property / Project Manager. Finished floor elevation shall be 6 inches (minimum) higher than the highest grade within 50-feet of the perimeter of the building and lean-to.

12. Contractor shall provide finish grading/tapering around building to provide positive drainage once structure is complete. Refer to General Note #2 on C1 for seeding instructions. Evenly spread saved topsoil and seed all disturbed areas.
 13. Property will accept no more than 2 dump truck loads of leftover fill dirt at a location approximately 50 yards from the proposed build site. All additional spoil material to be removed from site.
 14. Contractor can stage just east and south of the build site on existing gravel area. Contractor shall not impede traffic on the road between the office and shop buildings.
 15. Access to and from build site shall be through the main entrance to the Sugar Ridge Fish and Wildlife Area office building (west of the build site).
 16. CenterPoint Energy is the electrical service provider. New service has been requested for the building. Coordinate temporary meter installation with Craig Jansen. Electricity cost will be paid by the Owner.
- B. Work of the Project includes removing trees and roots that are located in the storage building and equipment parking areas. Comply with bat habitat protection requirements associated with the timing of tree removal. Coordinate exact locations with the Property / Project Manager.
- C. Extent of work is generally shown on the Post Framed Storage Building Drawing A-1 and the Site Utility Plan C-1. Protect existing roads, buildings, utilities, and site features to remain. Maintain site access for Owner and public as directed by Owner. Note: The existing 3” water line location on drawing C-1 is estimated, no tracer wire is on the water line.

1.03 BUILDING DESCRIPTION – MINIMUM REQUIREMENTS

- A. 40’W x 65’L x 14’H clear post-frame storage building.
- B. Siding: 0.019” (26 gage) Galvalume steel; 29-gage Galvalume steel siding acceptable ONLY when hot-rolled 80,000 psi minimum tensile strength steel is used.
1. Siding fasteners: stainless steel screws.
- C. Gable roof: metal ribbed roof shall be Galvalume steel minimum 24 gage, fastened with stainless steel screws. (If 26 gage is used, Contractor shall provide calculation to prove that the roof system can withstand uplift according to Indiana Building Code).
1. Building Slope: 4 to 12.
 2. Moisture protection / drip stop layer shall be included under metal roof.
 3. Roof overhang should be 1’ on all four sides, vented on long sides, non-vented at the end walls.
 4. Include a functional ridge vent.
 5. Furnish and install 5” gutters on two sides with three 3”x4” downspouts and as required.
 6. Roofing, trusses, and related framing to accommodate applicable Live Loads, Dead Loads, Ceiling Loads (insulation and MEP, no storage loads), and Drifting Loads as applicable for Lean-to.

7. Provide and install all items as required for manufacturer's warranties.
- D. Finish: AZ55 galvalume steel with additional baked on 70% PVDF finish with nominal one mil paint finish.
 1. Roof and siding colors shall be as selected by Property / Project Manager from manufacturer's full range of standard colors.
- E. Insulation: Foundations: 2" thick (minimum) by 2' wide rigid insulation (Extruded-Polystyrene Board Insulation ASTM C578 Type IV, 25 psi) around perimeter of the building. Exterior / Perimeter Building Walls: Full height R-19 (behind sheathing). Interior Walls: Full depth batt insulation (R-13 minimum). Roof / Attic: 2 layers R-19 batt insulation, each layer perpendicular to the other. Ceilings of Conditioned Rooms within Unheated Storage Bay 101: 2 layers R-19 batt insulation, each layer perpendicular to the other.
- F. Interior Ceilings: 26 gage galvalume steel liner panels (white).
 1. Provide hatch for above ceiling attic access within Storage Bay 101. Verify location with Owner.
 2. Ceiling Heights:
 - a. Storage Room 101 (14'-0" clear)
 - b. Storage Bay 102 (9'-0" clear) – No deck storage above.
 - c. Mechanical Room 103 (9'-0" clear) – No deck storage above.
 - d. Unisex Restroom 104 (9'-0" clear) – No deck storage above.
- G. Exterior Overhead Doors: Three (3) 2" (20 GA) commercial overhead insulated (R17.4) doors, without windows, dimensions 12'W x 12'H located per plan. Furnish, install, and connect overhead doors to operators.
- H. Bollards: 96" L x 6-inch ID galvanized steel pipe, schedule 40, filled with concrete / rounded top, with premanufactured plastic (yellow) bollard covers. Embed 4'-0" into ground and set in 24" x 4'-6" diameter hole filled with concrete.
- I. Exterior Man Doors: Two (2) commercial insulated steel pedestrian doors 3'-0" W x 7'-0" H; without windows.
- J. Interior Man Doors: Two (2) single steel commercial insulated steel pedestrian doors 3'-0" W x 7'-0" H and (1) pair of commercial insulated steel pedestrian doors 3'-0" W x 8'-0" H; without windows.
- K. Provide all door hardware as noted and required. Locate as required by code and as directed by Owner. Reference Specification Section 08 71 00 for additional information.
- L. Provide commercial-grade operator with two (2) remote controls per door and one (1) keypad opener per each overhead door.
- M. Wood posts shall be fastened to a precast concrete column set on a concrete footer poured below the frost line (2'-6" minimum). Minimum dimension of footers shall be sized to accommodate the net allowable soil bearing capacity.
- N. Interior and Exterior concrete slabs shall be 6" thick and as follows:
 1. Welded steel wire fabric 6x6 W2.1/W2.1, sheets only. Welded Wire Fabric: ASTM A1064.
 2. Concrete reinforcement ASTM A615 Grade 60.

3. Turn down perimeter 24” minimum below finish grade.
 4. Provide control joints to meet ACI Standards.
 5. Provide full depth expansion joints at 48’-0” o.c. maximum. Fill with 1/2” W x 5-1/2” D preformed joint filler (1 piece). Expansion joint filler: preformed, low absorptive, closed cell rubber, cover with sealant.
 6. Fill top 1/2” with silicone sealant: Silicone, S, P, 100/50, T, ASTM C920
 7. Provide Vapor Barrier under interior slabs. Vapor Barrier shall have all the following qualities: Permeance of less than 0.01 Perms as tested in accordance with ASTM E1745 Section 7.1; Strength ASTM E 1745 Class A; Thickness of 15 mils minimum. Provide taped joints.
- O. Exterior concrete aprons for overhead doors: Full length of building x 5’ x 6” and as follows:
1. Welded steel wire fabric 6x6 W2.1/W2.1, sheets only. Welded Wire Fabric: ASTM A1064.
 2. Concrete reinforcement ASTM A615 Grade 60.
 3. Turn down perimeter 24” minimum below grade.
 4. Provide control joints to meet ACI Standards.
 5. Provide full depth expansion joints at 48’-0” o.c. maximum. Fill with 1/2” W x 5-1/2” D preformed joint filler (1 piece). Expansion joint filler: preformed, low absorptive, closed cell rubber, cover with sealant.
 6. Fill top 1/2” with silicone sealant: Silicone, S, P, 100/50, T, ASTM C920
 7. Continuous 4” x 4” 3/16” headed stud edge approach angle.
 8. Slope 2% to drain away from the building. Adjust at stoops.
 9. Pin to the concrete floor slab at 18” o.c.
 10. Integrate with steel pipe bollards.
- P. Exterior concrete stoops for pedestrian doors shall be 5’x 5’ x 4” and as follows:
1. Welded steel wire fabric 6x6 W1.4/W1.4, sheets only. Welded Wire Fabric: ASTM A1064.
 2. Concrete reinforcement ASTM A615 Grade 60.
 3. Turn down perimeter 24” minimum below grade.
 4. Slope 1:50 maximum to drain away from the building
 5. Pin to the concrete floor slab at 18” o.c.
 6. The location of the stoops shall be ADA compliant (minimum 18” concrete on handle side).
- Q. Exterior and Interior concrete:
1. Minimum 28-day compressive strength 4000 psi
 2. All concrete subject to freeze-thaw conditions shall be air entrained. Air content 6% (+- 1%), Air Entraining Admixture ASTM C260
 3. Portland Cement (Gray) ASTM C150 Type I or III
 4. Water clean and potable
 5. Coarse Aggregate: crushed stone, INDOT size #8, ASTM C33
 6. Fine Aggregate: sand, INDOT size #23, ASTM C33
 7. High range water reducing admixture ASTM C494, Type F or G
 8. Synthetic Fiber Reinforcing: 3/4” virgin nylon fibers, by NYCON Inc. or approved equal
 9. Concrete curing compound ASTM C309, Type-1, Class “B”.
 10. Provide a combination curing compound and sealer.
 11. Provide Field Quality Control Tests for compression in accordance with ASTM C-31 and ASTM C-39. Testing shall be done by an independent laboratory approved by DNR Engineering Representative. Provide one set of three cylinders for each 27 cubic yards of concrete placed in one day. Provide a minimum of two sets of three cylinders for each day of concrete placement.

- R. Building shall meet ADA requirements including but not limited to thresholds, aprons, switches, electrical outlets, keypads, etc.
- S. Interior Wall Finishes:
1. Storage Bay 101: Alternate #3 (Refer to Section 01 23 00 Alternates)
 - a. Sheath all remaining wall surfaces with 5/8" C-D grade plywood. Include required girts and studs to suit span ratings and provide related items as needed for a complete installation. Interior plywood sheathing shall not be a required component of the building structural system.
 2. Storage Bay 102: Base Bid
 - a. Sheath all interior walls of Storage Bay 102 from finish floor to bottom of ceiling liner panel at 9' AFF with 5/8" C-D grade plywood (unpainted). Include required girts and studs to suit span ratings and provide related items as needed for a complete installation. Interior plywood sheathing shall not be a required component of the building structural system.
 3. Mechanical 103: Base Bid
 - a. Sheath wet wall (full width and height) with 5/8" moisture resistant gypsum wallboard. Paint with 2 coats of epoxy paint (Sherwin-Williams or equal). Sheath all remaining interior walls from finish floor to bottom of ceiling liner panel at 9' AFF with 5/8" C-D grade plywood (unpainted). Include required girts and studs to suit span ratings and provide related items as needed for a complete installation. Interior plywood sheathing shall not be a required component of the building structural system.
 4. Unisex Restroom 104: Base Bid
 - a. Sheath wet wall (full width and height) with 5/8" moisture resistant gypsum wallboard. Paint with 2 coats of epoxy paint (Sherwin-Williams or equal). Sheath all remaining interior walls from finish floor to bottom of ceiling liner panel at 9' AFF with 5/8" C-D grade plywood (unpainted). Include required girts and studs to suit span ratings and provide related items as needed for a complete installation. Interior plywood sheathing shall not be a required component of the building structural system.
- T. Electrical – Base Bid
1. All electrical work shall be in compliance with the requirements of the latest edition of the Indiana Electrical Code and the Indiana Energy Code. Provide complete and functional systems.
 2. Wiring in finished areas shall be concealed where possible. Exposed wiring on the exterior of the building or within the unheated storage bay shall be run within metallic conduit.
 3. All secondary electrical conductors shall be copper, sized in accordance with the Indiana Electrical Code. Minimum wire size shall be #12 copper.
 4. All interior lighting shall be LED. Lighting in the unheated storage bay (Room 101) shall be a minimum of 50-foot candles and shall be suitable for use in an unheated space. Lighting in the mechanical room (Room 103), heated storage bay (Room 102), and restroom (Room 104) shall be a minimum of 30-foot candles.
 5. All receptacles on the exterior of the building and in the unheated storage bay shall be of weatherproof construction with ground-fault protection. Provide a GFI convenience receptacle over the lavatory in the unisex restroom. Provide a 120 V receptacle on the exterior of the building adjacent to the air conditioning condenser.
 6. Provide 220V/50-amp receptacles at the two locations shown on the exterior of the building.

7. Provide appropriately sized door operators for overhead doors complete with push pads and keypads on the interior and exterior of the building.
8. Provide dusk-to-dawn lighting at the pedestrian doors and motion-activated exterior lighting at each of the overhead garage doors.
9. Provide a new main electrical panel with 42 spaces and breakers equal to General Electric or Siemens. Locate panel to provide code-required clearance. Include breaker, wiring, and disconnects for Alternate HVAC system.
10. Provide lighted exit signage and interior emergency lighting as required by law. Equipment shall be fully functional in an unheated environment.
11. Provide new 240 V, single phase, 200-amp service. Coordinate all work with local utility (CenterPoint Energy). Coordinate new meter location with DNR.
12. Base Bid scope shall include breakers, wiring, and disconnects ready to receive Alternate Bid for Mechanical.
13. Provide wall mounted electric heater sized to prevent mop sink and related piping from freezing. Delete from scope if alternate HVAC system is provided.

U. Mechanical – Base Bid

1. All mechanical work shall be in compliance with the requirements of the latest edition of the Indiana Mechanical Code and the Indiana Energy Code. Provide complete and functional systems.
2. Provide three (3) ceiling fans in the unheated storage bay.
3. Provide a residential-style 100 CFM restroom exhaust ventilated through the roof to the outdoors and related penetration flashings.

V. Mechanical – Alternate Bid #4 (Refer to Section 01 23 00 Alternates)

1. All mechanical work shall be in compliance with the requirements of the latest edition of the Indiana Mechanical Code and the Indiana Energy Code. Provide complete and functional systems.
2. Supply ductwork shall be concealed where possible and shall be constructed of externally insulated galvanized steel sheet metal sized for a maximum of 700 feet per minute velocity. Return ducts run through conditioned space may be uninsulated and shall be sized for a maximum of 500 feet per minute velocity. Return ducts shall be of galvanized steel construction.
3. The contractor shall provide a complete and functional heating and air conditioning system to serve the Unisex Restroom, Mechanical Room, and the Heated/Cooled Storage Bay. The system shall be a heat pump with a gross cooling capacity of 1.5 tons minimum and a minimum heating capacity of 30,000 BTUH. Unit shall include back-up electrical resistance heating. Provide a programmable thermostat with constant memory located according to the direction of the user.
4. Provide 4" thick concrete condensing unit pad.

W. Plumbing – Base Bid

1. All plumbing work shall comply with the requirements of the latest edition of the Indiana Plumbing Code and the Indiana Energy Code. Provide complete and functional systems.
2. Provide two (2) frost-proof sill cocks in the unheated storage bay and two (2) on the exterior of the building at locations selected by the owner adjacent to the heated portion of the structure.
3. Hot and cold-water piping shall be copper piping insulated in accordance with applicable codes. Provide stop valves for all fixtures.
4. Provide an Indiana Department of Health approved oil separator (equal to JR Smith, Wade, or Zurn) located within the building and a 1000 gallon holding tank outside the building.

Connect to the trench drain located in the Unheated Storage Bay. Verify locations with Owner.

5. Provide a 30 gallon/4500-Watt tank-type electric water heater equal to State or AO Smith.
 6. Provide an ANSI-approved emergency eyewash and shower suitable for installation in an unheated space. Unit shall be equal to Haws 8300.158 Freeze Protected Combination Eyewash Station & Drench Shower.
 7. Provide a Woodford, Simmons, or equal frost-proof yard hydrant on the west end of the building.
 8. Reference site drawing for additional information, including grinder pump and related on-site sanitary sewer work.
 9. Base bid plumbing scope shall include extension of water and on-site sanitary service to the building, below slab piping, floor drain for the mechanical system condensate, supply lines, valves, the code required mop sink (equal to American Standard or Kohler complying with the requirements of the Americans with Disabilities Act), and all related items ready to receive the tank-type water closet and lavatory.
 10. Base Bid scope shall include all work ready to receive Alternate Bid for Select Plumbing & Restroom Accessories.
- X. Select Plumbing & Restroom Accessories – Alternate Bid#5 (Refer to Section 01 23 00 Alternates)
1. All plumbing work shall comply with the requirements of the latest edition of the Indiana Plumbing Code and the Indiana Energy Code. Provide complete and functional systems.
 2. Provide a tank-type water closet and lavatory fixtures equal to American Standard or Kohler complying with the requirements of the Americans with Disabilities Act.
 3. Provide all remaining connections.
 4. Provide horizontal and vertical grab bars with blocking, mirror, soap dispenser, paper towel dispenser, and toilet paper dispenser. Restroom accessories shall be Bobrick or equal. Verify selections with DNR.
- Y. Submittal Requirements: Submit the following for Owner review:
1. Compaction Test Reports
 2. Vapor Barrier
 3. Concrete Mix Design
 4. Concrete Test Reports
 5. Joint Sealant data and Color Charts
 6. Windows, Overhead Doors, Pedestrian Doors, and Hardware (provide Best Locksets keyed to Owner's Master key system) data and Color / Finish Charts
 7. Roof and Wall Siding data and Color Charts
 8. Roof Insulation Liner
 9. Paint (Sherwin-Williams or equal)
 10. Mechanical, Electrical & Plumbing Fixtures and Equipment
 11. Overhead Door Operators and Accessories
 12. Manufacturer's warranties (roof system, siding, finishes, Etc.)

1.04 BID

- A. The BASE BID shall include all work and requirements indicated by the Bidding Documents.
1. The Contractor shall not be allowed extra compensation by reason of any matter or thing concerning which the contractor could have fully informed himself/herself prior to bidding. No verbal agreement, understanding or conversation with an agent or employee of the

Owner, either before or after the execution of this contract, shall affect or modify the terms or obligations herein contained.

2. The Contractor shall submit a Schedule of Values based on various types of work in accordance with Article 9.2 of the General Conditions.

B. ALTERNATES:

1. Reference Section 01 23 00 for additional information.

1.05 SITE ACCESS PRIOR TO BIDDING:

- A. Bidders may obtain access to the construction site, for on-site inspection prior to pre-bid meeting as indicated in the “Notice to Bidders.”

Project Manager:

Contact: Craig Jansen, Asian Carp Biologist
Telephone: Office (Direct): (812) 827-2836, Cell: (812) 631-0473
Office hours: M-F, 7:30 a.m. to 2 p.m. ET
Email: cjansen1@dnr.in.gov

Address: Indiana Department of Natural Resources
Sugar Ridge Fish and Wildlife Area
2310 East State Road 364
Winslow, IN 47598
www.dnr.IN.gov
<https://www.in.gov/dnr/fish-and-wildlife/properties/sugar-ridge-fwa/>

Property Manager:

Contact: Hillary R. Bulcher, Property Manager
Telephone: Office: (812) 789-2724
Office hours: M-F, 7:30 a.m. to 2 p.m. ET
Email: hbulcher@dnr.IN.gov

Address: Indiana Department of Natural Resources
Sugar Ridge FWA
Blue Grass FWA
2310 East State Road 364
Winslow, IN 47598
www.dnr.IN.gov
<https://www.in.gov/dnr/fish-and-wildlife/properties/sugar-ridge-fwa/>

1.06 USE OF CONTRACT DOCUMENTS:

- A. Contractor shall examine all Specifications and Drawings for the Work, including those that may pertain to Work Contractor does not normally perform with its own forces.
- B. Contractor shall use all of the Project Drawings and Specifications:
 1. For a complete understanding of the Project.
 2. To determine the type of construction and systems required.

3. For coordination with other contractors.
 4. To determine what other work may be involved in various parts or phases.
 5. To anticipate and notify others when work by others will be required.
 6. And all other relevant matters related to the project.
- C. Contractor is also bound by all requirements of the Contract Documents which are applicable to, pertain to, or affect its work, as may be shown or inferred by the entire set of Project Drawings and Specifications.

1.07 COMMENCEMENT AND COMPLETION OF WORK

- A. The Contractor shall commence work within 10 days after the date of execution of the Contract.
- B. Work required by the Contract Documents **shall be completed within 180 days of the date of the Contract.**
- C. This project, or portion thereof, will not be ready for substantial completion review until test and performance evaluations are completed, all items are installed, proper paint is dry, and area is clear of construction rubbish and debris.
- D. Before Final Payment of the Contract Price, the Contractor shall submit to the Owner, on the Contracting Firm's Letterhead, the following statement signed, dated, and witnessed:
1. "I hereby certify that to the best of my knowledge no asbestos-containing material was used as a building material during this project."

1.08 BUILDER'S RISK INSURANCE:

- A. The Contractor shall, during the term of this contract and as required in Article 11.2.1 of the General Conditions, maintain a Builder's Risk Policy in the amount of 100% of the contract amount.

1.09 PAYMENT BOND:

- A. Contractor **shall provide a payment bond** in an amount equal to one hundred percent (100%) of the total contract price. Payment bond shall meet the requirements of Section 7.6 of the General Conditions.

1.10 SUBMISSION OF POST-BID INFORMATION:

- A. Submit the following information within ten (10) days of receipt of Notice to Proceed.
1. Designation of the work to be performed by the Contractor with his own forces.
 2. A list of Subcontractors.
 3. A list of manufacturers and suppliers.
 4. A Progress schedule for the work in relation to the entire Project.
 5. A Schedule of Values. This schedule, when approved by the Owner shall be used as a basis for the Contractor's Applications for Progress and Final Payments.

1.11 MEASUREMENT AND PAYMENT - LUMP SUM

- A. Payment for Lump Sum projects will be based on the accepted schedule of values for the project. No separate measurement for payment will be performed for Lump Sum Work. All

Work described in the Specifications and/or shown on the Drawings shall be included in the Lump Sum Bid.

1.12 CODES AND STANDARDS:

- A. All work shall meet or exceed all current codes and standards, all current rules and regulations and all applicable requirements of Federal, State and Local Authorities having jurisdiction, including the latest OSHA and Americans with Disabilities Act of 1990 amended to date.
- B. Meet and comply with the applicable portions of the latest editions of the following standards and codes:
 - 1. Indiana Construction Rules and Regulations.
 - 2. Indiana Building Code
 - 3. Indiana State Construction Industry Safety Code.
 - 4. Indiana Electric Code.
 - 5. Indiana Plumbing Code.
 - 6. Indiana Mechanical Code.
 - 7. Indiana Energy Code.
 - 8. Indiana Fire Code
 - 9. Indiana Accessibility Code
- C. Standards:
 - 1. All Materials: manufactured and tested in accordance with latest editions of UL, ANSI, and respective Association Standards. UL labeling shall be provided where specified for specific items.
 - 2. Owner's Requirements or Regulations, pertaining to safety, fire, conduct, parking, sanitary conditions, smoking, etc., shall be strictly adhered to by Contractors and their employees and Subcontractors on the job.

1.13 WORKING HOURS:

- A. Contractor shall perform all construction activity on Monday thru Friday, excluding state holidays, between the hours of 7:00 a.m. and 5:00 p.m., unless previous arrangements are made with the Owner.
- B. All work performed at other times shall be only by approval from the Owner, confirmed in writing, and shall not constitute a change in the contract amount.

1.14 PROGRESS MEETINGS:

- A. Progress meetings will be held throughout progress of the Work at intervals agreed to by Owner and Contractor.

1.15 EXISTING SITE CONDITIONS:

- A. Data on the drawings pertaining to present conditions, dimensions, type of construction, obstructions on or near site, location of utilities, etc. have been obtained from sources believed reliable, but accuracy of such data is not guaranteed and is furnished solely for accommodation of the Contractor.

- B. The Contractor shall, prior to excavating, verify the location of all buried utilities, public and private including buried power lines and fiber optic cables.

1.16 CONSTRUCTION AND STORAGE AREA:

- A. The Contractor shall confine the construction operations and storage of materials within the project construction work limits.
- B. Soil disturbance outside of the construction limits is prohibited.
- C. Except for permanent site improvements provided under the Contract, Contractor shall restore property disturbed during the Work to the conditions which previously existed.
- D. Parking and Deliveries:
 - 1. Contractor is responsible for control of traffic by vehicles and persons within the limits of its operations.
 - 2. Parking for employees, subcontractors, and agents of Contractor shall be in areas subject to approval of Owner.
 - 3. Access to the site for delivery of construction material of equipment shall be subject to approval of Owner.
- E. The Contractor shall be responsible for the protection of all facilities during the entire period of service. Any damages to the existing facilities, roads, lawns, driveways, or other State-owned property caused by the contractor shall be repaired by the Contractor at his/her expense and in a manner and schedule approved by the Owner.
- F. The Contractor shall power wash any mechanical equipment or vehicle to be used on the job site to remove all mud and debris prior to unloading on the site. This is necessary to prevent contamination by invasive species seeds that may be attached to the equipment.

1.17 ROADWAY–SITE PROTECTION:

- A. The Contractor shall, at his expense, be responsible to repair any and all damage to the State property's roads and drainage structures caused by his equipment and/or personnel from project site. Areas to be repaired shall be done by using similar material and be approved by the Engineer.
- B. The ingress and egress to the project site shall be approved by the Project Manager.

1.18 SUBSTITUTIONS:

- A. Request for substitutions shall be made in accordance with the requirements of paragraph 07 of the Instructions to Bidders and accordingly shall be requested at least 7 days prior to the Bid date.
- B. Substitutions shall be made in accordance with the requirements of Article 7 of the General Conditions.

1.19 ARCHEOLOGICAL AND HISTORIC ARTIFACTS:

- A. If any objects are uncovered during construction which could possibly be of archeological or historic importance, this shall immediately be reported to the Owner. Work at that spot shall not proceed further until the Owner has evaluated the object and the area where it was found and approved continuation of the work.
- B. If any construction time is lost due to such objects being found, an equal number of calendar days will be added to the project completion time.

1.20 SALVAGE RIGHTS:

- A. Unless stated otherwise in the specifications or on the plans, all equipment and materials removed as part of this project and not indicated for re-use on the project and not listed above shall become the property of the Contractor and removed from the site.

1.21 CONFINED SPACE ENTRY:

- A. Written permit is required prior to entry into areas meeting the OSHA definition of a "permit required confined space". Areas meeting this definition and which are known or presumed to require access for this project are as follows:
 - 1. There are no known permits required for confined spaces on this project.
- B. Non-listing of a confined space requiring access does not relieve the Contractor of responsibility for obtaining a permit if required by OSHA Regulations.

1.22 TEMPORARY TOILET FACILITIES:

- A. Provide temporary toilet facilities for contractor use for duration of the work. Obtain approval from Property Manager for location of portable units.

END OF SECTION

SECTION 01 21 00 - ALLOWANCES

PART 1 - GENERAL:

1.01 REMEDIATION ALLOWANCE

- A. Contractor shall include an allowance of **\$2,500.00** in the Base Bid for remediation of unforeseen constraints. This amount shall be included as a separate item in the Schedule of Values adding up to the total bid price.
- B. Such constraints may include but are not necessarily limited to unforeseen subsurface conditions particular to this construction site; improperly recorded or unrecorded physical properties and conditions at the site; obstruction of or delays to reasonable work sequences by the Property, or the Owner; uncommon adverse weather or site conditions; and conflict within or omissions from the Contract Documents.
- C. All remediation work shall be proposed to and authorized by the Director of Public Works Division prior to execution, jointly documented by Contractor and Designer, and recorded in Contractor's As-built and Designer's Project Record Documents.
- D. **If any portion of the allowance is not used during the project, that portion will revert to the owner and will not be included in the contractor's final payment.**

END OF SECTION

SECTION 01 23 00 - ALTERNATES

PART 1 - GENERAL

1.01 DESCRIPTION:

- A. The bids for the alternates described herein are required to obtain information necessary for setting the scope of the project in its entirety.
- B. Add Alternates herein described are not to be included in the Base Bid Scope of Work.
- C. Deduct Alternates herein described are to be included in the Base Bid Scope of Work and deducted from the project as described.
- D. Bidder shall provide a response to each alternate specified. The response must indicate the amount to ADD to the Base Bid, DEDUCT from the Base Bid or that there is NO CHANGE. Substitution of materials or methods of work other than as called for in the documents, i.e. "voluntary alternates" shall be cause for rejections of bid as non-conforming. Refer to Page 2, DAPW 13 and Article 12(D), Instructions to Bidders, DAPW 29 or DAPW 30.
- E. All Requirements of the specification shall govern the work of this section. This section describes the changes to be made under each alternate.

1.02 ALTERNATES:

A. Alternate Number 1: Lean-to Structure

- 1. Provide all labor and material for a full-length lean-to structure with exterior concrete slab and as follows:
 - a. Lean-to Size: 40' x 12' x 10'-0" minimum clear height
 - b. Roof Slope: 3:12 minimum.
 - c. Matching fascia, gutter, downspouts, metal soffit, and ceiling
 - d. Slab Size: 40' x 12' x 6" exterior concrete slab with perimeter turn-down as noted in Section 01 00 00 items "N" & "Q".
 - e. Pin to the concrete floor slab at 18" o.c.
 - f. Contractor shall provide the required additional finish grading/tapering around building to provide positive drainage once structure is complete. Refer to General Note #2 on C1 for seeding instructions. Seed all disturbed areas.
- 2. Reference drawings and Section 01 00 00 – General Requirements for additional information.

B. Alternate Number 2: Stone Lot

- 1. Provide all labor and material for new on-site stone lot for equipment storage.
 - a. Size: 50' x 75'
 - b. Compacted soil with 6" of compacted INDOT size #53 stone
 - c. Located approximately 15' south of existing road between office and shop buildings.
 - d. Match starting elevation of adjacent gravel area to the east. Provide positive drainage.
 - e. Generally, follow existing grade and contour of the area, providing a surface that is level and flat enough for statically parking trailers and other implements.

- f. Trees in immediate area will be dropped, Contractor will be responsible for removing stumps and root balls, and pushing all new and existing brush into a pile behind Alt #2 lot.
 - g. Contractor shall provide finish grading/tapering around stone lot to provide positive drainage once lot is complete. Refer to General Note #2 on C1 for seeding instructions. Seed all disturbed areas.
 - h. If Alternate #2 is selected, complete this scope of work first to create additional parking space prior to building construction.
2. Reference drawings and Section 01 00 00 – General Requirements for additional information.

C. Alternate Number 3: Wall Sheathing

1. Sheath all remaining wall surfaces with 5/8” C-D grade plywood. Include required girts and studs to suit span ratings and provide related items as needed for a complete installation. Interior plywood sheathing shall not be a required component of the building structural system.
2. Reference drawings and Section 01 00 00 – General Requirements for additional information.

D. Alternate Number 4: Heating and Cooling System

- 1, Provide all labor and material for the complete heating and cooling system serving Storage Bay 102, Mechanical Room 103, and Restroom 104.
2. Reference drawings and Section 01 00 00 – General Requirements for additional information.

E. Alternate Number 5: Select Plumbing Fixtures & Restroom Accessories

- 1, Provide all labor and material for select plumbing fixtures, final connections, and restroom accessories for an ADA compliant and fully functional system.
2. Reference drawings and Section 01 00 00 – General Requirements for additional information.

1.03 CONTRACT AWARD:

- A. Contract award shall be based on the Base Bid or combination of the Base Bid and Alternate(s) chosen to be accepted by the State.

END OF SECTION

SECTION 08 71 00

FINISHING HARDWARE

PART 1 - GENERAL

1.01 DESCRIPTION:

A. Hardware Requirements:

1. Provide locks and other devices called for in the schedule.
2. The schedule is not intended to be entirely inclusive but is furnished to assist Contractor in determining the extent and quality of hardware required. Provide all related items and accessories as required for a fully functional system.
3. Hardware items not specifically mentioned shall be supplied in equal quality and type indicated in the schedule.

1.02 SUBMITTALS:

- A. Submit complete schedule showing factory numbers and sizes for approval.
- B. Furnish catalog cuts, drawings and other descriptive hardware data as required.
- C. Submit evidence of purchase of permanent **Stanley Security Solutions Best Lock Corporation or Marshall Best Security Corporation** cores for all locksets, cylinders, and padlocks.

1.03 QUALITY ASSURANCE:

A. Applicable Federal Specifications:

1. Hardware types listed shall meet the requirements of the applicable provisions of the following Federal Specifications:
 - a. Hinges FF-H-00116d
 - b. Locks and Door Trim FF-H-00106c/gen.
 - c. Door closer FF-H-121d
 - d. Door stops and bumpers FF-H-111a

1.04 PRODUCT DELIVERY, STORAGE AND HANDLING:

- A. Deliver hardware individually packed and labeled with item number corresponding to approved schedule.

1.05 JOB CONDITIONS:

- A. Furnish correct hardware to fit the door and frame conditions, with special attention to threshold heights.

1.06 SUBSTITUTIONS:

- A. Trade names and catalog numbers of a particular manufacturer are given as a means of describing type, materials, strength, design, quality, weight, mechanical construction and operation of hardware items and requirements to which such hardware shall conform.
- B. Hardware of other manufacturers may be substituted upon written approval of the Designer with the following exceptions:
 - 1. All keyed locks shall have cores manufactured by **Stanley Security Solutions Best Lock Corporation, Indianapolis, Indiana, or Marshall Best Security Corporation.**

1.07 SPECIAL KEYING REQUIREMENTS:

- A. Construction and permanent cores and temporary and permanent keys for all locks.
 - 1. Construction cores will remain the property of the Stanley Security Solution Best Lock Corporation, (or Marshall Best Security Corporation) and will be exchanged by the Owner for permanent cores master-keyed to the Owners system.
 - 2. Control key and operating keys for construction shall not be part of Owner's permanent master-key system. Control key and one (1) operating key shall be furnished to Owner prior to occupancy.
 - 3. Contractor shall, at no additional charge, furnish credit to the Owner direct from Best Lock Corporation factory or sales representative the following items:
 - a. One (1) permanent core keyed lock.
 - b. Two (2) keys per permanent core.
 - 4. **All keyed locks** shall be furnished with construction cores. **All exterior locks** shall be furnished with **brass** construction cores.

1.08 GUARANTEE:

- A. Guarantee in writing that hardware furnished is free from defects in material and workmanship. Guarantee shall be for a period of one year from date of final acceptance.
- B. Agree to repair or replace defective hardware during the guarantee period at no additional cost to Owner.

PART 2 - PRODUCTS

2.01 FABRICATION:

- A. General:
 - 1. All hardware shall be of best manufacture in quality, finish and design free from defects.
 - 2. Finish for hardware: U.S. 26D unless otherwise indicated.

- B. Locksets: as specified.
 - 1. Back set: 2 3/4 inches.
- C. Door closer: comply with manufacturer's recommendations for individual door size and location.
 - 1. Closer Bodies: cast iron, with malleable iron arms.
 - 2. Provide parallel arms, corner brackets and drop plates as required.
 - 3. Where wall conditions permit, all door closer shall swing 180 degrees.
 - 4. Accessible Entrance Closer shall meet American's with Disabilities Act of 1990 amended to date.
- D. Butts-Hinges:
 - 1. Full mortise type, 4 ½ inches by 4 ½ inches, unless otherwise indicated.
 - 2. Supply butts of sufficient width to swing 180 degrees or to nearest wall.
 - 3. All exterior doors, which swing out, shall have non-removable hinge pins.
- E. Stops and Holders: dome type, cast bronze, with rubber cushions.
- F. Anchors for thresholds and door stops: lead machine screw anchors. Rawl plugs are not acceptable.

PART 3 - EXECUTION

3.01 INSPECTION:

- A. Examine the drawings, projections of trim and rebates to permit door to free swing 180 degrees or to the closest adjacent wall.
- B. Check thickness of doors and verify sizes of all hardware, for proper fit and performance.

3.02 INSTALLATION:

- A. All hardware shall be installed by mechanics skilled in the application of institutional grade hardware.
- B. All instruction sheets and installation details, which are packed with the hardware, shall be read and understood before an attempt is made to install the hardware.
- C. Install finishing hardware without marring adjacent work. After fitting, remove until painting is completed, then reinstall.
- D. Thresholds:
 - 1. Bedded in synthetic rubber sealant.
 - 2. Fasten with lead machine screw anchors.
 - 3. Shall not be pre-drilled.
 - 4. Accessible Entrance Thresholds shall meet American's with Disabilities Act of 1990 amended to date.
- E. After installation, all templates, instruction sheets, and installation details, shall be placed in a file folder to be turned over to Owner when building is accepted.

3.03 ADJUSTMENT:

- A. Examine hardware at work completion.
- B. Test, oil, grease, ease, and adjust hardware for perfect operation.

3.04 HARDWARE SCHEDULE:

- A. All work shall be Grade 1 and ADA compliant
- B. Unless otherwise indicated, provide Hager or approved equal hardware for each door opening.
- C. Provide Cormax Cores

SET #01 - Entrance

Doors: 101A, 101E, 3'-0" x 7'-0" Insulated HM, Each Opening

- 1 Continuous Hinge
- 1 Lockset (9K3 Series with 15K)
- 1 Exterior Cylinder / Core (7-pin, SFIC) S. Best
- 2 Keys S. Best
- 1 Parallel Arm Closer with Hold Open
- 1 set Weather-stripping
- 1 set Sill Sweep
- 1 Threshold - ½" H max for ADA
- 1 Rain Drip Guard
- 1 Stainless Steel Kick Plate (16 GA, 12" x 34")
- 3 Door Silencers

SET #02 - Storage

Doors: 102, 3'-0" x 8'-0" Insulated HM

- 8 Butt Hinges - Ball bearing - NRP
- 1 Top Flush Bolt
- 1 Bottom Flush Bolt & Recessed Dust Proof Strike
- 1 Storeroom Lockset (9K3 Series with 15K)
- 1 Cylinder / Core (7-pin, SFIC) S. Best
- 2 Keys S. Best
- 1 Dummy Lever (LHR)
- 2 Parallel Arm Closers with Hold Opens
- 2 Stainless Steel Kick Plates (16 GA, 12" x 34")
- 8 Door Silencers

SET #03 – Mop Sink

Doors: 103, 3'-0" x 7'-0" Insulated HM

- 3 Butt Hinges - Ball bearing
- 1 Storeroom Lockset (9K3 Series with 15K)
- 1 Cylinder / Core (7-pin, SFIC) S. Best
- 2 Keys S. Best
- 1 Parallel Arm Closer with Hold Open & Stop
- 1 Stainless Steel Kick Plate (16 GA, 12" x 34")
- 3 Set Door Silencers

SET #04 - Unisex RR

Doors: 104, 3'-0" x 7'-0" Insulated HM

- 3 Butt Hinges - Ball bearing
- 1 Privacy Lockset (9K Series with 15K)
- 1 Wall Stop
- 1 Parallel Arm Closer
- 1 Stainless Steel Kick Plate (16 GA, 12" x 34")
- 3 Set Door Silencers

SET #05 – Overhead Doors

Doors: 101B, 101C, 101D Insulated, Each Opening

- 1 Throw Latch
- 1 Exterior Cylinder / Core (7-pin, SFIC) S. Best
- 2 Keys S. Best
- 1 set Weather-stripping
- 1 set Door Bottom Seal
- 1 Electric Operator
- 1 Exterior Keypad
- 1 Interior Push Button
- 1 Remote Control

END OF SECTION