BOOK 2
STANDARD TERMS AND CONDITIONS
FOR CONSTRUCTION CONTRACTS

CONTRACT NO. C1591

READ DUNNING SCHOOL
4071 NORTH OAK PARK AVENUE
CHICAGO, IL 60634
PROJECT #05165

PUBLIC BUILDING COMMISSION OF CHICAGO

Mayor Rahm Emanuel
Chairman

Carina E. Sánchez
Executive Director

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ISSUED FOR BID ON 1/31/2018

JUNE 2017

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PUBLIC BUILDING COMMISSION OF CHICAGO

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ARTICLE 1. GENERAL PROVISIONS

SECTION 1.01 Definitions

Wherever used in any of the Contract Documents, the following meanings are given to the terms herein defined:

1. "Architect" or "Architect/Engineer" means any person or firm employed by the Commission for the purpose of designing the project.

2. "Change Order" is the document signed by the Contractor and the Commission, or, in circumstances stated in Book 2, the Commission alone, which authorized either an adjustment in the Contract sum and/or Contract time or a change in the Work that may not result in such an adjustment. All Change Orders shall be within the general scope of the contract and cannot represent cardinal changes to the contract.

   A cardinal change is a major deviation from the original purpose of the work or the intended method of achievement, or a revision of contract work so extensive, significant or cumulative that, in effect, the contractor is required to perform very different work from that described in this contract.

3. "City of Chicago Residents" means persons domiciled within the City of Chicago. Domicile is an individual's one and only true, fixed, and permanent home and principal establishment.

4. "Commission" means the Public Building Commission of Chicago, a municipal corporation organized under the Public Building Commission Act of the State of Illinois, as amended, or its duly authorized officers or employees.

5. "Commission Representative" means the person assigned, in writing, by the Executive Director to be the Commission's Representative for the project.

6. "Construction Closeout" means the period from Substantial Completion through Final Acceptance and payment, including completion of all required deliverables, in accordance with the Contract Documents.

7. "Contract" or "Contract Documents" means all of the following component parts, including exhibits attached thereto and/or incorporated therein by reference, and all amendments, modifications and revisions made from time to time in accordance with the provisions hereof:

   a. Book 1 – Project Information, Instructions to Bidders, and Execution Documents
   b. Book 2 – Standard Terms and Conditions for Construction Contracts
   c. Book 3 -- Technical Specifications and Drawings

8. "Contract Completion Date" is the date on which the Contractor must achieve Substantial Completion. The Contract Completion Date will be determined based on the time for completion of the Work stated in Book 1, Section II.C, adjusted by any Change Orders that extend or reduce the time for completion of the Work.

9. "Contract Price" means the full amount of compensation to be paid for the Work to be performed by the Contractor as adjusted from time to time by Change Order.

10. "Contractor" means the partnership, firm, corporation, joint venture or entity entering into the Contract with the Commission to perform the Work required by the Contract Documents.

11. "Day" or "Days" means all days included in the calendar (Monday-Sunday inclusive of holidays). A day contains 24 hours.

12. "Delay" means any delay on the Critical Path of the Schedule.

13. "Digital Video" means moving visual images and audio as required.

14. "Drawings" are those enumerated in the Schedule of Drawings, and additional drawings and sketches, if any, incorporated into the Contract by a bulletin issued by the Architect or Change Order as the Work progresses.

15. “Environmental Law(s)” means all applicable Federal, State, and local laws, ordinances, rules, regulations, and executive orders pertaining to environmental matters.

16. “Executive Director” means the person employed by the Commission as its Executive Director or the Executive Director’s designee.

17. “Field Order” means a written order to the Contractor, signed by the Commission Representative unilaterally directing changes in the Work or the Project CPM Schedule.

18. “Final Completion and Acceptance of the Work” means the last date on which all of the following events have occurred: the Commission has determined that all Punch List Work and any other remaining Work have been completed in accordance with the Contract Documents; final inspections have been completed and operating systems and equipment testing have been completed; final occupancy certifications have been issued; Contractor’s LEED Commissioning responsibilities required by the Contract Documents have been completed; all deliverables have been provided to the Commission; and all contractual requirements for final payment have been completed.

19. "First-tier Subcontractor" means any Subcontractor that has a contract with the General Contractor.

20. “Hazardous Materials” means asbestos and asbestos-containing materials, polychlorinated biphenyls (PCBs), oil or any other petroleum products, natural gas, special nuclear materials, and by-product materials regulated under the Atomic Energy Act pesticides under the Federal Insecticide, Fungicide and Rodenticide Act and any hazardous waste, toxic substance or related material, including any substance defined or treated as “hazardous waste,” “special waste,” “toxic substance,” or a comparable term in any Environmental Law.

21. “Local Government” or “City” means the City of Chicago, Illinois.

22. “Notice to Proceed” means the written notice issued by the Commission to the Contractor authorizing the Contractor to begin the Work, or specified portion of the Work, as applicable, on a certain date as specified within this Contract.

23. “OCDM” (or ‘the System”) refers to the PBC’s designated On-line Collaboration and Document Management system. It shall be used by the Contractor to track the Work, manage the Project, and follow the Commission's procedures for electronic submission and receipt of documents as directed by the Commission Representative.

24. “Project” means the collective improvements to be constructed by the Contractor in accordance with the Contract.

25. “Project Community” means the area designated as the Project Community in Book 1, Section II.A shown in Exhibit # 3 for Book 1 “Project Community Area Map.”

26. “Project Community Residents” means persons domiciled within the Project Community as designated by the Commission as stated in Book 1, Section II A.

27. “Punch List” is the list of Punch List Work, and “Punch List Work” means minor adjustments, repairs or deficiencies in the Work as determined at the sole discretion of the Commission. Items of incomplete Work that preclude full or beneficial use of any portion of the Work or that preclude the Commission from full operation, maintenance, or security of the facility are not considered Punch List Work.

28. “Record Documents” are all documents required under the terms of the Contract to be provided to the Commission by the Contractor, including, but not limited to, shop drawings, as-built drawings, blue line drawings, parts manuals, operation and maintenance manuals, and Project manuals or specifications.

29. “Request for Information” or “RFI” means the document transmitted by the Contractor to the Architect via the Commission Representative seeking clarification or direction with respect to ambiguity, contradictions, errors or omissions in the Drawings and Technical Specifications.

30. “Safety Manager” means the person designated by the Commission to serve as Safety Manager.

31. “Schedule” means the critical path method (CPM) schedule submitted by the Contractor establishing time frames for the performance of components of the Work.

32. “Schedule of Values” means the detailed list of the value of each construction activity included in the Contract Price broken down by labor and materials that is submitted by the Contractor and approved by the Commission, as amended.

33. “Site” means the location(s) shown on the Drawings or described in the Technical Specifications, within which the Work will be performed under the Contract Documents.

34. “Special Waste” means those substances as defined in the Illinois Environmental Protection Act, and further defined in Illinois Administrative Code.

35. “Subcontractor” means any partnership, firm, corporation or entity other than an employee of the Contractor that furnishes labor and/or materials to the Contractor, whether or not the Subcontractor is in privity with the Contractor.

36. “Submittal” means a schedule, shop drawings, digital video, product data, samples, or other items as may be required by the Contract for review and/or approval prior to prosecution of a portion of the Work.

37. “Substantial Completion” of the Work occurs on the date when the Work is sufficiently complete in accordance with the Contract Documents so that the User may occupy the Project for the use for which it is intended, without unscheduled disruption.

38. “Technical Specifications” means the detailed requirements for the Work furnished by the Architect and set forth in Book 3 of the Contract Documents.

39. “User” or “User Agency” means the entity for which or on whose behalf the Commission has undertaken to cause the Work to be performed.

40. “Work” means the obligations of the Contractor under the Contract Documents. Work includes, unless specifically excepted by the Contract Documents, the furnishing of all materials, labor, equipment, supplies, plant, tools, scaffolding, transportation, superintendence, permits, inspections, occupancy approvals, insurance, taxes, and all other services, facilities and expenses necessary for the full performance and completion of the requirements of the Contract Documents. Work also means that which is furnished, produced, constructed, or built pursuant to the Contract Documents.

SECTION 1.02 Interpretation / Rules

1. Intent of Contract Documents:

   a. The intent of the Contract Documents is to describe the Work that the Contractor will undertake to fulfill the requirements of the Contract. The Contractor must perform all Work as provided in the Contract Documents as required and necessary to complete the Work in accordance with the Contract Documents. The Contractor must furnish all required materials, equipment, tools, labor, temporary light and power, shop drawings, installation drawings, working drawings, and incidentals, unless otherwise provided in the Contract, and will include the cost of all such items in the Contract Base Bid, unit prices or any lump sum item. The Base Bid includes all costs relating to, or associated with, the foregoing including, but not limited to, all direct costs, indirect costs, overhead, and profit.

   b. Wherever the imperative form of address is used, such as "perform the excavating," "provide equipment required," "remove obstructions encountered," "furnish and install reinforcing steel bars," it is understood and agreed that such imperative is directed to the Contractor.

   c. "Provide" as used in these specifications means furnish and install.

   d. Unless a contrary meaning is specifically noted elsewhere, words "as required," "as directed", "as permitted", and similar words mean that requirements, directions of, and permission of the Commission are intended; similarly the words "approved", "acceptable", "satisfactory", or words of like import, mean "approved by", "acceptable to", or "satisfactory to" the Commission. Words "necessary", "proper", or words of like import as used with respect to extent, conduct, or character of Work specified shall mean that Work must be conducted in a manner, or be of character which is "necessary" or "proper" in the opinion of the Commission.

   e. The Work under this Contract has not been completely segregated into divisions of Work to be performed by any trade

or Subcontractor. The Contractor shall be responsible for all segregation of Work between the trade or craft jurisdictional limits.

f. Before the Contractor physically begins the Work, the Contractor must check the Commission's Technical Specifications and Drawings. Should any errors, discrepancies or omissions be found in these plans and specifications or any discrepancy found between the Contract Documents and the physical conditions at the Site or in any subsequent Drawings that may be provided thereafter, the Contractor must notify the Commission Representative, in writing, immediately.

SECTION 1.03 Standard Specifications

1. Any reference herein to standard specifications of any society, institute, association, or governmental authority (such standard specifications not forming a part of any statute or ordinance nor otherwise specified as to edition or date) is a reference to the standard specifications of such organization that are in effect on the thirtieth (30th) day prior to the date of the first Advertisement for Bids.

SECTION 1.04 Severability

1. If any provision of this Contract is inoperative or unenforceable as applied in any particular case because it conflicts with any other provision of this Contract, or of any constitution, statute, ordinance, rule of law, or public policy, or for any other reason, such circumstances will not render the provision in question inoperative or unenforceable in any other case or circumstance, or render other provision or provisions of this Contract invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any phrases, sentences, clauses, or sections contained in this Contract do not affect the remaining portions of this Contract or any part thereof.

SECTION 1.05 Entire Agreement

1. The Contract, including all Contract Documents and the exhibits attached to them and incorporated, constitutes the entire agreement between the parties with respect to the subject matter hereof, and no other oral or written understandings, representations, inducements, considerations, promises, or interpretations are implied or impressed upon this Contract that are not expressly addressed herein.

ARTICLE 2. PROJECT ORGANIZATION

SECTION 2.01 The Owner

The owner is:

Public Building Commission of Chicago
Richard J. Daley Center
50 West Washington Street, Room 200
Chicago, Illinois 60602

SECTION 2.02 The Executive Director

The Executive Director is the person employed by the Commission in that title.

SECTION 2.03 The User Agency(ies)

The User Agency is the entity for which the Commission is constructing the project.

SECTION 2.04 The Commission Representative

1. The Executive Director will assign an individual to be the Commission's Representative for the Project. The Executive Director will notify the Contractor of the assignment in the Notice to Proceed letter.

2. The Contractor must route all Project communication and notices, whether intended for the Commission or the Architect, to the Commission Representative. The Commission Representative will also route responses from the Commission and Architect to the Contractor.

3. The Commission Representative has the authority to reject all or any portion of Work that does not conform to the Contract Documents.

4. The Commission Representative will not be responsible for acts or omissions of the Contractor or any Subcontractor.

5. The Commission Representative is responsible for the following:

    a. Reviewing and monitoring, on a periodic basis, the Contractor's baseline and updated schedules for compliance with the Contract milestone dates and the master CPM milestone dates.

    b. Conducting weekly meetings with the Commission, User, Contractor, Architect, and others to review the Project schedule, submittals, scope change, requests for information, outstanding bulletins, pending issues, and field problems.

    c. Reviewing Contractor's payment applications in accordance with the Commission's policies and procedures and submitting the payment applications to Commission for approval and payment.

    d. Establishing an on-site organization line of authority to implement all construction phases of the Project in a coordinated and efficient manner.

    e. Establishing and implementing procedures for, and maintain coordination among, the Commission, the User, Architect, Contractor, and other agencies having jurisdiction of the Project with respect to all construction aspects of the Project.

    f. Coordinating the submission, processing, procurement and assembly of all required permits, licenses, and certificates with the Contractor and arrange delivery of same to the Commission.

    g. Conducting Site observations of the Contractor and Project to ensure that Work is progressing on schedule and in

accordance with the requirements of the Commission and the Contract Documents.

h. Reviewing the adequacy of the supervision, personnel and equipment and the availability of necessary materials and supplies. Where inadequate, direct that the necessary action be taken to remediate the deficiency.

i. Receiving and reviewing all shop drawings, materials and all other required Submittals prior to transmittal of these documents to the Architect. Requests for approval of subcontractors, delivery schedules, material lists, shop drawings, samples, and the like will be commented upon and submitted to the Commission for concurring approval.

j. Monitoring the flow of all documents and materials for proper sequence of approvals so as not to delay the progress of the work.

k. Receiving and reviewing all requests for additional compensation and time extensions sought by the Contractor.

l. Conducting a comprehensive final inspection of the Project to verify that the materials furnished and Work performed are in accordance with the Contract Documents.

m. Expediting the assembly and delivery to the Commission of all papers required by the Contract Documents, including but not limited to "as-built" drawings, guarantees, warranties, and operations and maintenance manuals. Reviewing, approving, and submitting such documents to the Commission upon completion of the Project.

SECTION 2.05 The Architect

1. The Architect for the project is the one whose name appears on the Drawings in the Contract Documents. The Contractor will have no direct contact with the Architect except as authorized by the Commission Representative.

2. The Architect will not be responsible for acts or omissions of the Contractor or any Subcontractor.

SECTION 2.06 The Contractor

1. The Work is under the charge and care of the Contractor until Final Completion and Acceptance of the Work unless otherwise specified in the Contract Documents.

SECTION 2.07 The Subcontractors

1. Except as may be otherwise provided in the Contract, all transactions of the Commission will be with the Contractor.

2. The Contractor is wholly responsible, and liable to the Commission, for any and all Work performed by any Subcontractor.

ARTICLE 3. CONTRACTOR'S OBLIGATIONS

SECTION 3.01 Contractor

1. The Contractor must perform everything required to be performed and provide all of the labor, necessary tools, machinery, materials, schedules and other documents and all facilities for the construction of the Project as described herein and other work necessary to perform and complete in a workmanlike manner, and within the specified time, all of the Work in strict accordance with the Contract Documents. Contractor is solely responsible for selecting the means, methods, techniques, sequences, and procedures used in performing the Work.

2. The Contractor must begin the Work on the date specified in the Notice to Proceed. In addition, upon receipt of Notice to Proceed, the Contractor must assign and maintain during the term of the Contract and any extension of it, an adequate staff of competent personnel who are fully equipped, licensed as appropriate, available as needed, and qualified to perform the Work. The Contractor must include among the staff such personnel and positions as may be required by the Contract Documents.

3. The Contractor is solely responsible for properly laying out the Work, and for all lines, elevations and measurements for all of the Work executed under the Contract Documents. The Contractor must verify the figures shown on the Drawings before laying out the Work and will be held responsible for any errors or inaccuracies resulting from the failure to do so. Neither the Architect nor the Commission Representative will be responsible for laying out the Work.

4. The Contractor is responsible for the coordination of the various parts of the Work so that no part is left in an unfinished or incomplete condition owing to any disagreement between the various Subcontractors or any of the Subcontractors and the Contractor.

5. The Contractor must require each Subcontractor to become familiar with all provisions of the Contract Documents that may affect Subcontractor's work.

6. The Contractor shall at all times be responsible for the performance of the Work by its Subcontractors. The Contractor will manage and coordinate the Work of Subcontractors such that the Work progresses in an efficient, orderly and timely manner. In the event of any claim or dispute between Subcontractors, or any Subcontractor and Contractor, Contractor shall manage the resolution of any such claim or dispute. The Contractor shall at all times deal with its Subcontractors in good faith, and use all reasonable efforts to resolve claims or disputes in a prompt, cost-effective manner.

7. In the event that, in the reasonable opinion of the Commission Representative, the performance of personnel of the Contractor assigned to the Work is at an unacceptable level, or does not comply with Section 9.01 "Competency of Workers" of the Contract, the Commission Representative may provide a written notice to the Contractor. Upon receipt of the notice, such personnel must cease to be assigned to this Work and must return to the Contractor. The Contractor must then furnish to the Commission Representative the name of a proposed substitute person or persons, in accordance with paragraph 2 of this section for approval by the Commission Representative. Absence of sufficient qualified personnel for the Work constitutes an event of default.

8. The Work is under the charge and care of the Contractor until Final Completion and Acceptance of the Work by the Commission, unless otherwise specified in the Contract Documents. The Contractor assumes all responsibility for injury or damage of the Work by action of elements, fire or any other causes whatsoever, including, injury or damage arising from the execution or non-execution of the Work. The Contractor must rebuild, repair, restore, and make good, at no additional cost to the Commission, all injuries or damages to any portion of its Work before Final Completion and Acceptance of the Work. When equipment or materials are furnished to the Contractor by the Commission for use or inclusion in the Work, the Contractor's responsibility for safeguarding all such equipment and materials must be the same as for equipment and materials furnished by Contractor.

9. The Work will not be considered complete and accepted until the Contractor receives written notice from the Commission confirming the Final Completion and Acceptance of the Work.

SECTION 3.02 Contract Documents

1. The Contractor must carefully review and compare all Drawings, Technical Specifications, and other Contract Documents. In the event the Contractor identifies an error or omission, the Contractor will promptly notify the Commission Representative, in writing, and then proceed with the Work in accordance with instructions from the Commission Representative concerning such error or omission. The Contractor acknowledges and agrees that any such errors or omissions are to the detriment of the Owner. Contractor shall not seek to take advantage of the discovery of any conflict, error or omission, or discrepancy in the Contract Documents after award of the Contract, but shall cooperate with the Commission to resolve any such errors or omissions in a prompt and cost-effective manner. In the event such resolution involves a change to the Work, such change will be accomplished pursuant to Article 17 hereof.

2. The Contract Documents are complementary and intended to include all items required for the proper execution and completion of the Work. Generally, the Technical Specifications describe Work which cannot be readily indicated on the Drawings, and indicate types, qualities, and methods of installation of the various materials and equipment required. The Drawings and Technical Specifications are to be read and interpreted as a whole. If there are contradictions or ambiguities between the Contract Documents, the Contractor must submit a request for information (RFI) to the Commission Representative.

3. Materials which are shown on the Drawings and which may not be specifically described in the Technical Specifications or Drawings will be furnished by the Contractor, suitable for the intended use, compatible with adjacent materials, and subject to review for conformance with the intent of the Contract Documents. If installation techniques are not specified, installation will be in accordance with manufacturer's currently published instructions and industry standards.

4. Dimensions of Work will not be determined by scale or rule. Figured dimensions must be followed at all times. If figured dimensions are lacking and cannot be calculated from other dimensions on Drawings, the Contractor must submit an RFI to the Commission Representative for resolution by the Architect.

5. The Contractor must keep at the Site, for reference, a complete set of documents pertaining to the Project, including, but not limited to, the complete Contract Documents, copies of all drawings and plans furnished by the Architect, all additional and revised drawings and plans furnished by the Commission Representative, all orders issued to the Contractor by the Commission that relate to the Work, and all submittals, including shop drawings, meeting minutes, reports, payment applications, and correspondence relating to the Work, and a set of updated as-built drawings.

6. The Contractor must prepare coordination drawings where limited available space may cause conflicts in the locations of installed products and where required to coordinate installation of products.

    a. In particular, prepare coordination drawings showing all piping, duct, cable trays, electrical ductbanks, and similar items, but not electrical conduit less than 4" in diameter.

    b. Where space is limited, show plan and cross section dimensions of space available, including structural obstructions and ceilings as applicable.

        (1) Coordinate shop drawings prepared by separate entities.

        (2) Show installation sequence when necessary for proper installation.

SECTION 3.03 Document Control System

1. The PBC has an on-line collaboration and document management system, OCDM (the "System"). Contractor shall use the System to: track the Work, manage the Project, and follow the Commission's procedures for electronic submission and receipt of documents as directed by the Commission Representative. The System shall be the mode of conveyance and repository for all Project Record Documents. Contractor shall post all Project-related documents, including all Record Documents, on the System. By executing its Contract, Contractor agrees to comply with all terms and conditions required by the Commission for the use of the System.

2. Within seven (7) calendar days of the Notice of Award, Contractor shall designate an employee that will serve as its System Coordinator. Contractor's System Coordinator will be the point of contact for the Commission for implementation and support for Contractor's use of the System.

3. Employees of Contractor, its Subcontractors and Suppliers who will use the System must complete the training provided by the Commission. Each such employee must furnish a valid e-mail address to the Authorized Commission Representative prior to the training.

4. The System requires a broadband connection with the Internet (e.g., at a minimum, T1, cable modem, or DSL) for effective use. Contractor must furnish its own hardware and software, including, but not limited to, personal computers, peripheral software, virus protection software and high-speed document scanners. All written communication and document transmittal from Contractor to the Commission will occur via the System. In the event that hand signatures and/or stamps are required for a document, unless otherwise directed by the Authorized Commission Representative, the transmittal of such document shall be made simultaneously via the System and hard copy; hard copy shall be transmitted as required by the Contract Documents. Signed and/or stamped documents must then be scanned and uploaded to the System.

5. Contractor shall be solely responsible for its use of the System, as well as use of the System by its Subcontractors and Suppliers.

SECTION 3.04 Site Conditions and Inspection

1. Surveys, soil borings, geotechnical information, data, plans or other materials generally describing the unimproved land or existing structures at the Site may be provided to the Contractor by the Commission.

2. The Contractor must take field measurements, verify field conditions and carefully compare such field measurements and conditions and any other information known to the Contractor about the Contract Documents before commencing the Work. No allowance will be made to the Contractor for any extra labor and/or materials required due to Site conditions or discrepancies that might have been discovered by a thorough and proper inspection of the Site. If land surveying Work is required under this Contract, Contractor must have such Work performed by a surveyor as described in Section 9.07 "Surveyor."

3. If conditions are encountered at the site that are:

    a. Subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents, or

    b. Pre-existing unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, including the presence of unanticipated Hazardous Materials, then the Contractor will take no action to disturb the area until providing written notice to the Commission Representative immediately, and receiving notice from the Commission Representative as to how and when to proceed.

4. If conditions differ materially from those indicated in the Contract Documents and could not have been known to the Contractor at the time the Contract was bid, and such conditions will cause a material increase or decrease in the Contractor's cost of, or time required for, the performance of any part of the Work, an equitable adjustment in the Contract Price or Contract term or both, will be made based upon Article 17, "Changes in the Work."

5. The Contractor must follow the requirement of written notice in Section 3.04.3.b above and the requirements set out in Article 18. Claims and Disputes, regarding a claim for changed site conditions. The Contractor must also provide written notice of any claim regarding the changed site condition to the Commission Representative within one (1) day after its discovery. The notice of changed site conditions must state the nature of the changed site condition, its location, and the work that is affected by it.

SECTION 3.05 Contractor's Warranties and Representations

1. Contractor warrants and represents that:

    a. It has carefully examined and analyzed the provisions and requirements of this Contract; it has inspected the Site to the extent made available by the Commission; from its own analysis it has satisfied itself as to the nature and scope of Work, all conditions, any obstructions, and requirements needed for the preparation of its bid and the performance of its Contract, the general and local conditions, and all other matters which in any way may affect this Contract or its performance; and the time available for such examination, analysis, inspection, and investigation was adequate.

b. This Contract is feasible of performance in accordance with all of its provisions and requirements and that the Contractor can and must perform, or cause to be performed, the Work in strict accordance with the provisions and requirements of this Contract.

c. Except for the contents of this Contract, no representation, statement or promise, oral or written, or of any kind whatsoever, by the Commission, its officials, agents, representatives or employees, has induced the Contractor to submit a bid or has been relied upon by the Contractor, including any reference to (i) the meaning, correctness, suitability or completeness of any provisions or requirements of this Contract; (ii) the nature, existence, or location of materials, structures, obstructions, utilities or conditions, surface or subsurface, which may be encountered at or on the Site; (iii) the nature, quantity, quality or size of any materials, equipment, labor and other facilities needed for the performance of this Contract; (iv) the general conditions which may in any way affect this Contract or its performance; (v) the compensation provisions of the Contract; or (vi) any other matter.

d. The Contractor was given ample opportunity and time to review the Contract Documents prior to submittal of its bid.

e. The Contractor acknowledges and understands that the Commission materially relied upon the Contractor's bid in its selection of the Contractor to perform the Work.

f. Contractor's submittal of its bid establishes that the Contractor, in preparing and submitting its bid on which this Contract is based, has complied with and given full consideration to the following bidding requirements:

(1) The Contractor did obtain for bidding purposes copies of the complete Contract Documents as identified in the advertisement for bids and all addenda issued by the Commission and has become familiar with the same and all Contract requirements and conditions described therein.

(2) The Contractor has clarified to its satisfaction and complete understanding and acceptance any doubt as to the true meaning and intent of any part or parts of the specifications and plans or other portions of the Contract Documents.

(3) The Contractor waives any claim for relief because of alleged mistakes or omissions in its bid and that the Contractor will be held strictly to its bid as presented.

2. The Contractor has the capability and financial resources to perform all of the provisions and requirements of this Contract.

3. The Contractor must perform all of its obligations under this Contract in accordance with all of the Contract's provisions and requirements.

SECTION 3.06 Acceptance of Work

1. Substantial Completion of the Milestones, Phases and Project

a. The Contractor will notify the Commission Representative, in writing, of a date that the work on a milestone, phase, or the Project as a whole will be ready for inspection by the Executive Director, Commission Representative and representatives of the User Agency, to determine whether the Work is Substantially Complete. Notice will be given by the Contractor at least seven (7) days in advance of that date. If the Commission Representative concurs that the work will be ready for inspection and/or testing on the date stated, the Executive Director, Commission Representative, Architect and other parties, selected by the Executive Director, will make such inspection within a reasonable period of time. The scheduling of the inspection will not relieve the Contractor of its responsibilities under the Contract Documents. The Contractor is required to furnish access to all parts of the Project for the inspection.

b. Upon inspection the Executive Director, will determine whether Substantial Completion has been achieved and will prepare a Certificate of Substantial Completion for execution by the Contractor.

2. Final Completion and Acceptance of the Work

a. Punch List Completion

(1) The Contractor understands and agrees that time is of the essence in closing out the Work of this Contract. Upon Substantial Completion of the Work, the Punch List will be transmitted to the Contractor from the Commission.

The Contractor agrees to begin performance of Punch List Work immediately after receipt of the Punch List.

(2) Failure of the Contractor or its Subcontractors to begin the Punch List Work within three (3) business days after receipt of the Punch List will be construed as failure to prosecute the Work of the Contract.

(3) Punch List Work will be continuously prosecuted once begun and completed within the period set forth in the Punch List by the Commission Representative. The Commission Representative shall establish the period for completion of the Punch List Work after consultation with the Contractor. The period established by the Commission Representative will be based on the Commission Representative's reasonable, good faith estimate of the time necessary for the Contractor to complete the Punch List Work.

b. Final Completion and Acceptance of the Work

(1) When the Contractor deems the Work, including all Punch List Work, to be complete, the Contractor must notify the Commission Representative in writing that the Work will be ready for an inspection and/or test on a date specified by the Contractor. Such notice is to be given at least five (5) days in advance of said date. If the Commission Representative concurs that the Work will be ready for inspection or testing on the date given, the Commission will make such inspection within a reasonable period of time. The scheduling of the inspection to determine whether the Work is complete does not relieve the Contractor of its responsibilities under the Contract Documents. The Contractor must cooperate in all respects in the scheduling and performance of the inspection. Upon inspection, the Commission will determine if Final Completion and Acceptance of the Work has been achieved and will issue a written notice to the Contractor confirming the Final Completion and Acceptance of the Work.

(2) No action of the Commission, the Commission Representative, the Architect, or their respective Executive Directors, board members, officers, employees, or agents is to be construed as accepting Work done or material furnished in the performance of this Contract, which Work or materials are not in accordance with those specified and required by the Contract. The issuance of notice of Final Completion or the final payment does not affect the rights of the Commission against the Contractor (and the surety or sureties on the Performance and Payment Bond given by the Contractor) to enforce the complete performance of this Contract or to sue for the recovery of damages for failure to do so, nor affect the terms of Contractor's guarantee in connection therewith.

c. Consequence

(1) Failure by the Contractor to provide requisite information, perform the required task(s) and/or within the specified timeframe, may be deemed an Event of Default.

ARTICLE 4. CONTRACTOR'S RIGHTS OF ASSIGNMENT AND SUBCONTRACTS

SECTION 4.01 No Assignment of Contract

1. The Contract must not be assigned or any part of the same subcontracted without the written consent of the Executive Director. If the Executive Director provides consent, such consent does not relieve the Contractor from any of its obligations under the terms of the Contract and Contractor shall remain responsible for satisfactory performance of all Work undertaken by its Subcontractor(s).

SECTION 4.02 No Assignment of Contract Funds

1. The Contractor will not transfer or assign any Contract funds or claims due or to become due without the prior written consent of the Executive Director. The transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which will be due or to become due to the Contractor, without the prior written consent of the Executive Director, is void so far as the Commission is concerned.

SECTION 4.03 Subcontracts

1. All Subcontractors which provide labor to the project are subject to the approval of the Executive Director before they may provide material, labor or services on the Project. The Contractor, upon entering into any agreement with a Subcontractor that has been approved by the Executive Director must furnish the Executive Director with one (1) copy of a written contract evidencing such agreement signed by the Contractor and Subcontractor. All subcontracts must be in writing. Contractor shall include a provision in all subcontracts for the Work that incorporates this Contract by reference, and requires all Subcontractors to comply with the terms and conditions of this Contract. All subcontracts must require that any Work to be performed will be performed in strict accordance with this Contract

2. All requests to subcontract for companies, which provide jobsite labor for the Project, must be submitted for approval on the form attached as Exhibit R, titled Request for Subcontractor/Supplier Approval.

3. The Contractor may not make any substitution for a Subcontractor that has been accepted by the Executive Director, unless such substitution is acceptable to the Executive Director. Contractor shall provide the Executive Director with timely notice of any proposed substitution so as not to impede the progress of the Work.

4. The Contractor shall, in each of its subcontracts for the Work, include the following provision whereby each Subcontractor agrees to the assignment of its subcontract to the Commission, or the Commission's assignee, without further approval or action by such Subcontractor:

    a. "Contractor has assigned this subcontract to the Commission, effective upon written assumption of such assignment by the Commission in the event of Contractor's default or early termination of Contractor's contract with the Commission. Subcontractor hereby consents to such assignment and assumption. Subcontractor acknowledges and agrees that, in the event of such an assignment and assumption, the Commission will have no liability to Subcontractor for work performed by Subcontractor prior to the effective date of the assignment and assumption for which the Contractor has been paid by the Commission, and that Subcontractor shall look solely to Contractor for any compensation or other obligations arising under the subcontract prior to such date."

5. The Contractor hereby assigns any or all subcontracts to the Commission, effective upon the Commission's exercise, in its sole discretion, of its rights to assume such assignment as a remedy for Contractor's default or in the event of early termination.

6. The subcontract must preserve the rights of the Commission under this Contract with respect to the Work performed by the Subcontractor so that the subcontracting thereof will not prejudice such rights. Where appropriate, the Contractor must require each Subcontractor to enter into similar subcontracts with its Subcontractors. The Contractor will provide to each Subcontractor, prior to the execution of such subcontract, copies of the provisions of this Contract to which the Subcontractor will be bound.

7. There is no privity between Subcontractors and the Commission. Except as may otherwise be explicitly provided in the Contract Documents, Subcontractors have no rights as third-party beneficiaries under this Contract. The Contractor will

require the Subcontractors to communicate with the Commission through the Contractor only.

8. The Contractor shall at all times be responsible for payments to Subcontractors for Work performed by such Subcontractors. Notwithstanding the foregoing, the Commission reserves the right to make direct payments to Subcontractors in the event the Executive Director, in his sole discretion, deems it to be in the best interests of the Commission to make such direct payments.

9. The Contractor shall require its Subcontractors to agree, in writing, to submit to the Contractor applications for payment in such reasonable time as to enable the Contractor to apply for payment as herein-specified under Article 16. “Payments.”

10. Contractor shall provide Subcontractors an opportunity to be present and to submit evidence in any decision involving a Subcontractor’s rights.

11. The Contractor shall, in each of its subcontracts for the Work, require the Subcontractors to agree to pursue any claims or disputes that a Subcontractor may have with respect to the Work through the process for resolving claims and disputes set forth in Article 18 hereof.

SECTION 4.04 Commission’s Right to Assign

1. The Commission expressly reserves the right to assign or otherwise transfer all or any part of its interests hereunder without the consent or approval of the Contractor.

ARTICLE 5. INDEMNIFICATION, PERFORMANCE & PAYMENT BOND, AND INSURANCE

SECTION 5.01 Indemnification

1. Indemnity

   a. The Contractor agrees to protect, defend, indemnify, and hold the Commission, the User Agency and their respective officers, officials, representatives, and employees (hereafter "the Indemnified Parties"), free and harmless from and against any and all claims, damages, demands, injury or death, in consequence of granting this Contract or arising out of or being in any way connected with the Contractor's performance under this Contract except for matters shown by final judgment to have been caused by or attributable to the Indemnified Parties' negligence. The indemnification provided herein will be effective to the maximum extent permitted by applicable law. This indemnity extends to all legal costs, including, without limitation: attorney fees, costs, liens, judgments, settlements, penalties, professional fees, or other expenses incurred by the Commission, including but not limited to, fines and penalties imposed by public bodies and the reasonable settlement of such claims. This indemnification is not limited by any amount of insurance required under this Contract. Further, the indemnity contained in this section will survive the expiration or termination of this Contract.

   b. The Contractor shall be solely responsible for the defense of any and all claims, demands, or suits against the Indemnified Parties, including without limitation, claims by an employee, subcontractors, agents, or servants of Contractor even though the claimant may allege that the Indemnified Parties were in charge of the Services or allege negligence on the part of the Indemnified Parties. The Commission will have the right, at its sole option, to participate in the defense of any such suit, without relieving the Contractor of its obligations hereunder.

   c. "Injury" or "damage" as these words are used in this section will be construed to include, but shall not be limited to, injury or damage consequent upon the failure of or use or misuse by Contractor, its subcontractors, agents, servants, or employees, of any scaffolding, hoist cranes, stays, ladders, supports, rigging, blocking or any and all other kinds of items of equipment, whether or not the same be owned, furnished, or loaned by the Indemnified Parties.

   d. The Contractor will promptly provide, or cause to be provided, to the Executive Director and the Commission's General Counsel copies of such notices as Contractor may receive of any claims, actions, or suits as may be given or filed in connection with the Contractor's performance or the performance of any Subcontractor and for which the Indemnified Parties are entitled to indemnification hereunder and to give the Indemnified Parties authority, information, and assistance for the defense of any claim or action.

SECTION 5.02 Performance and Payment Bond

1. Before award of the Contract, the Contractor will deliver to the Commission a Performance and Payment Bond in the amount set forth in Book 1. The surety or sureties issuing the bond must be acceptable to the Commission and the bond must be in the form provided by the Commission. The bond must cover the warranty period required by the Contract.

2. In case of neglect, failure, or refusal of Contractor to provide satisfactory sureties when so directed within seven (7) days after such notification, the Commission may declare this Contract forfeit, but such forfeiture will not release Contractor or its surety or sureties from any liability which may have accrued prior to the date of such forfeiture.

3. If at any time the surety or sureties, or any one of them, upon such bond become insolvent, or are, in the sole opinion of the Commission, unsatisfactory, or unable to respond to damages in case of liability on such bond, the Commission will notify the Contractor and direct that a bond issued by a satisfactory surety or sureties be provided forthwith.

4. Surety for Bond. The Performance and Payment Bond required by the Contract must be secured by a guarantee or surety company listed in the latest issue of U.S. Treasury Circular 570.

SECTION 5.03 Insurance

1. The Contractor must procure and maintain at all times, at Contractor's own expense the minimum insurance coverages and requirements specified in Book 1, Exhibit 2.

ARTICLE 6. PERMITS AND LICENSES

SECTION 6.01 Permits, Licenses, and Regulations

1. Permits

   a. The Contractor is responsible for obtaining all permits, including but not limited to sewer, water, crane, fence, driveway, and building permits, as prescribed by the City of Chicago and public utilities, and any other permits that may be necessary. The Commission will be responsible for the City of Chicago Department of Buildings permit costs and the Department of Buildings Stormwater Review Fee. All other permit fees will be borne by the Contractor, as well as, any third party review costs. See Exhibit C for current Fee Waiver.

   b. The Contractor will confer with the Commission Representative prior to applying for the City building permit, and the parties will agree on the process for obtaining the City building permit prior to Contractor's application for such permit. The Commission Representative will assist the Contractor in the building permit process, but the Contractor is solely responsible for obtaining all required permits in a timely fashion.

   c. The nature of the foundation systems required on portions of this Project may be such that submittals, permits, and coordination will be required with the appropriate governing body within the City of Chicago. If such systems are required by the Contract, the Contractor, representing its familiarity with these systems and permit processes, is responsible for any and all submittals, fees, coordination, and any other items required to secure approvals required by the authorities having jurisdiction for the installation of these systems.

2. Licenses and Regulations

   a. The Contractor will include in the bid for the Project, obtain, and pay for all licenses and certificates of inspection required or necessary for the execution and completion of the Work.

   b. The Contractor must give all notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the Work. If the Contractor observes that the Drawings and specifications are at variance therewith, prompt notification in writing must be given to the Commission Representative, and any necessary changes must be made in accordance with Article 17 "Changes in the Work." If the Contractor fails to provide such notice, or otherwise performs the Work contrary to pertinent law, ordinances, codes, rules or regulations, the Contractor will bear all costs arising from any Work performed that is contrary to such laws, ordinances, codes, rules, and regulations.

   c. The Contractor must also comply with the current regulations of the National Board of Fire Underwriters where applicable, and all other codes named in the specifications for the various divisions of the Work.

   d. Regulations applicable to this Project include, but are not limited to the most current editions of, the following (as adopted by the authority having jurisdiction):

      (1) City of Chicago Municipal Code
      (2) National Fire Protection Association Codes and Standards (NFPA)
      (3) National Electrical Code (NFPA 70: NEC)
      (4) Illinois State Plumbing Code (77 Illinois Administrative Code 890)
      (5) Illinois Accessibility Standards (71 IAC 400)
      (6) Americans with Disabilities Act Guidelines (ADAG)
      (7) American Society of Heating , Refrigerating and Air-Conditioning Engineers Standards and Guidelines (ASHRAE)
      (8) American Society of Mechanical Engineers (ASME)
      (9) American Institute of Steel Construction (AISC)
      (10) American National Standards Institute (ANSI)

e. Where requirements of the applicable building codes differ, the Authorized Commission Representative shall determine which requirement shall govern and the Contractor shall comply with the governing requirement. If the Contractor believes it is entitled to additional compensation it must follow the requirements set out in Article 18 “Claims and Disputes” of Book 2.

f. Submit copies of all permits, licenses, and similar permissions obtained, and receipts for fees paid, to the Commission Representative.

g. It shall be the responsibility of the Contractor to coordinate, procure and pay for all ties necessary for the completion and operation of the fire alarm system. Contractor shall arrange and pay for all fees as required by the appropriate governing body within the City of Chicago.

ARTICLE 7. CONTRACTOR'S PRACTICES AT SITE

SECTION 7.01 Hours of Work

1. The Contractor will furnish sufficient forces and work such shifts as may be required to ensure completion of the Work under the conditions and within the time stated in the Contract. If the nature of the Work requires that parts of it be performed outside of regular working hours, the cost of such Work including overtime wages for the User's Building Engineer, if applicable, is to be included in the Base Contract Price. If the Project falls behind schedule, the Contractor will be required to perform the Work by extra shifts or on overtime basis as may be necessary to complete the Work on time at no additional cost to the Commission.

2. The Contractor will not be entitled to additional compensation for extra shifts or overtime work for any reason or claim of whatever nature except as otherwise expressly stated in writing by the Commission; and then only to the extent of the direct cost of the premium portion of the time involved and without any charge for mark up, insurance, or taxes, except as might otherwise be required by law.

3. The Site may be occupied during construction. Contractor will cooperate fully with the Commission, Commission Representative, Architect, and the User during construction operations to minimize conflicts and interference and to facilitate occupant usage and operations.

4. During occupied hours, the Contractor will limit construction operations to methods and procedures which will not adversely and unduly affect the environment of occupied spaces. The Contractor must provide proper protection and procedures to ensure that noise, dust, odors, air pollution, ambient discomfort, or poor lighting do not endanger or disrupt the activities of the User. The Contractor must follow Federal, State and City safety procedures, and provide for the protection of the building occupants and furniture, fixtures and equipment as required for execution of the work.

5. Whenever the Contractor desires to perform Work outside the hours of 7:00 a.m. through 3:30 p.m., Monday through Friday, the Contractor will request written authorization from the Commission not less than forty-eight (48) hours in advance.

SECTION 7.02 Cleaning Up

1. During the Construction, the Contractor will keep the Site and adjacent premises as free from material, debris, and rubbish as is practicable and will remove the same entirely and at once, if in the opinion of the Commission, said material, debris, or rubbish constitutes a nuisance, a safety hazard, or is objectionable in any way to the public. Upon oral and/or written notification of unacceptable Site conditions by the Commission, the Contractor is responsible for immediate remediation within 48 hours of notification. The Contractor's failure to act accordingly will result in completion of remediation work by the Commission at the Contractor's expense.

2. As a condition of Final Completion and Acceptance of the Work, the Contractor must remove from the Site and adjacent premises all machinery, equipment, surplus materials, falsework, excavated and useless materials, rubbish, temporary buildings, barricades, and signs, and must restore the area surrounding the Site to the same general conditions that existed prior to the commencement of the Work.

3. The Contractor will clean off all cement streaks or drippings, paint smears or drippings, rust stains, oil, grease, dirt, and any other foreign materials deposited or accumulated on any portion of the Work or existing facilities or infrastructure due to Contractor's operations.

4. Contractor is solely responsible for and assumes all liability associated with off-Site disposal of any Hazardous Materials generated as a result of Contractor's construction activities.

SECTION 7.03 Project Health and Safety

The Contractor is responsible for project health and safety as of the date stated in the Notice to Proceed.

1. Worker's Health and Safety

    a. Contractor has sole and complete responsibility for implementation of a safety program. The Contractor's safety program ("Safety Program") must include the Work of all the Contractor's Subcontractors. The Safety Program must

be submitted to the Commissioner before the start of the Work. The Safety Program shall, at a minimum, set forth and maintain the standards stated in the Commission's Project Specific Safety Plans for the Contractor and for Subcontractors. In the event that Contractor elects to adopt the Commission's Safety Manual as a part of Contractor's Safety Program, Contractor acknowledges and agrees that adopting the Safety Manual does not in any way attenuate, limit, transfer or otherwise affect Contractor's sole and complete responsibility and liability for its Safety Program.

b. The Contractor shall designate a safety representative for the project. This person shall be present whenever work is being performed at the site or whenever delivery of materials, products or equipment is being made at the site. The safety representative must have successfully completed the OSHA thirty (30) hour course.

c. Although the Commission Representative will observe construction and give the Contractor opinions and suggestions about safety defects and deficiencies, the Commission Representative's suggestions on safety will in no way relieve the Contractor of its responsibility for safety on the project. The Contractor has sole responsibility for safety.

d. The Contractor must comply with the requirements of Regulations 29 CFR Part 1926 (originally CFR Part 1518) – Safety and Health Regulations for Construction of the Williams-Steiger Occupation Safety and Health Act of 1970 (Federal, OSHA). Copies may be obtained from the Regional Administrator of the Department of Labor, Federal Office Building, Chicago, Illinois.

e. The Contractor's must also comply with the "Health and Safety Act" of the State of Illinois. The rules pursuant to this Act are on file with the Secretary of State of Illinois and identical in every respect with the standards in effect under the Federal, OSHA, and law, pursuant to orders of the Illinois Industrial Commission. The Federal and State standards require that the Contractor provide reasonable protection to the lives, health and safety of all persons employed under the Contract. The State act, rules and the applicable parts thereof will be considered as part of these specifications.

f. The Contractor must comply with all local safety laws including, those set forth in the applicable Municipal Code of Chicago.

g. The Contractor must take any precautions that may be necessary to render all portions of the Work secure in every respect to decrease the possibility of accidents from any cause. The Contractor will furnish and install all necessary facilities to provide safe means of access to all points where Work is being performed and make all necessary provisions to insure the safety of workers and of consultants and inspectors during the performance of the Work.

h. The Contractor must keep on the site of the Work, completely equipped first aid kits readily accessible at all times. The Contractor will designate a person on each shift, acceptable to the Commission Representative, to be in charge of first aid and will cause such person to receive proper instructions therein.

i. Only such materials and equipment as are necessary for the construction of the Work under this Contract, as determined by the Commission Representative, will be placed, stored or allowed to occupy any such space of the site of the Work. If gasoline, flammable oils, or other highly combustible materials must be stored at the site, they will be stored in approved safety containers.

2. Hazardous Materials

a. If the Contractor encounters material on the Site reasonably believed to be hazardous which has not been identified in the Contract Documents or rendered harmless, the Contractor will immediately stop Work in the Area affected and report the condition to the Commission Representative in writing. The Work in the affected area will be resumed in the absence of Hazardous Materials, or when it has been rendered harmless, by written notification from the Commission Representative to the Contractor.

b. The Contractor will not be required to perform, without its consent, any Work in the presence of Hazardous Materials.

c. If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from material or substance encountered on the Site by the Contractor, the Contractor, will, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the Commission Representative and Architect in writing.

3. Coordination With Other Contractors - Safety

   a. In accordance with the provisions of Article 8. "Coordination With Others," the Contractor will cooperate with any other contractor that may be performing work on the Site in connection with the compliance with regulations of OSHA and all other federal, state, and municipal laws, rules and regulations relating to Site safety and practice including, as may be relevant, correcting Work within abatement periods, requesting extensions on abatement periods when work has been done by other contractors, and furnishing such supporting information or material as may be necessary to fully protect the rights of the Commission, its representatives, and other contractors on pending or prospective violation orders.

4. Public Health and Safety

   a. The Contractor must prevent the public from gaining access to the Project Site.

   b. The Contractor will take all necessary precautions to ensure the safety of the public and to prevent accidents or injury to persons or damage to property adjacent to the Site where the Work is being performed.

   c. The Contractor will erect and properly maintain at all times, as required by laws and regulations and the conditions and progress of the Work, proper safeguards for the protection of the public and post signs warning against the dangers created by falling materials, open excavations, and all other hazardous conditions.

   d. The Contractor must remove all snow and ice, and salt all sidewalks adjacent to the project site for the proper protection of pedestrians pursuant to Section 10-8-180 of the Chicago Municipal Code.

   e. If, in the prosecution of the Work, it is necessary to excavate or occupy any street, alley, or public grounds of the City of Chicago, the Contractor agrees to erect and maintain such barriers, and during the night, such lights as will effectively prevent the happening of any accidents or damage to life, limb, or property in consequence of such excavation or occupation of such street, alley, or public grounds. The Contractor is liable for all damage caused by the Contractor, its agents, employees, or Subcontractors of any tier in the excavation or occupation of any street, alley, or public grounds, and indemnifies the Commission pursuant to Section 5.01 "Indemnification."

5. Firearms and Other Weapons

   a. The PBC is committed to providing a safe and secure workplace for the benefit of its employees, consultants, contractors and the general public; therefore, threatening behavior by any person on or about the PBC office premises, project sites and any place in which PBC business is conducted is prohibited. Further, possession of firearms, explosives, or other weapons anywhere on PBC property and project sites or while conducting PBC business is prohibited. Employees and contractors must, at a minimum, comply with all federal, state and local laws relating to the possession and use of firearms, including the Illinois Firearm Concealed Carry Act, 430 ILCS 66/1, et. seq.; the Illinois Criminal Code – Article 5, Deadly Weapons, 720 ILCS 5/Art. 24 et. seq.; and the City of Chicago Firearms and Other Weapons Ordinance, Chicago Municipal Code, Sec. 8-24-005, et. seq. Further, as a condition of employment and/or contract, individuals may not bring weapons onto PBC premises or project sites (including parking lots), even in situations where such conduct would be allowed under the cited laws.

6. Construction Site Cleanliness

   a. The Contractor must comply with all requirements of Section 13-32-125 of the Chicago Municipal Code entitled, "Construction Site Cleanliness."

   b. The Contractor must mow all grass or weeds on the site as directed by the Commission Representative.

SECTION 7.04 Protection of Work and Property

1. The Contractor will continuously protect the Work and the Commission's property from damage, injury or loss arising in connection with operations under the Contract Documents. The Contractor will make good any such damage, injury or loss. Contractor is responsible Site security, including, but not limited to, watchmen and construction fencing. Dogs are not allowed on the Site at any time.

2. The Contractor will at all times provide and maintain adequate protection against weather (including, but not limited to rain, winds, storms, snow, sleet, frost, or heat) so as to preserve all Work, materials, equipment, apparatus, and fixtures free from injury or damage.

3. The construction period may span the winter season and other times in which cold or inclement weather may be anticipated. The Contractor must make all provisions required and necessary to work during inclement or winter conditions so as to complete all work in accordance with the approved schedule. The actions necessary include, but are not limited to, temporary protection and weatherproofing, temporary heat, temporary lighting, and any other measures necessary or prudent, in addition to those delineated in Section 7.07, which will be provided by the Contractor as part of the Base Contract Price.

4. Adequate precautions will be taken against fire throughout all the Contractor's operations. Flammable material must be kept at an absolute minimum, and, will be properly handled and stored in accordance with all applicable codes and standards. Except as otherwise provided herein, the Contractor must not permit fires to be built or open salamanders to be used in any part of the Work. Except in designated areas, smoking is not permitted on the Site at any time.

5. In occupied or partially occupied buildings, the Contractor must provide all safeguards and protection necessary to protect the User from dust as may be created during any portion of the execution of the Work. The Contractor will provide dust-proof barriers to isolate areas of Work from all occupants of operations if dust, debris, or objectionable odors from the performance of the Work spreads beyond the isolated dust barrier to occupied portions of the Site. Following cleaning of the occupied portions of the Site, re-establishment of the dust barriers, and the dissipation of all objectionable odors, when authorized by the Commission Representative, the Contractor may resume operations. Any such disruption to the progress of the Work shall not be the basis for a claim by Contractor.

6. Unless otherwise noted, all existing fixtures, furniture, equipment, supplies, or similar items must be carefully removed by the Contractor and properly stored in a nearby area, protected from damage of any kind, prior to Work being performed in that area. The Contractor will return such items to their original place at the completion of construction. For electronic or utility hook-ups, the Commission will be notified in advance, and allowed sufficient time to disconnect items prior to removal. Hook-ups will be reconnected by the Commission after replacement of furniture and equipment by the Contractor.

7. The Contractor must provide and maintain adequate protection for all properties adjacent to the Site. When required by law or for the safety of the Work, the Contractor will shore up, brace, underpin and protect as necessary, adjacent pavements, foundations, and other portions of existing structures which are in any way affected by the operations under the Contract Documents. The costs of all such operations are part of the Base Contract Price. The Contractor, before commencement of any part of the Work, must give any notices required to be given to any adjoining landowner or other parties.

8. If, in the opinion of the Commission, the Contractor's Work endangers adjoining property, the Work will be stopped when directed in writing by the Commission Representative, and the method of operation changed in a manner acceptable to the Commission.

9. The Contractor must protect all streets, sidewalks, light poles, hydrants, and concealed or exposed utilities of every description affected by or adjacent to the Work. If such items are damaged by the Contractor, the Contractor will make all necessary repair thereof or replacements thereof at no cost to the Commission. It is the Contractor's responsibility to provide photographic evidence of the condition of the site as well as adjacent property, and submit such to the Commission Representative prior to commencement of the Work.

SECTION 7.05 Accidents

1. If death, serious injury, including any time an ambulance is called to the site, or serious damages are caused, the Contractor must notify the Commission Representative immediately via telephone or messenger.

2. The Contractor will promptly report in writing to the Commission Representative all accidents whatsoever arising out of, or in connection with, the performance of the Work, whether on or off the Site, which caused death, personal injury, or property damage, giving full details and statements of witnesses. It will be the responsibility of the Contractor to submit a written accident report, within twenty-four (24) hours of the occurrence, containing the following:

a. Name of Person or Persons involved and Home Address(es)

b. Location of Occurrence

c. Time of Day and Date

d. Description of Occurrence

e. Statements of Witnesses

f. Signature of Contractor's Superintendent

g. Any other documentation of the accident, if any (i.e. police report, OSHA report, medical documentation, etc.)

3. The Contractor must send a copy of the accident report to the Commission Risk Manager and to the Commission Representative.

4. If any claim is made by anyone against the Contractor or any Subcontractor on account of any accident, the Contractor will promptly report the facts and full details of the claim in writing to the Commission Representative.

SECTION 7.06 Coordination with Occupants for Access and Security

1. The area available to the Contractor for the performance of the Work is shown on the drawings. Material and equipment storage and field offices shall be confined to the area indicated on the Drawings.

2. Access to the Project will be limited to the routes indicated. The Contractor must obtain prior written approval from the Commission Representative for any proposed alternate routes.

3. If the Commission or User Agency continues to occupy portions of the Project during construction, the Contractor must schedule and conduct the Work so as to cause the least interference with the operations of the Commission and User Agency.

4. Occupied areas include all areas in which the Commission or User will conduct regular activities, or which will be accessible to the public, and access to such areas.

5. If it is necessary to access or conduct construction operations in occupied areas, review the schedule, and the intended method of separating the Work from the occupants with the Commission Representative and Architect. Obtain the Commission Representative's approval of the period, hours and areas to be used prior to commencement of Work.

6. Limit access through occupied areas to those days and times approved by the Commission Representative.

7. Access to and use of existing facilities is permitted only for the performance of the Work and only after approval has been obtained from the Commission Representative.

8. When the following must be interrupted, provide alternate facilities acceptable to the Commission Representative or schedule the interruption for a time when occupancy will not be impaired:

   a. Emergency means of egress

   b. Utilities and building systems which must remain in operation to allow safe and useful occupancy

9. Security Procedures. The following security procedures must be followed by the Contractor:

   a. Limit access to the Project to persons involved in the Work.

   b. Provide secure storage of materials for which the Commission has made payment and which are stored on Site.

c. Secure completed Work prior to occupancy as required to prevent loss.

d. Secure and protect facilities and property of the Commission and User in areas of the Work.

SECTION 7.07 Temporary Facilities and Services

1. Definitions

a. Temporary Facilities: Construction, fixtures, fittings, and other built items required to accomplish the Work but which are not incorporated into the finished Work.

b. Temporary Utilities: Temporary sources of electric power, water, natural gas, telephone service, internet and other services as are necessary for execution of the Work, obtained from public utilities, other main distribution systems, or temporary sources constructed for the Project, but not including the fixtures and equipment served, or the permanent utility connections.

2. Submittals

a. Reports of inspections, tests, and approvals for the installation and use of construction facilities, which are made or given by public authorities.

b. Copies of permits required by public authorities.

3. Quality Assurance

a. The Contractor must comply with requirements of governing authorities, as to type, quantity, location, and use of temporary facilities.

b. Comply with requirements of public utilities affected.

4. Project Conditions

a. The Contractor must obtain easements where required.

5. Sequencing and Scheduling

a. The Contractor must perform all required connections to the existing utility systems without disruption to existing services. If disruption of the existing services is required, do not proceed without the approval of the Architect and Commission Representative, requested not less than seven (7) days, in advance.

b. The Contractor must maintain required facilities until not needed or until shortly before Substantial Completion; remove facilities before Final Completion and Acceptance.

c. The Contractor must change over to use of permanent facilities, when applicable, as soon as possible, except when use of permanent facilities is not allowed.

6. Materials

a. General: The Contractor must provide materials which are both suitable for the use and durable enough to withstand the use and abuse to be expected.

b. Temporary Heating Units: UL or FM labeled for the fuel used; do not use gasoline-burning, open burning, or solid fuel heaters or salamanders.

(1) Use equipment that is known to be safe and that will not damage Work in progress.

(2) Provide trained personnel as required to operate and maintain equipment during working and non-working hours

as necessary to maintain the Work at the temperatures specified in the Contract documents, or as specified by the product manufacturer's, whichever is more stringent.

7. Temporary Utilities, Contractor Obligations

   a. Temporary Water Service, Contractor Obligations:

      (1) Provide water adequate for demand of construction operations.

      (2) Piped water service:

         i. Do not use permanent piping system to distribute non-potable water.

         ii. Connect to existing water main.

         iii. Provide meter and shut-off valve.

         iv. Disinfect temporary piping before use.

         v. Take precautions to prevent damage due to leaks and spills.

   b. Temporary Power and Light, Contractor Obligations:

      (1) Provide electricity adequate for demand of construction operations.

      (2) Electrical service:

         i. Obtain temporary service from local utility.

         ii. Provide disconnect at connection to service.

         iii. Provide service conductors and equipment.

         iv. Provide metering equipment.

         v. Provide service to other temporary facilities specified.

8. Protective Facilities, Contractor Obligations

   a. Fire Protection Facilities: The Contractor must provide, at a minimum, the temporary facilities required by the authorities having jurisdiction.

      (1) Fire extinguishers to be installed in the completed building shall not be used during construction.

      (2) Put permanent facilities into operation as soon as possible.

   b. Site Fence: 6'-0" high, chain link fence, Contractor Obligations.

      (1) The Contractor must comply with all requirements of Section 13-32-125 of the Chicago Municipal Code entitled, "Construction Site Cleanliness."

      (2) Furnish, install and maintain to prevent unauthorized access to Site by people and animals.

      (3) Locate fence where indicated on Drawings.

      (4) Provide gates as required for access. Coordinate locations with Commission Representative.

      (5) Do not remove until other security facilities, either temporary or permanent, are in place and in operation.

c. Temporary Storage Sheds, Contractor Obligations:

(1) Coordinate location with Commission Representative.

(2) Provide and maintain weather-tight shed for storage of tools.

(3) Paint the exterior.

(4) Subject to the approval of the Commission Representative.

d. Temporary Stairs and Ladders Contractor Obligations:

(1) Furnish and maintain all necessary temporary stairs, ladders, ramps, chutes, runways, derricks, etc.

9. Employee Facilities, Contractor Obligations

a. Temporary Lighting: Provide, at a minimum, the lighting required by law.

b. Toilet Facilities: Provide temporary toilet facilities.

(1) Clean and maintain toilet facilities.

(2) Provide toilet tissue for each facility.

(3) Provide well-ventilated and weather-tight enclosures.

(4) Arrange for sewer and water services.

10. Temporary Construction, Contractor Obligations

a. Cooperate with other Contractors in location of temporary facilities.

b. Temperature control and ventilation facilities: Provide adequate facilities:

(1) To provide proper conditions for installation.

(2) For drying and curing of completed Work.

(3) For protection from deterioration due to high or low temperatures and humidity.

(4) To provide suitable working conditions.

(5) Provide heating after building is enclosed, adequate to maintain minimum of sixty-five (65) degrees F.

c. Temporary enclosures for heating: When general building heating is required for construction operations before completion of building enclosure, provide temporary construction to close openings in building enclosure.

d. Temporary enclosures for weather resistance: When building enclosure is not yet complete but interior construction may be damaged by weather, provide temporary enclosures adequate to keep out weather.

e. Temporary partitions: Provide at juncture of new and existing building in locations required by construction operations that will create dust, excessive noise, or other disruption to the User and schedule, and as indicated on Drawings.

(1) Minimum of two (2)-hour fire-rated construction, approved by authorities having jurisdiction.

(2) Dustproof partitions: Constructed of framing, gypsum board, plywood, and plastic sheeting, full height, with dustproof access doors. Seal joints with sealant or durable tape.

11. Project Construction Sign(S), Contractor Obligations

    a. Maintain project construction signs installed by others.

12. Termination and Removal, Contractor Obligations

    a. Remove temporary facilities when no longer needed, or when use of appropriate permanent facility is approved, but not later than Substantial Completion.

    b. Exception: When longer usage is requested by the Architect or Commission Representative.

    c. Complete permanent Work delayed until removal of temporary facilities.

    d. Permanent facilities used during construction: Clean; replace parts that are work in excess of that expected during normal usage.

    e. Dispose of Project sign(s) not claimed by the Commission.

ARTICLE 8. COORDINATION WITH OTHERS

SECTION 8.01 Other Contractors on the Site

1. The Commission reserves the right to let other contracts in connection with the Work. The Contractor will afford other contractors reasonable opportunity for the introduction and storage of their materials and for the performance of their work. Contractor will coordinate and tie-in, where appropriate, its Work with that of others in an acceptable manner and perform the Work in proper sequence to the work of others. Such work being performed by the Commission's separate contractors will not in any way constitute acceptance or partial acceptance of the Work by the Commission.

2. The Contractor must conduct the Work so as not to interfere with or hinder the progress or completion of the work being performed by other contractors within or adjacent to the Site.

3. If any part of the Contractor's Work depends, for proper performance or result, upon the work of any other contractor, the Contractor will inspect and measure the work of the other contractor and promptly report to the Commission Representative any defects or discrepancies in such work. The Contractor's failure to inspect and make such report will constitute an acceptance of the other contractor's work as fit and proper for the proper performance of the Work, except as to latent defects.

4. Wherever work being done by any such contractors or subcontractors is contiguous to Work covered by the Contract Documents, the respective rights of the parties will be established by the Commission Representative to secure the completion of the various portions of the Work in a coordinated manner.

SECTION 8.02 Mutual Responsibility of Contractors

1. The Contractor is responsible for Work not completed or accepted due to the presence and operations of other contractors.

2. The Contractor is liable, financially or otherwise, in connection with this Contract, and must protect and save harmless the Commission from any and all damages or claims that may arise because of inconvenience, delay, or loss experienced due to the presence and operations of other contractors working within the limits of the Work.

3. The Contractor, where separate contractors or their subcontractors are employed on the Site, will not make claims against the Commission for loss or damage or injury caused by any fault or negligence of such other contractor or subcontractor. The Contractor will look solely to such contractors or subcontractors for recovery for any such damage or injury.

4. If any separate contractor or its subcontractor suffers loss or damage through any acts or omission on the part of the Contractor, or any of its subcontractors, the Contractor will reimburse such other contractor or subcontractor. If such separate contractor or its subcontractor asserts any claim against the Commission on account of any damage or loss alleged to have been so sustained, the Commission will notify the Contractor, and the Contractor will save the Commission harmless against such claims as provided in Section 5.01 "Indemnification."

SECTION 8.03 Coordination with Others

1. The Contractor is to inform the Commission Representative when coordination of the Contractor's Work with others is required. Notify each party involved, in writing, of the schedule and nature of activities that require such coordination.

ARTICLE 9. PERSONNEL

SECTION 9.01 Competency of Workers

1. The Contractor must employ only competent and efficient laborers, mechanics or artisans. Whenever, in the opinion of the Commission or its representatives, any worker is careless, incompetent, violates safety or security rules, obstructs the progress of the Work, acts contrary to instructions, acts improperly, or fails to follow the safety requirements of this Contract, the Contractor must, upon request by the Commission Representative, remove such worker from the Work and must not use such worker again, except with the written consent of the Commission. The Contractor must not permit any person or worker to enter any part of the Work or any buildings connected therewith who is under the influence of intoxicating liquors or controlled substances.

SECTION 9.02 Administration and Supervision of the Work

1. The Contractor will furnish a competent and adequate staff as necessary for the proper administration, coordination, and supervision of the Work; organize the procurement of all materials and equipment so that they will be available at the time they are needed for the Work; and keep an adequate force of skilled workers on the Site to complete the Work in accordance with all requirements of the Contract Documents and to the entire satisfaction of the Commission. The Contractor shall fully comply with all project-specific staffing requirements indicated in Book 1, Mandatory Project-Specific Contractor Staffing Requirements. In the event the Executive Director determines, in his or her sole discretion, that additional supervision or administration is required, Contractor shall furnish sufficient personnel to perform such supervision or administration, all at Contractor's own expense.

2. Subsequent to notice of contract award, but prior to the Notice to Proceed, the Contractor will select a Project Manager and submit his/her résumé to the Commission Representative for the approval of the Commission. The Project Manager will have full responsibility for the prosecution of the Work with full authority to act in all matters as necessary for the proper coordination, direction, commitment of resources, and technical administration of the Work. The Project Manager will attend meetings at such places and times as will be decided by the Commission or Architect in order to render reports on the progress of the Work. The Contractor will not change Project Manager without the consent of the Commission, unless such staff member proves to be unsatisfactory to the Contractor and ceases to be in its employ.

SECTION 9.03 Superintendence

1. When required by the Commission, the Contractor must keep on the Project throughout its duration a competent, experienced and qualified Superintendent and any necessary assistants, all of whom must be satisfactory to the Commission. This Superintendent's résumé will be submitted to the Commission Representative for approval at the time the Performance and Payment Bond and certificate(s) of insurance are submitted, or sooner if so requested by the Commission. The Superintendent will be present at the Site when Contractor's personnel and/or Subcontractors are present.

2. The Superintendent will not be changed without the consent of the Commission, unless the Superintendent proves to be unsatisfactory to the Contractor or becomes unavailable due to reasons beyond the control of Contractor. In order to change the Superintendent, the Contractor will give the Commission Representative written notice and submit for approval the qualifications of the proposed replacement Superintendent at least fifteen (15) days prior to the intended change.

3. The Superintendent will represent the Contractor in the absence of the Project Manager and all directions given to the Superintendent will be as binding as if given to the Project Manager.

SECTION 9.04 Scheduler

1. When required by the Commission, to assist in the preparation and maintenance of the Schedule, the Contractor may engage, at its own expense, a consultant who is skilled in the application of network techniques for construction projects and the use of specified scheduling software. If the Contractor has qualified personnel on staff, the Contractor may perform the required scheduling with its own organization.

2. Prior to engaging a consultant or using staff personnel, and within five (5) days after award of Contract, the Contractor will submit to the Commission Representative:

a. The name and address of the proposed consultant or staff person

b. Sufficient information to show that the proposed consultant or the Contractor's staff has the qualifications to meet the Schedule requirements

c. A list of prior construction projects and three (3) selected representative schedule samples that the proposed consultant or Contractor's staff has prepared. These three (3) CPM Schedules must be for projects similar in complexity and magnitude to this Project

3. The Commission has the right to approve or disapprove employment of the proposed consultant or the performance of the Schedule requirements of the Contract by the Contractor's staff, and the Commission Representative will notify the Contractor of its decision within seven (7) days of receipt of the information. In case of disapproval, the Contractor will submit another person with supporting documents within seven (7) days. The Commission also reserves the right to disqualify the consultant or Contractor's staff personnel at any time throughout the Project if the preparation, presentation, reporting, and updating of do not, in the Commission's opinion, meet the degree of detail described in the Contract Documents. Such approval or disapproval does not release the Contractor of any of its obligations under this Contract.

SECTION 9.05 Mechanical and Electrical Coordinator

1. When required by the Commission, the Contractor must provide a staff member or members as necessary, with the following qualifications who will be responsible for performing mechanical and electrical coordination stated below ("MEP Coordinator"). The Commission has the right to approve or disapprove the MEP Coordinator. The proposed MEP Coordinator shall be experienced in coordination of mechanical and electrical work on projects of similar type and scale, including administration and supervision of mechanical and electrical work. The MEP Coordinator's résumé will be submitted to the Commission Representative for approval at the time the Performance and Payment Bond and certificate(s) of insurance are submitted, or sooner if so requested by the Commission. The Commission Representative will notify the Contractor of its approval or disapproval of the proposed MEP Coordinator within seven (7) days of receipt of the proposed MEP Coordinator's resume. In case of disapproval, the Contractor will submit another proposed MEP Coordinator's resume within seven (7) days. Such approval or disapproval does not release the Contractor of any of its obligations under this Contract.

   a. The responsibilities of the mechanical and electrical coordinator are listed below:

      (1) Coordinate all HVAC, plumbing, fire protection, electrical and site utility work, and coordinate that Work with the other work on the Site.

         i. Where space is limited, coordinate arrangement of mechanical, electrical and other Work to Fit.

         ii. Coordinate cutting and patching activities and sequencing.

         iii. Coordinate use of temporary facilities.

      (2) Prepare coordination drawings where required and where indicated.

      (3) Prepare and maintain a separate schedule of activities which relate to this Work; include:

         i. Submittals

         ii. Temporary utilities

         iii. Commissioning

      (4) Participate in progress meetings. Report progress, changes required in schedules, and unresolved problems.

      (5) Review submittals for compliance with the Contract Documents, Commissioning plan, and for coordination with other Work including, but not limited to:

i. Check field dimensions, clearances, relationships to available space, and anchors.

a) Check compatibility with equipment, other Work, electrical characteristics, and operational control requirements.

b) Check motor voltages and control characteristics.

c) Coordinate controls, interlocks, wiring of switches, and relays.

d) Coordinate wiring and control diagrams.

e) Review the effect of changes on other Work.

(6) Obtain and distribute installation requirements for each item of equipment requiring mechanical or electrical connections; include:

i. Electrical power characteristics.

ii. Control wiring requirements.

(7) Observe and maintain record of tests and inspections.

(8) Observe Work for compliance with Contract Documents and Commissioning plan, and notify the applicable Contractor or Subcontractor in writing of deficiencies in the Work.

(9) Coordinate and observe start-up, demonstration, and functional testing of equipment and systems.

(10) Coordinate maintenance of Record Documents.

(11) Assist the Commission Representative and Architect with final inspections.

SECTION 9.06 Sustainability Coordinator

1. When required by the Commission, the Contractor must have a designated Sustainability Coordinator to assist the Contractor in fulfilling all LEED and/or Sustainability required tasks. The Sustainability Coordinator is subject to the approval of the Commission, and shall be a LEED Accredited Professional (LEED AP) with experience performing LEED tasks on projects of similar size and complexity in order to be approved by the Commission.

SECTION 9.07 Surveyor

1. When required by the Commission, the Contractor will engage and pay for the services of a surveyor. The surveyor is subject to the approval of the Commission. The surveyor must be licensed in the State of Illinois, must not be an employee of the Contractor, and must not have any interest in the Contract.

SECTION 9.08 Wage Rates

1. Not less than the prevailing rate of wages as determined by the Illinois Department of Labor must be paid to all laborers, mechanics, and other workers performing Work under this Contract.

2. Contractor's attention is called to the generally prevailing hourly rate of wages, as determined by the Illinois Department of Labor, which are bound in Book 1 of these Contract Documents and which are incorporated into the Contract Documents.

3. The wage rates set forth in these Contract Documents were the rates in effect at the time these Contract Documents were issued. In the performance of the Work, however, the Contractor is fully responsible for paying the generally prevailing hourly rate of wages in effect, as determined by the Department of Labor, at the time the Work is performed. One resource for determining the current prevailing wage rate is the Internet site http://www.state.il.us/agency/idol/rates/rates.HTM

maintained by the State of Illinois Department of Labor. If the Department of Labor revises the prevailing rate of hourly wages to be paid for the Work prior to completion of the Project, the revised rate will apply to the Contract from the effective date of such revision, provided, however that such revision will not entitle the Contractor to any increased compensation under the terms hereof.

4. As a condition of making payment to the Contract, the Commission may request the Contractor to submit an affidavit to the effect that not less than the prevailing hourly wage rate is being paid to laborers, mechanics, and other workers employed on this Contract in accordance with Illinois law.

ARTICLE 10. SCHEDULE

SECTION 10.01 Time Is Of The Essence

1. TIME IS OF THE ESSENCE IN THIS CONTRACT. The Contractor agrees that it will commence the performance of the Work on the date set forth in the Notice to Proceed issued by the Commission and that it will complete the Work within the time set forth in Book 1.

SECTION 10.02 Contractor's Construction Schedule

1. General

   a. Upon request by the Commission Representative, the Commission Representative shall lead a scheduling meeting with the Contractor to review the schedule and confirm updating requirements for the Project.

   b. Contractor shall provide two (2) schedule reports. The Target Schedule shall be submitted and approved as provided herein and shall serve as the schedule for the Project. The Target Schedule will be updated each month with progress information and may include changes to activity relationships or logic, but may not change Project duration or milestones. The three- (3-)week Look-Ahead schedule will show current planned activities on the Project.

      (1) Contractor shall, within thirty (30) days, of the Notice to Proceed, or as directed by the Commission, submit a Proposed Target Schedule for the Work to the Commission for review and conditional approval that meets all the requirements of this Section 10.02.1 except for the Cost loading requirements of Paragraph 10.02.1.g.(4). Within forty-five (45) days of the Notice to Proceed, or as directed by the Commission, Contractor shall submit a cost and resource loaded schedule to the Commission Representative for review and final approval that meets all the requirements of this Section 10.04.a. (Target Schedule) including 10.02.1.g(4) Cost Loading. The Commission reserves the right to require a resource-loaded schedule within the timeframe designated by the Commission. The Proposed Target Schedule and the Target Schedule must be provided in hard copy and editable electronic format.

      (2) The Schedule will use the critical path method (CPM). The Contractor will utilize a specified scheduling software package.

      (3) The Schedule will, at a minimum, indicate the dates for the starting and completion of the various stages of the Work, including, without limitation: the placing of material orders; delivery of materials and equipment; submittal and approval of all required Submittals; procurement of material and equipment furnished by the Contractor; interface activities performed by others upon which the Contractor's schedule depends; all Work activities and field construction operations including any weather related scheduling requirements to account for weather delays due to adverse conditions that are less than 25% more severe than the monthly averages for temperature or precipitation for Chicago (as determined by the National Oceanic & Atmospheric Administration); equipment installation, testing, and balancing; commissioning activities; and all Project Milestones as required in Book 1.

      (4) The Contractor's Schedule will consist of detailed CPM diagrams as specified below. The format of the network diagram will utilize the Precedence Diagramming Method (PDM) showing the proposed starting and completion date for the various stages of the Project, including any float time, and must be prepared such that it can be used to plot actual progress against the Target Schedule.

      (5) Specifications applicable to the Schedule and network diagram

   c. Each separate sheet will include the Project name, Contract number, Contractor's name, Project file, data date, and plot date. If multiple diagrams are prepared, each must, in addition to the above, include a descriptive title of that portion of the Work included therein.

   d. The Schedule will show the order and interdependency of activities, indicating the sequence in which the Work is to be performed "as planned" by the Contractor. The Schedule will clearly describe and indicate the critical path – which shall be defined as the longest path sequence of activities in the Project Schedule Network which requires the longest total amount of time to complete.

e. The Schedule shall utilize a Work Breakdown Structure (WBS) that consists of at least three levels of detail as described below:

WBS Level	Detail Level	Information Shown
Level 1	Project	Overall Project duration and Milestone Dates.
Level 2	Summary Elements	Elements of the Work organized by CSI Division or trade applicable to the Activity.
Level 3	Individual Activities	Activities as defined in Section 10.02.1(f) below.

Contractor may utilize a more detailed WBS provided it is clearly defined in the Schedule submission.

f. Two color copies and one electronic copy on CD (editable in the software used to produce the Schedule) of the Schedule will be submitted to the Commission Representative.

g. The following items define the term "Activities" as it pertains to the Schedule:

(1) Each Activity will be a unit of Work, which requires an amount of time for its performance and shall be a component of a Summary Element.

(2) Each activity will be a logically separate part of the Work, defined by an observable start and an observable finish.

(3) To establish the scope of an activity for CPM purposes, the Contractor will form a single activity from the largest grouping of related operations, which permit a continuous and measurable flow of Work.

(4) The scope of an activity will be small enough to permit a reasonable appraisal of its status or as directed by the Commission, with no activity durations in excess of twenty (20) days, except such non-construction activities as procurement, delivery or submittal activities or other activities as may be approved by the Commission.

(5) Each Individual Activity on the Contractor's Target Schedule shall be cost and resource loaded.

i. Activities performed by others – including, but not limited to other contractors, agencies, utilities or companies, that must be completed prior to the start of the Contractor's Work or portion of Work must be included in the Contractor's schedule as milestones and identified with a designation approved by the Commission.

h. The following information will be furnished on the network diagram for each activity in the schedule:

(1) Activity ID: The Contractor will utilize the Technical Specification division and section numbers in assigning activity IDs to the related portions of Work.

(2) Description of the activity.

(3) Duration of the activity.

(4) Cost Loading: The cost estimate/budget to perform the Individual Activity of work. The total cost loading of all Individual Activities shall equal the Total Base Bid/Contract Price.

(5) Resource Loading: The estimated total number of hours required to perform the Individual Activity of work.

(6) Each activity that is not performed by the Contractor will be assigned a responsibility code indicating which Subcontractor is to perform the activity.

(7) Each activity will be identified with early/late start, early/late finish, and total float.

(8) Calendar I.D.

i. In addition to the above, any activity whose start or finish date has been specified elsewhere in the documents will reflect such specified date in the progress schedule.

j. Consequence

(1) Failure by the Contractor to provide requisite information, perform the required task(s) and/or within the specified timeframe, may be deemed an Event of Default.

2. Schedule Submittal Requirements

a. The Contractor will submit all Schedules in hard copy and editable electronic format as specified in Section 10.02.1(a).

b. Upon receipt of the Proposed Target Schedule and later the Target Schedule, the Commission will review each Schedule for conformance with the Contract Documents and degree of detail. Within fourteen (14) days after receipt of the Proposed Target Schedule or Target Schedule and supporting documents, the Commission will either: (1) approve the Schedule: (2) approve the Schedule as noted (AAN); or (3) disapprove the Schedule with the reasons set forth. If the Schedule is approved as noted or is disapproved, the Contractor must submit a revised Schedule addressing specific comments within seven (7) days. The Commission's initial approval of the Proposed Target Schedule will conditioned upon the Contractor's timely submittal of the Target Schedule with cost loading. Only the Commission's approval of the Target Schedule will establish an approved Target Schedule for the Project.

c. The Proposed Target Schedule and Target Schedule must have the same total duration for the performance of Work as stated in Book 1.

d. Failure by the Contractor to provide the Proposed Target Schedule, Target Schedule or monthly updated schedules within the required time period may be deemed an event of default.

3. Submittal, Acceptance, and Contractor's Responsibility for the Schedule

a. Prior to submitting any Schedule to the Commission Representative, the Contractor will review and verify the procurement lead time for the fabrication and delivery of all construction materials and equipment along with the erection and/or installation duration for all the construction activities that make up the critical path of the Project.

b. The Contractor will coordinate its letting of subcontracts, material purchases, shop drawing submissions, delivery of material and sequence of operations to conform to the Schedule and will furnish proof of same as may be required by written notification from the Commission.

c. The Commission's approval of any Schedule is done for the sole purpose of insuring that all CPM scheduling documents prepared by the Contractor conform to the Contract requirements. This approval does not relieve the Contractor of its sole responsibility for the means, methods, procedures, and sequence of the construction process, nor does it provide any entitlement to additional funds.

4. Updating

a. Target Schedule

(1) The Contractor may make non-material changes to the individual activity durations, activity relationships, constraints, costs, add or delete activities, and alter the Target Schedule's logic ties. The Contractor shall not make any material changes or changes that affect Milestones agreed upon in the Target Schedule unless such changes are fully explained in the monthly update schedule narrative and are approved by the Commission. Contractor shall not modify the original approved project duration or Substantial Completion date except by a Commission approved Change Order. Contractor shall indicate progress on the Target Schedule on a monthly basis by updating the Target Schedule with the following:

i. Actual start dates

ii. Actual finish dates

iii. Activity percent completion

iv. Remaining duration of activities in progress

v. Identified or highlighted critical activities

(2) The Progress reported in the monthly update to the Target Schedule shall be applied against the cost loaded Target Schedule to support determination of the earned value available for payment. The Target Schedule must accurately reflect the Project's current status and the cumulative Earned Value of the individual activities. The earned value available for payment may be decreased or increased as deemed necessary by the Commission Representative to accurately reflect actual work in place on the Project.

b. The Contractor will submit monthly updates of the Target Schedule in number, form and format acceptable to the Commission Representative.

c. As part of the normal monthly Schedule update for the Target Schedule, the Contractor will prepare a written narrative report, highlighting the progress during the past update period. The written narrative report will include but not necessarily be limited to the following information:

(1) Summary of Work accomplished during the past update period;

(2) Contract Milestone Comparison Chart;

(3) Analysis of Critical Path;

(4) Analysis of time lost/gained during the update period;

(5) Identification of problem areas;

(6) Recommended solutions to current problems.

d. Upon receipt of the Target Schedule update, the Commission Representative will review the Schedule update and narrative for conformance with the Contract Documents and degree of detail. The Commission Representative, within seven (7) days after receipt of the Schedule update and supporting documentation, will approve or reject any such schedule update with written comments. If any Schedule update is rejected, the Contractor must submit a revised schedule update within seven (7) days after the date of rejection.

e. The Contractor is required to attend a monthly Schedule update review meeting with the Commission Representative. The purpose of this meeting is to review past progress, current status, problem areas and future progress. The Contractor's narrative report will be reviewed at this meeting. The Contractor's representatives attending this meeting will have the authority to commit manpower and/or other resources to correct any negative impact to the Schedule as indicated on the Target Schedule Update.

f. Three Week Look-Ahead Schedule

(1) The Contractor shall also provide weekly schedule updates and participate in a weekly schedule review (which may occur as part of the weekly progress meeting) to review the 3-Week Look-Ahead Schedule. The 3-Week Look-Ahead Schedule shall be a time-scaled logic diagram that may be generated directly from the current Target Schedule and provided as an electronic file in its native format or it may be generated by another method approved by the Commission Representative, provided that the activities, durations and logic correspond directly to the activities, durations and logic in the current Target Schedule. Activities on the 3-week Look Ahead Schedule shall include an activity ID and description (relatable to the Activity ID and description used in the Target Schedule). The timeline for the 3-week Look-Ahead shall be the previous week's actual activities and the forecast activities for the upcoming two (2) weeks. The weekly Schedule Update review shall include a review of the status of any potential delays, change modifications, delays or requested revisions to the schedule.

5. Changes to the Target Schedule

   a. If the Contractor proposes to make any changes to Milestone Dates in the Target Schedule, Contractor will notify the Commission Representative in writing, stating the reasons for the change, identifying each changed activity (including duration and interrelationships between activities) and providing a fragnet of the proposed schedule change in editable electronic format. However, such revisions or revised schedule shall not change or modify the Project Duration set forth in the Target Schedule or Book 1.

   b. The Commission has the authority to approve or disapprove the proposed change in the Target Schedule Milestones and will do so in writing within seven (7) days after receipt of the Contractor's submission. If the Commission approves the changes to the Milestones in the Target Schedule the changed schedule will be designated the new "Target Schedule." All subsequent monthly updates will be plotted against the new "Target Schedule."

   c. If it appears that the Target Schedule no longer represents the actual prosecution and progress of the Work at the Individual Level, the Commission Representative may request, and the Contractor shall submit within seven (7) days of the request, a revision to or revised Target Schedule along with a statement agreeing with the proposed change or setting forth Contractor's justification for not incorporating said revision. However, such revisions or revised schedule shall not change or modify the Project Duration set forth in the Target Schedule or Book 1. The Commission Representative shall review and approve or disapprove Contractor's revision or revised Target Schedule within seven (7) days of receipt. Upon approval, the revision to the Target Schedule or revised Target Schedule shall be designated the new Target Schedule.

   d. The Commission reserves the right to request a proposal from the Contractor to accelerate or compress the schedule in lieu of granting a Time Extension request in order to maintain the Contract Substantial Completion Date or original project duration (Acceleration Proposal). The Commission shall make any such Acceleration Proposal request in writing within ten (10) days of receipt of the Contractor's Time Extension Request. Contractor shall provide the Acceleration Proposal within ten (10) days of the Commission's request and the Commission shall have ten (10) days from the receipt of the Acceleration Proposal to advise Contractor of its recommendation regarding the Acceleration Proposal and Time Extension Request. Contractor's Acceleration Proposal shall include a detailed cost estimate and description of its proposed methodology for accelerating the schedule. If the Commission elects to proceed with the Contractor's Acceleration Proposal, the Commission shall issue a Field Order incorporating the Acceleration Proposal and a subsequent Change Order to revise the Contract Amount pursuant to Article 17.

6. Recovery Schedule

   a. The Contractor must maintain an adequate work force and the necessary materials, supplies and equipment to meet the Target Schedule. If the Contractor, in the judgment of the Commission, is failing to meet the Target Schedule, including any Contract milestones, the Contractor, upon the written request of the Commission Representative, shall submit a recovery schedule.

   b. The recovery schedule will set forth a plan to eliminate the schedule slippage (negative float). The plan must be specific to show the methods to achieve the recovery of time, i.e. increasing manpower, working overtime, weekend work, employing multiple shifts. All costs associated with implementing the recovery schedule will be borne by the Contractor.

   c. Upon receipt of the recovery schedule, the Commission Representative will review the recovery schedule for conformance with the Contract Documents and degree of detail. The Commission will approve the recovery schedule or reject it with written comments within seven (7) days of receipt. If the detailed CPM recovery schedule is rejected, the Contractor must submit a revised CPM recovery schedule within five (5) days of the date of rejection.

   d. If the Contractor refuses to follow the direction of the Commission, the Commission reserves the right, after serving seven (7) days written notice to the Contractor, to procure the materials, equipment and labor to proceed with or to complete the Work or any portion of it and charge the cost to the Contractor. The Commission's rights under this provision are cumulative to rights under any other provisions of the Contract including the Commission's rights to terminate for default or convenience.

e. Consequence

(1) Failure by the Contractor to provide requisite information, perform the required task(s) and/or within the specified timeframe, may be deemed an Event of Default.

7. Target Schedule Changes Directed by the Commission

a. The Commission Representative may direct the Contractor to revise the Target Schedule. Reasons for such direction may include, but are not limited to, the following: (1) changes in the Work; (2) re-phasing of the Project or any phase; (3) a change in the duration of the Project or phase; or (4) acceleration of the Project or phase.

b. The Commission Representative will direct the Contractor to provide a revised Target Schedule in writing.

c. The Contractor will provide the revised Target Schedule within ten (10) days of receipt of the Commission's written direction, which revisions to the Target Schedule may be submitted as fragnet portions of the Schedule which, upon approval and incorporation into the Target Schedule will satisfy the Commission's direction to revise the Schedule. Contractor shall also submit a written description of the schedule changes necessitated by the Commission's request and a detailed explanation of any cost impacts to effectuate the requested Schedule changes.

d. The Commission has the authority, in its sole discretion, to approve or reject the Contractor's proposed revised Target Schedule and will do so in writing within seven (7) days after receipt of the Contractor's submission. If the Commission Representative approves the revised Target Schedule, the Commission will initiate a Change Order, pursuant to which such revised Target Schedule will be designated the new Target Schedule and adjustment to the Contract Price (if any) to adjust the Project Schedule to achieve the Commission required schedule modifications.

SECTION 10.03 Non-Compensable Delays; Causes of Compensable Delay; Compensation for Delays; Delays Which Do Not Qualify for Time Extensions; Procedure For Time Extension Requests

1. Non-compensable Delays

a. For a cumulative period of 25% of the as-bid duration of the project in calendar Days (the "Non-Compensable Delay Period"), the Contractor will not be compensated for the following delays: Adverse weather delay days due to adverse weather conditions that when measured monthly are less than 25% more severe than the monthly averages for temperature or precipitation for Chicago (as determined by the National Oceanic & Atmospheric Administration); a delay in the commencement, prosecution or completion of the Work by any act of the Commission, including but not limited to a delay, change, addition, deletion or modification in the Work or any omission, neglect or default of the Commission, or by order of the Executive Director, or the Commission Representative; or by any cause beyond the Contractor's control, none of which are due to any fault, neglect act or omission on Contractor's part. However, the Contractor will be entitled to a Change Order providing a time extension for such delays. The Contractor agrees that the Change Order providing the time extension shall release the Commission, its employees and representatives from any and all claims for damages of whatever character, including but not limited to, disruption, changes in sequence, interference, inefficiency, field or home office costs for delays described above which cumulate to the number of days in the Non-Compensable Delay Period.

2. Causes of Compensable Delay

a. If any of the following listed events results in delays to critical path activities and progress of the work which cumulatively have exceeded the Non-Compensable Delay Period and the Contractor has not caused a concurrent delay, such delays shall entitle the Contractor to compensation as provided in Section 10.03.3 Compensation for Delays.

(1) Delays caused by the Commission or the Commission Representative, as described in Section 10.03.1 above;

(2) Acts of God, acts of the public enemy, fires, floods, earthquakes, epidemics, quarantine restrictions, labor strikes at the job site, or freight embargoes, provided that the listed causes were not foreseeable and did not result from the fault or negligence of the Contractor, and provided further that the Contractor has taken reasonable precautions to prevent further delays owing to such causes;

(3) Acts (including delays in acting or failure to act) of the State, City or other governmental or regulatory authority, including, without limitation, restraining orders or injunctions requiring that the Work be stopped, delays in permit issuance or occupancy inspection, that are not the result of any fault or negligence of the Contractor or any of its Subcontractors;

(4) Adverse weather delay days due to adverse weather conditions that when measured monthly are more than twenty-five percent (25%) more severe than the monthly averages for temperature or precipitation for Chicago (as determined by the National Oceanic & Atmospheric Administration), provided that actual adverse weather delays prevent work on critical path activities for more than four (4) hours of a scheduled work day or cause a decrease in the field labor workforce hours on critical path activities of more than seventy percent (70%) on a scheduled work day; and

(5) Delays resulting from subsurface or otherwise concealed conditions encountered at the project site which differ materially from those indicated in the contract documents as described in Section 3.04 Site Conditions and Inspection.

3. Compensation for Delays

a. Payment for delays exceeding the Non-Compensable Delay Period, from the causes listed in Section 10.03.2 Causes of Compensable Delays, will be made for: extended field staff time for the prosecution of the work, labor inefficiency, idle time for equipment (provided that Contractor proves that it took reasonable steps to mitigate damages regarding he idle equipment), relocation or storage of the material (on the site), winter protection costs (if applicable) and the cost of re-sequencing the work. The Contractor shall submit documentation satisfactory to the Commission Representative demonstrating costs incurred as a result of the Compensable Delay as part of its Time Impact Analysis pursuant to Section 10.03.5 below. Contractor shall be entitled to compensation only for those compensable delay days beyond the Non-Compensable Delay Period per Section 10.03.01 and not for the Days in the Non-Compensable Delay Period established pursuant to this Section 10.03. The Contractor shall not be entitled to compensation for any cost not expressly provided for in this paragraph.

4. Delays Which Do Not Qualify For Time Extensions

a. No extension of time will be granted under this section for any delay: (1) if the delay was caused by the action and/or inaction of the Contractor, including, but not limited to, the fault or negligence of the Contractor or any of its Subcontractors; or (2) for which any remedies are provided for or excluded by any other provision of the Contract. The Executive Director's permitting the Contractor to proceed with its Work, or any part thereof, after such extension will in no way operate as a waiver of any other rights on the part of the Commission.

5. Procedure for Time Extension Requests

a. No time extensions will be allowed unless they are set forth in a Change Order which has been approved and executed by the Commission.

b. The Contractor expressly consents to both the time requirements and notice content requirements for requesting an extension of time set forth in this Section 10.03.5. The Contractor acknowledges that the notice requirements set forth in this section 10.03.5 shall be strictly enforced and agrees that any failure on the part of the Contractor to provide notice strictly in accordance with the requirements of this Section 10.03.5 shall constitute a waiver of the Contractor's right to seek an extension of time or to file a dispute to the Executive Director under Article 18. The Contractor further acknowledges that the time requirements and content requirements of Section 10.03.5 have the purpose, among others, of allowing the Commission Representative and Commission to evaluate the time extension request contemporaneously with the event that has been claimed to cause the delay.

c. In order to request a Time Extension, a "Notice of Delay" or "Commencement of Delay" notice must be provided in writing to the Commission Representative, no more than five (5) calendar days after the commencement of the delay, otherwise the claim for the time extension is waived. A "Notice of Delay" shall be provided for a delay event that commenced and terminated within the five (5) day notice period. The Notice of Delay shall indicate the date of commencement of the delay and the date on which the delay terminated and shall include a brief description of the delaying event.

d. A "Commencement of Delay" notice shall be provided for an event of delay that continues beyond the five (5) day period for providing notice. If the cause of the delay continues for more than five (5) calendar days after the start of the delay, a "Termination of Delay" notice must be provided in writing, to the Commission Representative along with the "Request for Time Extension" within ten (10) calendar days after the termination of the delay.

e. The Contractor must submit its "Request for Time Extension" in writing to the Commission Representative within ten (10) calendar days after the termination of the delay. The "Request for Time Extension shall:

(1) State the cause of the delay, identifying the type of Excusable Delay; state the facts giving rise to the delay; and state the number of days requested.

(2) Specifically demonstrate the negative impact of the delay on the critical path of the Target Schedule by submitting a complete Time Impact Analysis (TIA) which shall include a fragmentary critical path network (Fragnet) that accounts for any float on the project and illustrates the impact of the alleged delay on the Target Schedule.

f. The Commission Representative shall advise the Contractor of its recommendation regarding the Time Extension request, in writing, within ten (10) days of receipt. If the Contractor and Commission Representative agree on the Time Extension to be granted, a Change Order will be processed and approved stating the Time Extension to be provided and any change to the Contract Amount.

g. The Executive Director may: 1) recommend that the entire Time Extension be granted; 2) recommend that a portion of the Time Extension be granted; or 3) deny the Time Extension. The Executive Director will provide the Contractor a final decision in writing within fifteen (15) days of receipt of the Time Extension request from the Commission Representative, or such additional time as the Executive Director requires, but not to exceed ten (10) additional days.

h. The Contractor must make a Dispute to the Executive Director, as required by Article 18, regarding any Time Extension request to which the Commission Representative and Contractor do not agree, as limited by this Section 10.03.5.h. The Contractor may not dispute the decision of the Commission Representative unless the Time Extension request exceeds five (5) calendar days or the liquidated damages exceed $10,000. The decision of the Executive Director is final for each Time Extension request of less than five (5) days, or if the liquidated damages assessed are less than $10,000.

SECTION 10.04 Liquidated Damages

1. If Contractor fails to complete the Work according to the Target Schedule, and if Book 1 provides for liquidated damages, then such liquidated damages, may be assessed. The Commission may recover liquidated damages by deducting the amount thereof out of any monies due or that may become due the Contractor, and if said monies due or that may become due are insufficient to cover said damages, then the Contractor will pay the amount due.

2. These liquidated damages are for Contractor's delay only, and nothing contained in this Contract limits the right of the Commission to recover from the Contractor any damages, costs and expenses sustained by the Commission due to Contractor's other improper performance hereunder, repudiation of the Contract by the Contractor, Contractor's other failure to perform, or Contractor's other breaches in any other respect, including but not limited to defective workmanship or materials.

SECTION 10.05 Completion of Punch List

1. It is also understood and agreed that TIME IS OF THE ESSENCE IN CLOSING OUT THE WORK. The Contractor agrees to begin performance immediately after receipt of notice of the Punch List Work.

2. The period to complete Punch List Work will be determined in the sole discretion of the Commission Representative. The time period for completion of the Punch List Work begins the day after the Punch List is provided to the Contractor. The Commission Representative may extend the period to complete Punch List Work for specific Work which requires the receipt of long lead-time materials. However, all other Punch List Work must be completed as required by this Section 10.05.

a. Unless otherwise directed by the Commission Representative, failure of the Contractor or its Subcontractors to begin the Punch List Work prior to the expiration of three (3) days after receipt of the Punch List will be construed as failure to

prosecute the Work of the Contract.

b. It is further understood and agreed that the Punch List Work will be continuously prosecuted once begun. Therefore, any gap of three (3) days during which Punch List Work is not being performed on the job site will also be construed as failure to prosecute the Work of the Contract.

SECTION 10.06 Notice of Labor Disputes

1. Whenever the Contractor has knowledge that any actual or potential labor disputes is delaying or threatens to delay the timely performance of this Contract, the Contractor must immediately give notice to the Commission Representative in accordance with the Notice provision of Section 22.05 and must include all available information with respect thereto to the Commission.

ARTICLE 11. MEETINGS AND PROGRESS DOCUMENTATION

SECTION 11.01 Pre-Construction Meeting

1. Prior to beginning Work, the Commission will conduct a pre-construction meeting as detailed below. Representatives of the Contractor and Subcontractors must attend. The purpose of the meeting is to establish lines of authority and communications and to identify duties and responsibilities of the organizations. Discussion will cover specific Drawings, Technical Specifications, unusual conditions, schedules of completion, and other features of the Contract. The Commission may conduct additional coordination meetings at its discretion.

2. Preconstruction Meeting

    a. A Preconstruction Meeting will be held at a time and place designated by the Commission Representative to identify responsibilities of the Contractor, Commission, Commission Representative and the Architect and to explain administrative procedures. The Commission Representative will set the due date for the Contractor's first payment application at the pre-construction meeting.

    b. The Contractor shall also address the following items at this meeting:

        (1) Submittal of preliminary construction schedule

        (2) Use of the Site

        (3) Delivery and Storage

        (4) Safety

        (5) Security

        (6) Clean Up

        (7) Administrative procedures relating to:

            i. Submittals

            ii. Progress Meeting Schedules

            iii. Change Orders

            iv. Applications for Payment

            v. Record Documents

            vi. Construction Close-out

    c. Attendees at this meeting shall include:

        (1) The Commission

        (2) The Architect

        (3) The Commission Representative

        (4) The Contractor's Superintendent, project manager and mechanical-electrical coordinator

        (5) MBE and WBE firms listed on the Schedule D and Schedule C (if applicable)

        (6) Other parties as directed by the Commission (ie. Consultants, subcontractors, agency representatives, etc.)

SECTION 11.02 Review Meetings

1. The Contractor is responsible for conducting and documenting weekly coordination meetings at the Site. The Contractor will arrange for Subcontractors to attend the meetings if expressly requested by the Commission Representative. Prior to each meeting, the Contractor must submit its schedule of activities and interfaces in the format required by the Commission. The meetings may include the following:

    a. Review of Work progress since the previous monthly review meeting.

    b. Discussion of field observations, problems and decisions.

    c. Review of off-Site fabrication problems and other problems affecting the schedule.

    d. Review of equipment deliveries.

    e. Discussion of corrective measures and procedures Contractor will use to achieve the Contract schedule.

    f. Review of submittal schedules and effect on the construction schedule.

    g. Review of proposed Contract changes and effect on the construction schedule.

    h. Coordination requirements.

    i. Clarifications and decisions required of the Commission.

    j. Review of Contractor's forces on the Work.

    k. Review of Project Record Document status and content.

    l. Review of the three (3) week look ahead schedule.

    m. Review of LEED and sustainability issues.

    n. Review of Utility Coordination

    o. Review RFI Submittals and Nonconformance logs

    p. LEED and sustainability coordination

    q. Pre-Commissioning and Commissioning

    r. Construction coordination among disciplines

    s. Commissioning

SECTION 11.03 Progress Documentation Requirements

1. Contractor's Construction Schedule ("Target Schedule"):

    a. Submit sample for review at preconstruction meeting.

    b. Submit updated Target Schedule at each monthly payment application review meeting and after each major change in the schedule.

2. Shop Drawings and Submittals Schedule:

    a. Submit shop drawings and submittals schedule with Target Schedule.

3. Progress Reports:

   a. Daily Construction Logs

      (1) Submit previous weeks' reports to Architect and Commission Representative at weekly progress meeting.

      (2) Daily Construction Logs: Every day, the Contractor must record the following information concerning events at the Site in a format acceptable to the Architect and the Commission Representative:

         i. Weather conditions; high and low temperatures.

         ii. Approximate number of persons working at the Site, by trade or Contractor.

         iii. Visitors to the Site.

         iv. Modifications to the Contract received; modifications implemented.

         v. Delays; reasons for delay.

         vi. Emergencies and accidents.

         vii. Equipment and system start-ups and tests.

         viii. Field quality control activities conducted.

         ix. Losses of material and property.

         x. Meetings held and significant decisions made.

         xi. Names of subcontractors at Site.

         xii. Orders and requests of representatives of governing authorities.

         xiii. Unusual events.

         xiv. Utility service disconnections and connections

   b. Monthly Progress Reports:

      (1) Submit sample for review at preconstruction meeting.

      (2) Failure to submit will result in delay to processing of Application for Payment.

      (3) The Contractor must prepare a narrative report describing the general state of completion of the Work and describing in detail the following:

         i. Actual and anticipated delays, impact on the schedule, and corrective actions taken or proposed.

         ii. Actual and potential problems.

         iii. Status of Change Order Work.

         iv. Effect of delays, problems, and changes on the schedules of other prime Contractors.

         v. Outstanding change proposal requests.

         vi. Status of corrective work ordered by the Architect.

c. Monthly Progress Photographs:

(1) As directed by the Commission's Representative, Contractor must take electronic photographs of existing conditions and work progress.

4. Record Documents:

a. Maintain current set at Site for reference and review by Architect and Commission Representative.

5. Photographs: Electronic color prints.

a. Provide thorough photographic documentation of existing conditions and work progress.

b. Label each file with the following, unless otherwise directed by the Commission:

(1) Project name.

(2) Architect's name.

(3) Contractor's name.

(4) Photographer's name.

(5) Photograph date.

(6) Position and direction from which photo was taken.

c. At the end of the project, Contractor must provide a USB flash drive containing project photos, at the direction of the Commissioner's Representative.

6. Quality Assurance

a. Network Analysis Procedures

(1) Train appropriate Project personnel in proper methods of providing data and of using schedule information.

(2) Establish procedures for monitoring and updating the schedule and for reporting progress.

7. Coordination

a. In preparation of schedules, take into account the time allowed or required for the Architect's administrative procedures.

(1) Allow a minimum of fifteen (15) calendar days for the Architects review of submittals.

8. Weekly Progress Meetings

a. The Contractor must schedule and conduct weekly progress meetings through Final Acceptance or as directed by the Commission's Representative. Conduct additional progress meetings as directed by the Commission Representative as required by the progress of the Work.

(1) Hold meetings at the Contractor's field office.

(2) As often as practical, hold meetings on the same day of the week at the same time of day. When it is necessary to change the day or time of the meeting, notify the Commission Representative of the change a minimum of three (3) business days prior to the normal meeting day or the revised day, whichever is earlier.

b. The following are required to attend:

(1) Project superintendent, project manager and key support staff.

(2) Major Subcontractors.

(3) Commission Representative.

c. The Commission Representative shall prepare and distribute agenda prior to meetings; cover the following topics when applicable:

(1) Review minutes of previous meeting.

(2) Status of submittals and impending submittals.

(3) Actual progress of activities in relation to the schedule.

(4) Actual and anticipated delays, their impact on the schedule, and corrective actions taken or proposed.

(5) Actual and potential problems.

(6) Status of corrective work ordered by the Architect.

(7) Progress expected to be made during the next period.

d. The Architect or Commission Representative shall record minutes and distribute copies to the participants and to all entities affected by decisions made.

9. Pre-installation And Pre-fabrication Conferences

a. The Contractor shall call these conferences where required by the individual Specification sections for the purpose of reviewing product selections, procedures for executing work, and coordination with/or among Subcontractors, or as directed by the Commission's Representative. The place, date, and time of these conferences shall be scheduled by the Contractor after coordination with the Commission Representative. Do not schedule these conferences until the Subcontractor executing the work has made the submittals called for in the Contract Documents and they have been returned to the Contractor "Approved" or "Approved as Noted" by the Architect; and when the Subcontractor executing the work has made the quality control submittals called for in the Contract Documents and their receipt has been acknowledged to the Contractor by the Architect. The following parties shall attend these conferences:

(1) The Contractor.

(2) The Contractor's Mechanical, Electrical, Plumbing and Fire Protection coordinator.

(3) The Subcontractor executing the work.

(4) Subcontractors affected by the work.

(5) Manufacturer's representatives.

(6) The testing laboratory, when applicable.

(7) The Commission Representative.

(8) The Commission's Commissioning Agent (when applicable)

b. Date, time, and place of meetings are to be acceptable to the Commission, the Commission Representative, and the Architect.

ARTICLE 12. COMMISSION PROPERTY

SECTION 12.01 Ownership of Drawings, Specifications and Models

1. All copies of Drawings and Technical Specifications furnished by the Architect are the property of the Commission. Such copies are not to be used on any other work or project and, with the exception of the signed Contract set, are to be returned to the Commission with a copy of the transmittal letter to the Commission Representative at the completion of the Work. All models are the property of the Commission. During the performance of its Work, the Contractor shall be responsible for any loss or damage to documents while in the Contractor's possession or the possession of a Subcontractor and any such documents so lost or damaged shall be restored at the expense of the Contractor.

2. The Contractor shall deliver, or cause to be delivered at any time during the term of this Contract, all documents, including but not limited to drawings, models, specifications, estimates, reports, studies, maps and computations, prepared by or for the Commission, to the Commission Representative promptly upon reasonable demand therefore or upon termination or completion of the Work hereunder. In the event of the failure by the Contractor to make such delivery, the Contractor shall pay to the Commission damages the Commission may sustain by reason thereof, including consequential damages.

SECTION 12.02 Confidentiality

1. All of the reports information, or data, prepared or assembled by or provided to the Contractor under this Contract are confidential and the Contractor agrees that, except as specifically authorized herein or as may be required by law, it shall not make available said reports, information, or data, to any other individual or organization, without the prior approval of the Commission. In addition, the Contractor must not, without the prior written consent of the Commission, prepare or distribute any news releases, articles, brochures, advertisements or other materials concerning the Project or Contractor's work.

SECTION 12.03 Right of Entry

1. The Contractor, and any of its officers, employees, agents, and Subcontractors, are permitted to enter upon any part of the Site owned by the Commission or User Agency in connection with the performance of the Work hereunder, subject to the terms and conditions contained herein and those rules that may be established by the Commission or User Agency. The Contractor must provide advance notice to the Commission Representative of Contractor's initial entry onto the Site. Consent to enter upon all or any part of the Site given by the Commission or User Agency will not create, nor be deemed to imply the creation of, any additional responsibilities on the part of the Commission or User Agency.

2. Inspections. The Contractor acknowledges that the Commission has the right of access to the Site at all times and the right to inspect all Work during the term of the Contract.

3. The Contractor must use, and must cause each of its officers, employees, agents, and Subcontractors to use, the highest degree of care when entering upon property owned by the Commission or User Agency in connection with the Work. In the case of any property owned by the Commission or User Agency, or property owned by and leased from the Commission or User Agency, Contractor must comply, and must cause each of its officers, employees, agents, and Subcontractors to comply, with any and all instructions and requirements for the use of such property, including any licenses for which requirement is being incorporated by reference. Any and all claims, suits, judgments, costs, or expenses, including reasonable attorneys' fees, arising from, by reason of, or in connection with any such entry is treated in accordance with the indemnification provisions contained in this Contract.

SECTION 12.04 Damage to Property

1. If the Contractor causes damage to Commission or User Agency property, the Contractor must, at the sole option of the Commission, either: 1) pay the cost of repair of the damage; or 2) repair or replace any property so damaged. The Commission has the right to a set-off against payments to the Contractor under this Contract for the cost of any such repairs.

SECTION 12.05 Use of Completed Portions of the Work

1. After Substantial Completion of the Work in any space(s) in the Project, the Commission will have the right to use and occupy such space(s) in advance of Final Completion and Acceptance of the Work, provided that the Commission's occupancy and use of such spaces will not unduly interfere with the Contractor's operations nor delay completion of the

Work. Occupancy and use of any space(s) in the building by the Commission or User Agency will not constitute Substantial Completion in the absence of written notification of Substantial Completion of the affected portion of the Work from the Architect.

2. If the Commission desires to exercise the right of partial occupancy prior to Substantial Completion and Final Completion and Acceptance of the Work as provided below, the Contractor will cooperate with the Commission in making available for the Commission's use such services as heating, ventilating, cooling, water, lighting, and telephone for the space(s) to be occupied. If the equipment required to furnish such services is not entirely complete at the time the Commission desires to occupy the aforesaid space(s), the Contractor will make all reasonable efforts to complete it as soon as possible. The cost of utilities to partially or temporarily occupied Work pursuant to this Section 12.05 is a cost of the Work, unless the Commission notifies Contractor otherwise prior to use of such utilities.

3. The Commission's occupancy or use of such space(s) in the Project will not constitute the Commission's acceptance of any Work, materials, or equipment which are not in accordance with the requirements of the Contract Documents, nor relieve the Contractor from its obligations or responsibilities under the Contract.

4. In any case, when the Commission occupies or begins to use any portion of the Work pursuant to this Section 12.05, the Commission will give the Contractor notice in writing of its occupancy and/or use of the space(s) involved.

ARTICLE 13. QUALITY OF WORKMANSHIP, MATERIALS, AND EQUIPMENT

SECTION 13.01 Standard of Performance

1. In addition to performing the Work in full compliance with the Contract Documents, the Contractor will perform, or cause to be performed, all Work required of it under the terms and conditions of this Contract with that degree of skill, care, and diligence normally exercised by qualified and experienced contractors in performing work in projects of a scope and magnitude comparable to the Project.

SECTION 13.02 Contractor's Quality Program

1. Scope of Contractor's Quality Program (CQP)

    a. Quality is the responsibility of the Contractor. This responsibility includes development and implementation of a Contractor's Quality Program for quality management and construction activities. The CQP must satisfy the requirements of the Contract Documents. The Contractor must develop and implement an appropriate quality program to achieve a level of quality consistent with the Contract requirements.

    b. Throughout the course of the work, the CQP will be subject to continual monitoring to assess the effectiveness of the quality processes employed by the Contractor. The Contractor's implementation of and compliance with its CQP are subject to monitoring and audit by the Commission. The Contactor must address the Commission's concerns and audit findings. The Commission will pursue its remedies under the Contract for Contractor's failure to appropriately resolve such concerns and findings.

2. Contractor's Quality Program

    a. The Contractor must establish, implement, and maintain an effective quality program to manage, control, and document the work and assure that the Work conforms to the requirements of the Contract. The Contractor must communicate, implement, and follow the CQP at all levels of its organization.

    b. The CQP must describe the policies, plans, procedures, and organization necessary to exercise control and ensure quality. It must cover materials, equipment, workmanship, fabrication, and operations furnished both onsite and offsite by the Contactor. The CQP must be an internally approved document, signed by the Contractor's management representative, and must contain a revision number and effective date. The CQP must also include a written statement, signed by the Contractor's Quality Representative, that the program satisfies the requirements of the Contract.

    c. Organization of the quality functions and activities for the Project must be supported by the management structure of the Contractor. The choice and level of application of the quality program must be appropriate for the Project.

    d. Responsibility for achievement of quality must be acknowledged by all management, construction and support personnel of the Contractor. Subcontractors (including suppliers), testing laboratories, and consultants employed by the Contractor must also conform to the commitments specified in the Contract and the CQP.

3. Submittal of Contractor's Quality Program

    a. Within fourteen (14) days after the Notice to Proceed, the Contractor must provide its internally approved CQP to the Commission Representative for review and acceptance. If the Contractor fails to submit its CQP within the required time, or if the CQP is not accepted, the Commission may suspend the Work until the Contractor furnishes an acceptable CQP. The Contractor shall not receive a time extension for the period of any such suspension.

4. Acceptance of the Contractor's Quality Program

    a. The Commission Representative is responsible for reviewing and accepting the CQP. This acceptance is conditional based on satisfactory performance throughout the course of the work. As work progresses, the Contractor may be required to revise the CQP to maintain a quality of construction consistent with the Contract. Should this revision of the CQP be required, the revised CQP will again be subject to acceptance by the Commission Representative.

5. Proposed Changes to the Contractor's Quality Program

    a. The Contractor must notify the Commission Representative, in writing, of any proposed change to the CQP. Any changes to the accepted CQP will be subject to the same acceptance process stated in Section 13.02.4.a. above.

SECTION 13.03 Labor, Materials and Equipment

1. Unless otherwise specified, all materials and equipment will be new, and of such quality as required to comply with the Contract Documents. The Contractor will, when required, furnish satisfactory evidence as to kind and quality of all materials and equipment. All labor will be performed by workers skilled in their respective trades, and workmanship will be of good quality so that first class work in accordance with the standards of construction set forth in the Contract Documents will result.

2. Any Work, materials or equipment which does not conform to these requirements or the standards set forth in the Contract Documents may be disapproved and rejected by the Architect or Commission, in which case it will be removed and replaced by the Contractor as provided hereinafter in Section 13.08, “Correction of Work Before Final Payment” or Section 13.09 “Correction of Work After Final Payment.”

3. The Contractor will keep proper inventories, provide adequate protection against the weather, and maintain security measures against theft and vandalism with respect to all stored materials, fixtures, and equipment for items stored on-Site and not yet incorporated into the Work.

4. The Site will not be utilized for the storage of vehicles, materials, equipment, or fixtures not intended for this Project.

5. The Contractor will review any specified construction or installation procedures (including those recommended by any product manufacturer). The Contractor will advise the Architect and Commission Representative in writing seven (7) days prior to commencing Work, on items affected:

    a. if any specified procedure deviates from good construction practice;

    b. if following any specified procedure will affect any warranties; or

    c. if there are any objections which the Contractor may have to any specified procedure.

SECTION 13.04 Source of Materials

1. Contractor will notify the Commission Representative in writing as soon as possible after the Contract has been awarded, but not less than three (3) weeks prior to the need for inspection and testing of the source (or sources) from which Contractor expects to obtain the various construction materials. The source of supply of each materials used will be approved by the Commission before delivery is commenced. If sources previously approved are found to be unacceptable at any time and fail to produce materials satisfactory to the Commission, the Contractor will furnish materials from other approved sources.

SECTION 13.05 Products

1. The Contract executed hereunder requires the use of the materials, equipment, or processes specifically named in the Contract Documents except as otherwise provided herein. The word “processes” as used herein includes methods or systems of construction.

2. Manufacturer and Products. The term “product” as used herein refers to items to be purchased for incorporating into the Work, whether purchased for the Project or taken from previously purchased stock. The term “product” includes the terms “material,” “equipment,” “system” and words of similar intent.

    a. Products of the same general type will be from the same manufacturer throughout the Project to provide uniform appearance, operation, and maintenance.

    b. Products furnished will be of current production and product of a manufacturer regularly engaged in the manufacture of such products, for which replacement parts are available.

c. Products must be new, Testing Laboratory-labeled, by a laboratory listed in Section 14.04, where applicable, and will bear the manufacturer's name, model number, and ratings of equipment. "New" means products that have not previously been incorporated into another project or facility, except that products consisting of recycled content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.

d. Manufacturers of equipment assemblies, which include components made by others, will assume complete responsibility and warranty for the final assembled unit.

3. Product Selection and Options

a. Product Specifications. The products and materials to be provided must meet the performance and technical requirements of the Contract Documents. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect. If available, and unless custom products or non-standard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects. The Commission reserves the right to limit selection to products with warranties that do not conflict with the requirements of the Contract Documents. Where products are accompanied by the term "as selected," the Authorized Commission Representative will provide the selection. Where products are accompanied by the term "match sample," the sample to be matched is that provided by the Authorized Commission Representative. Where products are specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," the product proposed by Contractor must be approved by the substitution process set forth in Section 13.06 below.

b. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature, that is current as of the date of the Contract Documents.

c. Comparable Product: Product that is demonstrated and approved through the substitution process set forth below to have the indicated qualities related to the type, function, dimension, in-service performance, physical properties, appearance and other characteristics that equal or exceed those of the listed product.

d. Basis-of-Design Products: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance and other characteristics for purposes of evaluating comparable products of other named manufacturers.

e. Product Selection Procedures:

(1) Products: Where specification paragraphs or subparagraphs titled "Products" provide a list of names of both products and manufacturers, Contractor must provide one of the products listed that complies with the requirements of the specification.

(2) Manufacturers: Where specification paragraphs or subparagraphs titled "Manufacturers" provide a list of manufacturers' names, Contractor must provide a product by one of the manufacturers listed that complies with the requirements of the specification.

(3) Available Products: Where specification paragraphs or subparagraphs titled "Available Products" provide a list of names of both products and manufacturers, Contractor must provide one of the products listed that complies with the requirements of the specification.

(4) Available Manufacturers: Where specification paragraphs or subparagraphs titled "Available Manufacturers" provide a list of manufacturers' names, Contractor must provide a product by one of the manufacturers listed that complies with the requirements of the specification.

(5) Product Options: Where specification paragraphs or subparagraphs titled "Product Options" indicate that size, profiles, and dimensional requirements on drawings are based on a specific product or system, provide either the specific product or system indicated, or a comparable product or system by one of the other named

manufacturers. As stated in Subparagraph 3 above, products must be approved by the substitution process set forth in Section 13.06 below in order to be deemed "comparable."

(6) Basis-of-Design Products: Where specification paragraphs or subparagraphs titled "Basis-of-Design Products" are included, and provide or refer to a list of manufacturers' names, provide either the specified product or a comparable product by one of the other named manufacturers. Drawings and specifications indicate sizes, profiles, dimensions and other characteristics that are based on the product named. As stated in Subparagraph 3 above, products must be approved by the substitution process set forth in Section 13.06 below in order to be deemed "comparable."

SECTION 13.06 Substitution of Products or Materials

1. The Authorized Commission Representative will receive and consider the Contractor's request for substitution if, and only if, all of the following conditions are met. If Contractor fails to meet these conditions, the Authorized Commission Representative will return the request without action, other than to record non-compliance with these requirements.

   a. The reason for proposing the substitution is one of the following:

      (1) The specified product or method of construction is no longer available.

      (2) There is no condition under which the specified product or method of construction can be installed as shown on the Contract Documents.

      (3) There is no condition under which the specified product or method of construction can be provided within the time limits of the Contract.

   b. Extensive revisions to the Contract Documents are not required.

   c. Proposed substitutions are in keeping with the general intent of the Contract Documents.

   d. The request is timely, fully documented and properly submitted.

2. Changes in products, materials, equipment, systems and methods of construction required by the Contract Documents and proposed by the Contractor after award of the Contract are considered to be requests for substitutions and will be addressed in the manner set forth below. Requests for substitution will be considered only in case of product unavailability or other conditions beyond the control of the Contractor. The following are not considered to be requests for substitutions and are not subject to the provisions of this Section:

   a. changes requested during the bidding period and accepted by the Commission by addendum prior to the award of the contract;

   b. revisions to the Contract Documents requested by the Commission or the Commission's Architect and issued to the Contractor via a design bulletin.

   c. specified options of products and construction methods included in the Contract Documents.

3. Each request for substitution must be submitted separately and must include:

   a. Three (3) copies of the request, using the form included in the Article 15 of Book 2.

   b. Contractor must identify the product or fabrication or installation method to be replaced in each request, including the related Specification Section and/or Drawing numbers.

   c. Contractor must provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:

      (1) Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by other contractors that will be necessary to accommodate the proposed substitution.

(2) A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements such as performance, weight, size, durability and visual effect.

(3) Product data, including Drawings and descriptions of products and fabrication and installation procedures.

(4) Samples, where applicable or requested by the Authorized Commission Representative.

(5) A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. The proposed substitution will not extend the Term of the Contract.

(6) Cost information, including a proposal of the net change in the Contract Sum, if any, submitted in the format required for Change Order requests and the designation of any required license fees or royalties.

(7) Contractor's certification that the proposed substitution conforms to the requirements of the Contract Documents in every respect and is appropriate for the applications indicated.

(8) Contractor must designate the availability of maintenance services and source of replacement materials for any proposed substitution.

(9) The Contractor's waiver of rights to additional payment or time that may become necessary because of the failure of the substitution to perform in accordance with the Contract Documents.

4. The Contractor warrants and represents that in making a formal request for substitution that:

   a. The proposed substitution is equivalent to or superior in all respects to the product specified,

   b. At a minimum, the same warranties and guarantees will be provided for the substitute as for the product specified.

   c. The Contractor will coordinate the installation of accepted substitutes into the Work and will make such changes as may be required for the Work to be complete in all respects.

5. If the evidence presented by the Contractor does not provide reasonable certainty that the proposed substitution or deviations will provide a quality or result at least equal to that attainable by the product specified, the Commission Representative may reject the proposed substitution or deviation without further investigation.

6. The Commission Representative will judge the design and appearance of proposed substitutes on the basis of their suitability in relation to the overall design of the Project, as well as for their intrinsic merits. The Commission Representative will not approve proposed substitutes as equal to items specified which, in the Commission Representative's opinion, would be inconsistent with the character, quality or design of the Project.

7. Any additional cost, or any loss or damage, arising from the substitution of any material or method for those specified must be borne by the Contractor, including the cost for damages incurred by other contractors, notwithstanding approval or acceptance of such substitution by the Commission Representative, unless such substitution was initiated at the written request or direction of the Commission Representative.

8. The Commission reserves the right to request additional information from the Contractor for any request for substitution within seven (7) days of the submittal of Contractor's request. The Authorized Commission Representative will notify the Contractor of acceptance or rejection of the substitution within fourteen (14) days of receipt of the request, or seven (7) days of receipt of additional information, whichever is later. If the Authorized Commission Representative fails to respond within the time frame stated herein, Contractor must use the product specified.

9. Approval by the Commission Representative of a substitution of material must be given pursuant to a Contract modification as required in Article 17, "Changes in the Work."

10. The Contractor's submittal, and the Commission's acceptance, of Shop Drawings, Product Data or Samples for construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor do they constitute approval of a substitution.

11. Manufacturer's nameplates will not be permanently attached to ornamental and miscellaneous metal work, furnishings and equipment, doors, frames, millwork and similar factory-fabricated products on which, in the Commission's opinion, the nameplate would be objectionable if visible after installation of the Work, without the prior written consent of the Commission Representative. This does not apply to Underwriters' Laboratories labels where required, nor to manufacturers' name and rating plates on mechanical and electrical equipment.

SECTION 13.07 Adjustment of Equipment

1. Before the Work is turned over to the Commission, the Contractor must furnish the necessary instruments, test equipment, services, and personnel required to adjust and balance each piece of equipment in order to provide a smoothly functioning, well-integrated system complying with the letter and intent of the Contract Documents.

SECTION 13.08 Correction of Work Before Final Payment

1. When Work is rejected by the Commission as failing to conform to the Contract Documents, the Contractor must promptly remove such Work, including all related materials and equipment, whether incorporated in the Work or not, from the Site. The Contractor will promptly replace and re-execute such Work in accordance with the Contract Documents and without expense to the Commission. Contractor will also bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.

2. If the Contractor does not remove such rejected Work, materials, and equipment within a reasonable time, as determined by written notice of the Commission, the Commission may, at the expense of the Contractor, remove and dispose of such rejected Work as the Commission sees fit. If the Contractor does not pay the cost and expenses of such removal within 10 Days, the Commission may deduct all such costs and expenses from any monies due the Contractor.

3. If the Work deviates from the requirements of the Contract Documents, the Contractor will be responsible for all resulting damages. A claim by the Contractor that performing the Work without deviation from what is required by the Contract Documents would also have caused or resulted in damages will not be available to the Contractor as a defense or a claim to reduce the Contractor's liability. This provision does not limit the other rights of the Commission or Architect or other obligations of the Contractor.

SECTION 13.09 Correction of Work after Final Payment

1. The final certificate of occupancy, final acceptance of the Project, final payment, or any provision in the Contract Documents does not relieve the Contractor of responsibility for faulty materials, equipment or workmanship. Unless otherwise specified, the Contractor will remedy any defects and pay for any damage to other Work resulting therefrom. The Commission will give timely written notice of such defects.

SECTION 13.10 Guarantees and Warranties

1. Contractor's Guarantee

    a. Unless stated otherwise in the Technical Specifications, the Contractor guarantees all of the Work and each and every part thereof, including, by way of illustration and not limitation, all workmanship, materials, equipment, supplies, services, and facilities that are furnished, produced, fabricated, installed, constructed, or built pursuant to the Contract Documents for the respective periods of time called for by the respective requirements of the Contract Documents, and, if no period is specified, the Guarantee will be for a period of one (1) year, against defects which result from the use of defective or inferior materials, equipment, supplies, services, facilities or workmanship or from Work not in compliance with or not performed in accordance with the Drawings or specifications. The Contractor will provide this guarantee to the Commission in writing using Exhibit Q, which may not be revised. The guarantee period will run from and after the date of Substantial Completion of the Work, unless the Contract Documents specify a different date for the commencement of the running of the guarantee period. No part of the Work will be held to be accepted until Substantial Completion of the Work (except where other arrangements have been made under Section 12.05 "Use of Completed Portions of the Work" hereof).

    b. The Contractor agrees as part of this guarantee to repair or remove and replace as directed by the Commission and, at no cost to the Commission, all the Work, materials, equipment, supplies, services, and facilities which prove defective

during the applicable guarantee period or which fail to conform to the Contract Documents. The Contractor agrees to repair, remove and replace, or pay for as directed by the Commission, at no cost to the Commission, all damaged portions of the Project and the contents and equipment thereof, resulting from or which are incidental to such defects or failure to conform to the Contract Documents. All repairs, removals and replacements must be commenced within ten (10) days of written notice from the Commission, and sufficient labor and materials sufficient must be furnished to ensure prompt completion thereof. Should the Contractor fail to proceed in accordance with the above, the Commission, without further notice to the Contractor, may furnish all labor and material necessary for repairs, or removals and replacements, and the Contractor agrees to pay the Commission all such costs incurred.

2. Manufacturer's Warranties

   a. The Contractor will:

      (1) Ensure that all required Manufacturer's Warranties are assignable, and assigned, to the Commission and/or User Agency.

      (2) Submit all applicable Manufacturer's Warranties to the Commission Representative and ensure that all warranty forms have been completed in the Commission's and/or User Agency's name and registered with the appropriate manufacturers.

   b. Repairs and replacements made by the Contractor pursuant to this section will include a Manufacturer's Warranty, if standard with the Manufacturer, in addition to the Contractor's Warranty.

SECTION 13.11 Contractor's Quality Program Elements and Requirements

1. The Contractor Quality Program (CQP), to be provided by Contractor, must include the items listed below. Contractor must submit its Contractor Quality Plan to the Commission Representative for review.

2. Management Responsibility (Responsibility, Accountability, Authority, Organizational, and Technical Interfaces) General quality control activities.

   a. The CQP must declare and document the commitment to quality by the Contractor's executive management.

   b. The CQP must contain an organization chart illustrating lines of authority and the interrelationship of those responsible for executive management, project management, and quality functions. It must describe the quality organization in detail and identify personnel responsible for: initiating action to prevent quality problems, identifying and recording quality problems, initiating solutions, and verifying implementation of solutions to quality. It must include the resumes of key personnel for Commission review.

   c. The Contractor must assign a Quality Representative (QR) to this project who will implement and administer the CQP and have the authority to act in all quality matters for the Contractor. The QR must be qualified for the position by education, training, and experience. Qualification must be demonstrated by a description of education, training, and previous quality assignments, with related duties and responsibilities, for a period sufficient to establish the appointee's quality management experience.

   d. The Contractor must maintain a staff of sufficient size and composition under the direction of the QR to perform all contractor quality control and activities in order to ensure contract compliance whether the work is performed by the Contractor's own staff or by Subcontractors. Personnel responsible for quality must be suitably trained and qualified for the quality activities they are assigned. The Contractor's quality control organization may vary as the project progresses; however, at all times it must be compatible with the level of effort and capability required by the Contract.

   e. Personnel responsible for quality verification must have the necessary authority and independence to perform their roles effectively; they must be independent of those having direct responsibility for the work being performed. This can be accomplished if those ensuring or controlling quality report on a higher level than those having direct responsibility for the work. The QR and those individuals responsible for cost, construction, schedule, or production should not be the same individual.

f. The Contractor's management must conduct periodic reviews of the CQP to assess the suitability and effectiveness of the CQP in satisfying the requirements stated in the Contractor's quality policy. The Contractor should document these reviews.

3. Documented Quality System.

a. The Contractor must develop, implement, and maintain a documented quality system to ensure that project quality objectives are satisfied. The structure of the documented quality system must identify those construction activities that must be performed to achieve constructed facilities capable of performing designed functions.

b. As a minimum, the documented quality system must include written policies and procedures for the following:

(1) A management-level commitment to quality and a statement of corporate quality policy;

(2) A detailed description of how the corporate policy is implemented and documented, and by whom; and

(3) Procedures and forms to document performance of quality-related activities and the results of those activities.

i. The documented quality system must document the policies and procedures necessary to achieve satisfactory construction. Written policies and procedures must address pertinent areas within the construction activity to assure implement, maintain, and improve quality. Procedures must also be developed, implemented, and maintained for control of processes including inspection, testing, nondestructive examination, disposition of nonconforming product, corrective action, maintenance of quality records, quality audits, and training.

ii. The documented quality system must establish the controls and responsibilities for the development, review, verification, approval, validation, and revision of documented procedures. Documented procedures are those that result in generating records substantiating the performance and outcome of quality-related activities. They follow a specified format and show current revision level, approval or effective date, and approval signature. The Contractor will use the following format for documenting procedures:

a) Purpose: Reason why the procedure is being initiated.

b) Scope: Boundaries of the procedure; i.e., to whom or to what the procedure applies.

c) References: Documents referred to for standards to be followed in relation to the procedure as well as for information and background.

d) Definitions: Explanation of words or terms used in the procedure that are not self-explanatory.

e) Procedure: The sequence of required actions to be performed and the person responsible for performing those actions.

f) Attachments: Documents and/or related materials that are needed for the procedural process such as transmittal letters, forms, and flow charts.

g) Provisions: Items of information, instructions, or special conditions applicable to the procedure.

c. The documented quality system must:

(1) Use a uniform procedure numbering system.

(2) Establish quality record capture statements within each applicable procedure that identify the quality records generated by the procedure. Procedures must contain formats for the quality records needed to ensure that the procedures are followed and documentation requirements are understood.

(3) Establish systems for the control of procedures.

(4) Ensure that procedures contain qualitative and quantitative acceptance criteria when applicable.

(5) Establish requirements to prepare, approve, and distribute procedures prior to their need or initial use.

(6) Provide a mechanism for a quick change or issuance of a procedure under specific emergency-related conditions or circumstances.

(7) Identify procedures that are controlled documents.

(8) Require a periodic review of procedures to ensure current usability and compatibility with interfacing procedures.

d. The Contractor should plan and define construction activities to achieve quality objectives. The plan should address construction sequences so that activities are performed in the appropriate order to promote quality. Documented system controls should be implemented to cover all construction operations, including both onsite and offsite manufacturing and fabrication. These controls should be keyed to the Schedule and provide written records of the results. As a minimum, these controls should include the following three phases:

(1) Preparation Phase -Prior to beginning construction on any definable feature of work. (A definable feature of work is a task that is separate and distinct from other tasks and has separate control requirements.) The plan must include the following:

i. Review of the contract requirements.

ii. Verification that all materials and/or equipment have been tested, submitted, and approved.

iii. Verification that provisions have been made to verify that the required quality control testing was performed.

iv. Examination of work areas to ascertain that all preliminary work has been completed.

v. Physical examination of materials, equipment, and sample work to ensure conformance to approved shop drawings or submitted data and that all materials and equipment are on hand.

(2) Initial Phase - At the beginning of each definable feature of work. It should include the following:

i. Check of preliminary work

ii. Verification of full compliance with Contractual requirements

iii. Establishment of level of workmanship

iv. Resolution of all differences

(3) Follow-up Phase - Periodic checks performed to ensure continuing compliance with Contract requirements until the completion of the particular feature of work.

4. Design Control.

a. Design activities are not normally within the Contractor's work scope. This element must be considered, however, if any design activity is contemplated. If no design activity is contemplated, the CQP should include a statement of non-applicability of this element.

5. Document Control. Document control includes management of submittals and control of all documents and document changes.

a. The Contractor should develop, implement, and maintain documented procedures for scheduling and managing Contractor and Subcontractor submittals and for document control. The procedures should define the responsibility and authority for preparing, reviewing, approving, issuing, recording, revising, and distributing documents for activities affecting the quality of the Work.

b. The Contractor should establish a document control system that ensures that the latest approved documents, drawings, and specifications are available prior to the start of the Work and that the Work is performed in accordance with the latest approved documents.

c. Changes to documents must be processed in writing and records must reflect all changes as generated. Changes to documents and data must be reviewed by the same authorized personnel who reviewed and approved the original documents unless the control procedures specifically allow otherwise. Changes must be distributed promptly to all locations.

d. The Contractor's document control system must include methods for elimination of obsolete documents from each work location. Any superseded documents retained for the record must be clearly identified as such.

e. The Contractor must maintain a master list of controlled documents enumerating the current revision of each document.

f. The following are examples of the types of documents requiring control:

(1) Requests for Information (RFI) and responses

(2) Drawings

(3) Specifications

(4) Inspection procedures

(5) Test procedures

(6) Special work instructions

(7) Operational procedures

(8) Quality program and procedures

6. Subcontractor Evaluation and Procurement Control.

a. Subcontractor services must comply with all quality requirements specified for the Contractor. Subcontractors and suppliers may adopt and implement the Contractor's CQP or use approved in-house quality programs appropriate to their work and meeting all applicable codes, standards, specifications, and guidelines. The Contractor should review any Subcontractor or supplier quality program used to control work on the project to verify its compliance with these requirements.

b. The Contractor should ensure that services are procured only from sources capable of meeting the requirements of the Contract and procurement documents. Subcontractors and suppliers under consideration should be evaluated on the basis of the following:

(1) Technical competence as evidenced by professional qualifications and experience of the firm and committed personnel

(2) Past performance on related or similar projects

(3) Familiarity with Project guidelines and other applicable codes and standards

(4) Current commitments of the and key personnel

(5) Safety and criticality of the project and activity

c. The Contractor must ensure that contract or procurement documents for Subcontractor services clearly specify the quality expectations of the PBC, including relevant standards, drawings, specifications, process requirements, inspection instructions, and approval criteria for materials, processes, and product. As appropriate, the Contractor should define the means and methods for handling, storage, packaging, and delivery of product. The Contractor's purchasing documents should be reviewed and approved by a Contractor designated authority for adequacy of specified quality requirements prior to release.

d. The Contractor must document all Subcontractor and supplier evaluation and procurement control activities.

e. As appropriate, the Contractor's contract with its Subcontractors and suppliers should include provisions for source inspection by the Contractor, Authority, or other authorized representatives of those quality characteristics which cannot be verified during subsequent processing. Source inspection plans should include mandatory hold points where the Contractor could verify compliance with the Contract requirements.

7. Handling, Storage, and Control of Materials and Equipment.

a. The Contractor must develop, implement, and maintain documented procedures for handling, storage, and control of materials and equipment. These should address the following, as appropriate:

(1) Measures to ensure that inappropriate storage, handling, lifting, and rigging methods do not degrade or compromise the quality of an item.

(2) Methods for cleaning, preserving, and storing material and equipment.

(3) Verification and control certificates of compliance and conformance and other supporting documentation.

b. The Contractor must develop, implement, and maintain documented procedures to control product identification and traceability to prevent the use of incorrect or defective items; and to ensure that only correct and acceptable items are used or installed.

c. The Contractor must segregate or otherwise identify items that fail to possess identification, or items for which record traceability has been lost, or items which do not conform to requirements to prevent use or installation. The Contractor should ensure that items can be identified by how they are marked or where they are located.

d. The Contractor must implement methods of handling and storage to prevent damage to, and loss of, materials and equipment. If appropriate, contract and procurement documents should require measures to ensure proper handling and storage of material and equipment by Contractor's Subcontractors and suppliers.

8. Control of Special Processes.

a. The Contractor must develop, implement, and maintain documented procedures for controlling special processes. Special processes are those that require: qualification of personnel performing the process, qualification of the process itself, and control of the process and equipment used to perform the process. Special processes include welding, nondestructive testing, and heat treating. Control of special processes should include the following:

(1) The Contractor should use qualified and certified personnel to perform special processes. Their certifications should be current and appropriate for the special process they are performing.

(2) Special processes should be qualified, or meet the requisites for prequalification. The material and equipment used to perform the special process should be qualified, properly controlled, and maintained.

(3) The Contractors, Subcontractors, or Fabrications inspectors of special processes should be properly qualified and certified, and their certifications should be current.

(4) Work involving special processes should be identified, planned, and performed in the proper sequence under controlled conditions according to the referenced standards.

(5) Work involving special processes should be performed using documented procedures or work instructions.

b. The Contractor must document the control of special processes according to the referenced standards, and keep records of the control measures.

c. The Contractor must ensure that requirements for process control and procedures for special processes are included in its contract and procurement documents if appropriate to the direction of its Subcontractors and suppliers.

9. Corrective Action.

a. The Contractor must investigate the cause of non-conformances and take appropriate corrective action to prevent recurrences. The identification, cause, and corrective action planned and taken should be documented. Corrective action taken with respect to nonconforming Work should be proactive so as to eliminate potential problems, which have not yet occurred.

b. The Contractor must develop, implement, and maintain documented corrective action procedures for the following:

(1) Analyzing processes to detect and eliminate potential causes of nonconformance.

(2) Initiating preventive actions to deal with problems to a level corresponding to the risks encountered.

(3) Ensuring implementation and effectiveness of corrective actions.

(4) Implementing and recording changes in procedures resulting from corrective actions.

c. The Contractor must ensure that applicable requirements for corrective action by its Subcontractors and suppliers are included in its contract and procurement documents.

10. Documentation by Quality Records.

a. The CQP must contain provisions for identification of types of quality records to be maintained and for their retrievability and retention. The Contractor should maintain quality records in accordance with applicable procedures as evidence that all of its activities and those of its Subcontractors comply with the requirements of the CQP.

b. The Contractor must develop, implement, and maintain documented procedures control of quality records. Responsibility for production, collection, indexing, filing, storage, maintenance, and disposition of quality records should be established.

c. Quality records must be legible and should specify the type of activities involved. Records should be kept in a suitable environment to prevent deterioration, damage, and unauthorized access. Retention times and final disposition should be established and recorded.

d. Subcontractor and supplier quality records must be included in the Contractor's quality records maintenance plan where pertinent.

e. Quality records requiring control should include, but should not be limited to, the following:

(1) Qualification records for personnel, processes, and equipment

(2) Nonconformance and corrective action reports

(3) Documentation of audit and surveillance activities

(4) Material and equipment certificates of conformance or compliance or both; certified material test reports

(5) Drawings, procedures, and the CQP

(6) Certification and training records

(7) Subcontractor and supplier evaluations

(8) Subcontractor documentation

11. Contractor Surveillance/Internal Audit.

a. The Contractor must develop, implement, and maintain documented procedures for the control of audit and surveillance activities. Audits, surveillance's, and follow-up actions must be scheduled and conducted by qualified quality personnel. All audit and surveillance activities must be documented.

b. The Contractor must establish and maintain a system of internal audits to verify and assess its compliance with the requirements of the CQP.

c. The Contractor must establish and maintain a system of surveillance or external audits to verify and assess compliance by its Subcontractors and suppliers with the CQP or other approved quality program.

d. Results of audits and surveillance's must be presented to the personnel having responsibility in the area being audited. Responsible management personnel must take timely corrective action on the deficiencies found by internal audits.

e. The Contractor must ensure that requirements for surveillance and internal audit by Subcontractors and suppliers are included in its Contract and procurement documents for the same.

12. Certification and Training.

a. The Contractor must provide training, qualification, and certification programs in accordance with recognized guidelines for personnel affecting and assuring quality. Personnel must have demonstrated competence in the specific area and have adequate understanding of the project requirements. The Contractor must periodically review credentials of active personnel to assure that suitable education, experience, and technical qualifications are maintained. Indoctrination and training must be implemented as necessary to assure that proficiency is achieved and maintained for personnel with project responsibility.

b. The Contractor must develop, implement, and maintain documented procedures to establish the requirements for conducting training, including training on the CQP and related procedures. Training must be conducted by knowledgeable instructors.

c. The Contractor must establish and maintain records of certification and training.

d. The Contractor must ensure that requirements for certification and training for its Subcontractors' and suppliers' personnel are included in its subcontract and procurement documents.

13. Reports to be provided by Contractor: Provide certified copies of reports.

a. Unless otherwise indicated, submit for review by the Architect.

b. Submit reports within ten (10) business days after execution of quality control activity, but not later than the date of the payment application for the Work to which the quality control activity relates.

c. Reports shall be prepared by the entity performing the quality control activity.

d. Include the following information in all types of reports:

(1) Date of report.

(2) Project name and Contract number.

(3) Description of the quality control activity.

(4) Name, address, and telephone number of entity performing activity.

(5) Date quality control activity was performed.

(6) Specification section(s) involved.

(7) Basis for evaluation (test method, etc.)

(8) Results or conclusions, including evaluations and interpretations.

(9) Title, name, and signature of person performing activity.

14. Certificates to be provided by Contractor: Submit for review, unless otherwise indicated.

a. Certificates shall be signed by the product manufacturer, unless otherwise specified or not applicable.

b. Include the following information:

(1) Date of certificate.

(2) Project name and Contract number.

(3) Description of the product or system certified.

(4) Specification section(s) involved.

(5) When actual materials to be used are to be certified, include lot identification markings, destination of shipment, and quantity in shipment.

(6) Title, name, and signature of person authorized to make certification.

15. Qualification Statements to be submitted by Contractor: Submit for review, unless otherwise indicated.

16. Manufacturers' Instructions to be submitted by Contractor: Submit for review, unless otherwise indicated; identify conflicts with Contract Documents.

SECTION 13.12 Sequencing and Installation Standards

1. The Contractor must coordinate quality control activities to avoid delay and to make it unnecessary to uncover Work for testing or inspection.

SECTION 13.13 Installation Standards

1. Installation Standards

a. Compliance: Install manufactured items in accordance with the manufacturer's written instructions.

b. Inconsistencies: The Contractor must refer inconsistencies between the manufacturer's instructions and the drawings and specifications to the Architect for resolution.

c. The Contractor must require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed. The Contractor must not proceed until unsatisfactory conditions have been corrected in a manner acceptable to the manufacturer and the installer.

d. The Contractor must inspect materials or equipment immediately upon delivery and again prior to installation to be certain the items are not damaged or defective.

e. The Contractor must provide attachment and connection devices and use methods necessary for securing Work true to line and level. The Contractor must allow for expansion and building movement.

f. The Contractor must provide uniform joint widths in exposed Work. The Contractor must arrange joints in exposed Work to obtain the best visual effect as determined by the Architect. All anchorage devices and materials shall be fully concealed in the Work unless otherwise approved by the Architect.

g. The Contractor must recheck measurements and dimensions before starting each installation.

h. The Contractor must install each component during weather conditions and Project status that shall ensure the best possible results. The Contractor must insulate each part of the completed construction from incompatible material as necessary to prevent deterioration.

i. The Contractor must coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

j. The Contractor must, where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated.

k. Job Mock-Up: Where indicated in the Technical Specifications, prior to installation of the work, construct sample mock-up at the site, where directed, using materials shown or specified for final Work, and indicating the proposed range of color, texture and workmanship to be expected in the completed Work. Obtain Architect's acceptance. Do not alter, move or destroy mock-up until Work is completed.

2. Colors

a. The Contractor, its subcontractors, and materials suppliers shall cooperate in furnishing required samples to aid in color selections. Where custom colors are selected by the Architect, furnish accurate reproductions of these colors on materials of same type to be used in the Work, for review. Colors and materials shall match the Architect's samples.

b. If the colors of factory-finished products or equipment are not specified, then the Architect is to select from the manufacturer's standard range of colors for non-public areas and may select custom colors for public areas, unless specified otherwise.

c. Discrepancies between the colors and materials scheduled and other requirements of the Contract Documents shall be referred to the Architect for resolution. The Contractor shall furnish these materials in accordance with the Architect's determination at no additional cost to the Owner.

3. Metal Thickness

a. Reference to gauge or thickness of metal products shall be the base metal gauge or thickness, excluding thickness of coating, such as paint coatings, zinc (galvanized) coatings, and plating.

4. Threaded Fasteners

a. Threaded fasteners and associated accessories for the work must be manufactured in the United States of America.

5. Installation and Start-Up

a. When product manufacturer's warranty is contingent upon installation or start-up technical assistance service by the manufacturer's Commissioned Representative, Contractor must advise the Owner and the Architect in writing not less than 14 days prior to date of commencement of that portion of the Work.

SECTION 13.14 Delivery, Handling and Storage

1. Delivery and Transportation, Contractor's Obligations:

a. Shop Assembly: Preassembled products in shop to greatest extent possible to minimize field splicing and assembly. Disassemble product into units only as necessary for shipping and handling limitation. Clearly mark units for ease of assembly and coordinated installation.

b. Openings: Prior to shipping, provide temporary caps or plugs to close openings of products to prevent entry of foreign material or damage to openings.

c. Fluids: Drain products of fluids prior to shipping, except as otherwise required by manufacturer. Ship fluids in separate containers.

d. Containers: Deliver products to Project site in original, new, and unopened packages or containers bearing manufacturer's name, content identification, and additional data required by respective specification sections.

e. Built-In Items: Promptly deliver products to be built into supporting construction. Furnish final setting drawings, diagrams, templates, and instructions for installation of built-in items.

2. Handling:

a. Methods: Handle products and place products in positions in a manner to prevent overstress, deformation, defacement, or other damage.

b. Lifting Aids:

(1) Furnish products with lifting aids, including, but not limited to, lifting irons, eye bolts, lifting lugs, and like items as applicable. Wherever possible, lifting aids shall be of threaded connection type.

(2) Do not remove lifting aids from products, except for interference with installation or operation. Under no circumstances shall lifting lugs welded to code stamp or like certified products be removed.

(3) Tag and deliver removed lifting aids to the Owner. Tag shall identify products to which lifting aids are associated.

3. Storage and Protection, Contractor's Obligations:

a. Storage Space:

(1) Arrangement: Place products to provide easy access for review, so identification marks are easily visible, and to provide space necessary for future handling.

(2) Relocation: If it becomes necessary during progress of the Work to move product storage facility, move such facility at no charge in the Contract Sum.

b. Off-Site Storage: In the event that it is necessary to store products off-site, first obtain acceptance of the Owner. The Contractor shall be responsible for insurance, warehousing, transportation, handling, and similar items associated with products stored off-site.

c. Protection:

(1) Do not place products in direct contact with ground or where products can become splattered with mud, dirt, water, debris, or other similar material, or where products cannot be picked-up for future handling without damage.

(2) Store products subject to damage by weather in weather-tight enclosure. Maintain temperature and humidity within ranges required or recommended by manufacturer's instructions.

(3) Prevent moisture from condensing on surfaces within space of protected or covered products.

SECTION 13.15 Interface and Project Coordination

1. Work Priority, Contractor's Obligations:

a. Fit piping, ductwork, conduit, and lights into structure as Project conditions may demand. Final decisions as to right-of-way and run of pipe, ducts, conduit, lights, etc., shall be made by the Architect.

b. Close cooperation between the trades shall be required. Work installed without regard for other work shall be removed, if necessary, as determined by the Commission and at the installing Contractor's expense.

c. In general, priority shall arranged be as follows:

(1) Light fixtures.

(2) Piping that must be drainable, such as plumbing wastes, vents, short drain lines, steam and condensate, and refrigeration.

(3) Sheet metal ductwork.

(4) Heating hot water and chilled water lines.

(5) Gas lines.

(6) Water and fire sprinkler lines.

(7) Electrical conduit.

(8) Control air lines and conduit.

d. Review the relationship of work to that of other work before installing same. In particular, review the following:

(1) Ceiling heights of room before installing ducts and pipes.

(2) Ceiling outlets versus lights and speakers.

(3) Fin tube radiation or floor air outlets versus wall electrical outlets.

(4) Fixture heights and locations.

(5) Floor drain locations.

(6) Drain piping grades and elevations.

(7) Roof drain and plumbing vent locations.

(8) Roofing, waterproofing, and flashings relative to facade and colonnade masonry work.

e. Roughing-in and connection prints shall be furnished for equipment not-in-contract (NIC) by those providing the equipment.

f. Piping, ductwork, and conduit shall be above ceilings and in wall cavities unless otherwise indicated.

g. Where pipes, ducts, and conduit are shown to be routed below existing ceilings less than 9 feet (2743 mm) high, they shall be held as high as possible, and along walls, beams, etc., to provide maximum clearance possible.

h. The Contractor shall be responsible for the pumping and draining of trenches and pits necessary for the installation of work. No piping, ductwork, conduit, or equipment shall be installed in a trench or pit until water has been pumped out and the trench is continuously maintained dry. Provide pumps, piping, and wiring required to drain trench or pit.

2. Coordination With Other Trades, Contractor’s Obligations:

a. Examine other divisions of the Contract Documents for related work.

b. Examine the Contract Documents to determine the material and equipment which shall be provided by other divisions.

c. Cooperate to provide continuity and progress of the Work. Furnish to other divisions, information required for the execution of the Work.

d. Furnish other divisions advance information on locations and sizes of frames, boxes, sleeves, and openings needed for the Work, and also furnish information and shop drawings necessary to permit trades affected to install their work properly and without delay.

e. Where there is evidence that work of a division shall interfere with the work of another division, all divisions shall be required to assist in working out space conditions to make satisfactory adjustments and shall be prepared to submit and revise coordinated shop drawings.

3. Drawing Coordination, Contractor's Obligations:

a. Location of items required by the drawings or specifications not definitely fixed by dimensions are approximate only and exact locations necessary to secure the best conditions and results shall be determined at the site and shall be as indicated on the shop drawings, and shall be subject to review by the Architect.

b. Determine exact locations by the dimensions of the actual equipment and final locations of masonry for the facade and colonnade. Submit revised shop drawings for review by the Architect for any revised layout before equipment is installed. Review the drawings for dimensions, locations of partitions and equipment, locations and sizes of structural supports, foundations, swing of doors, and other detail information required for a correct installation of the work.

c. Work not shown on the Drawings, but mentioned in the Specifications, or vice versa, or any incidental accessories necessary to make the Work complete and ready for operation, shall be furnished and installed.

d. Items not shown on the drawings or specified herein, but reasonably incidental to the installation, as required by applicable codes, as practiced by the trade, or which is stipulated by the manufacturer of equipment being installed or connected, shall be furnished and installed without additional expense.

SECTION 13.16 Construction Industry Standards

1. Publication Dates: The Contractor must comply with the standard in effect as of the date of the Contract Documents, unless another edition is indicated in the Specifications.

2. Conflicting Requirements: Where compliance with two or more standards is specified, the standards may establish different or conflicting requirements for minimum quantities or quality levels. The Contractor must refer requirements that are different, but apparently equal, and uncertainties to the Architect for a decision before proceeding.

a. The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. In complying with these requirements, indicated numeric values are minimum or maximum, as appropriate for the context of the requirements. Refer uncertainties to the Architect for a decision before proceeding.

3. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to that entity's construction activity. Copies of applicable standards are not bound with the Contract Documents.

a. Where copies of standards are needed for performance of a required construction activity, the Contractor shall obtain copies directly from the publication source.

4. Installer: An "Installer" is the Contractor or an entity engaged by the Contractor, either as an employee or, Subcontractor for performance of a particular construction activity, including, but not limited to, installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.

a. The term "experienced", when used with the term "Installer", means having a minimum of five (5) years' experience installing similar products on projects similar in size and scope to this Project, being familiar with the special

requirements indicated, and having complied with requirements of the authority having jurisdiction. Comply with additional qualifications where called for in the individual Specification sections.

b. Use of titles such as "carpentry" is not intended to imply that certain construction activities shall be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter". It also does not imply that requirements specified apply exclusively to tradespersons of the corresponding generic name.

c. Certain sections of the Specifications require that specific construction activities shall be performed by specialists who are recognized experts in the operations to be performed. The specialists shall be engaged for those activities, and assignments are requirements over which the Contractor has no choice or option. Nevertheless, the ultimate responsibility for fulfilling Contract requirements remains with the Contractor.

(1) This requirement shall not be interpreted to conflict with enforcement of building codes and similar regulations governing the Work. It is also not intended to interfere with local trade union jurisdictional settlements and similar conventions.

5. Testing Laboratories: A "testing laboratory" is an independent entity engaged to perform specific inspections or tests, either at the Project Site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

SECTION 13.17 Quality Execution

1. General

a. The Contractor must provide Work of the specified quality; where quality level is not indicated, provide Work of quality customary in similar types of Work.

(1) Where codes, laws, or regulations require Work of higher quality or performance, provide Work complying with such codes, laws, and regulations.

(2) Where two (2) or more quality provisions of the Contract Documents conflict, or; where requirements are different but apparently equal, and where it is uncertain which requirement should be used, obtain clarification from the Architect before proceeding.

(3) Actual quality may exceed the specified quality; verify that such differences are acceptable to the Commission.

b. The Contractor must control products, suppliers, manufacturers, Site conditions, installers, and workmanship in such a manner as to produce Work of the specified quality.

c. The Contractor must comply with manufacturers' instructions and recommendations.

(1) Keep a record of instructions and recommendations which supplement or conflict with the manufacturer's written instructions.

(2) When manufacturers' instructions and recommendations conflict with the Contract Documents, obtain clarification from the Architect before proceeding.

d. The Contractor must use installers who are capable of producing Work of the specified quality.

e. The Contractor must perform all quality control activities specified unless indicated to be performed by other entities.

2. Grades, Lines, and Levels

a. The Contractor must establish, maintain, and be responsible for grades, lines, levels, and benchmarks.

b. The Contractor must verify grades, lines, levels, and dimensions indicated on the Drawings before laying out the Work, failure to make said verification shall not be grounds for a claim for an increase in the Base Contract Price or the Contract Time. The Architect will not assume the responsibilities for laying out the Work.

c. The Contractor must establish benchmarks and axis lines at each floor showing exact floor elevations and other lines and dimensional reference points as required for the information and guidance of trades.

d. Before ordering materials or doing work which is dependent for proper size or installation upon coordination with building conditions the Contractor must verify dimensions by taking measurements and be responsible for their correctness.

e. The Contractor must resolve differences between the actual dimensions and those indicated on the drawings.

f. Report to the Architect and Commission Representative any discrepancy between the Drawings or the Specifications and the existing conditions. Do not proceed in areas of discrepancy until such discrepancies have been fully resolved.

3. Surveyor

a. When required by the Commission, the Contractor must engage and pay for the services of a licensed surveyor, subject to the approval of the Commission, who is not a regular employee of the Contractor and who has no interest in the Contract.

b. Locating the Work

(1) Verification: The Contractor must have the surveyor verify that the following elements of the work have been furnished and installed in accordance with the Contract Documents:

i. Caissons: Verify locations, elevations, and dimensions.

ii. Foundation Walls: Verify locations, elevations, dimensions, and angles.

iii. Roof Structure: Verify plumbness.

iv. Exterior Walls: Verify locations and plumbness.

v. Bottom of excavation; top of compacted fill.

c. Certification: The Contractor must submit certification to the Commission with a copy to the Architect, in the form of original drawings signed by the surveyor, stating that the work has been accurately located relative to the property lines. Except at his own risk, the Contractor shall not proceed with the work until surveyor's certification has been submitted and verified for correct location of the work.

4. Settlement Monitoring

a. Readings: Unless otherwise specified, Contractor must have the surveyor described above take readings of the work and adjacent property at a minimum number of points as indicated in the Technical Specification. Additional monitoring points may be established as the Contractor determines to be necessary. Provide a proposed program, in writing, for settlement monitoring prior to the start of excavation or foundation work. Have readings taken weekly until the work is substantially complete.

b. Reports: The Contractor must record settlement readings and submit them in the form of a report to the Commission Representative and the Architect once a week.

5. Protection and Repair

a. When Work is uncovered during quality control activities, the Contractor must provide protection from damage.

b. The Contractor must correct Work damaged by quality control activities; where repair is indicated as an unacceptable method, replace the Work.

ARTICLE 14. TESTING AND INSPECTION

SECTION 14.01 Inspection of Work

1. The Commission, the Architect, the Commission Representative, and all consultants of the Commission retained to do testing, commissioning or inspection, will at all times have access to the Work wherever and whenever it is in process. The Contractor must provide proper and safe facilities for access and inspection.

2. The Contractor will cooperate with inspecting agencies and provide appropriate access. If the inspection is made by an authority other than the Architect or Commission, the Contractor will inform the Architect and Commission Representative in writing of the date fixed for such inspection no less than three (3) business days prior to such date.

3. If the specifications, the Architect's instructions, laws, ordinances or any public authority require any Work to be specifically tested or approved, the Contractor will give the Commission Representative no less than three (3) business days written notice of the Work's readiness for inspection by the Architect. Required certificates of inspection must be secured by the Contractor. Inspections by the Architect will be promptly made, and where practicable, at the source of supply

4. Any Work covered up without approval, inspection, or consent of the Architect when such approval, inspection or consent is required by the Contract Documents, will be uncovered for examination as required by the Architect or Commission, and will be replaced and/or re-covered, all at the Contractor's expense. Examination of Work previously covered up with the approval or consent of the Architect may be ordered by the Architect to be uncovered, and if so ordered, such Work will be uncovered by the Contractor. If such Work is found to be in accordance with the Contract Documents, the Commission will reimburse the Contractor for such uncovering and re-covering. Such reimbursement will be for actual cost incurred plus the percentages allowed by Sections 16.03.1.a.(4) and 16.03.1.a.(5) "Payment for Changes." If such Work is found to be not in accordance with the Contract Documents, the Contractor will pay all costs of uncovering, replacement, and re-covering, as well as any corrections or repairs made to the Work.

5. The Contractor will place its field engineering force at the Commission Representative's disposal for field checking during any inspection period. When layouts of the Work are to be made, the Contractor will notify the Commission Representative in sufficient time that the Architect may be present.

6. The Architect is not authorized to make any changes or modifications in the Contract Documents, to direct the performance of additional Work, or to waive the performance by the Contractor of any requirements of the Contract Documents. Any changes to the Work will be in accordance with the provisions of Article 17. "Changes in the Work."

SECTION 14.02 ASTM Standards

1. Unless otherwise provided, all materials will be sampled and tested in accordance with the latest published standards and methods of the American Society for Testing and Materials (ASTM) and any revisions thereof. If there are no ASTM standards that apply, applicable standard methods of other recognized standardizing agencies will be used. Contractor must provide the name and qualifications of any such standardizing agency to the Commission or its authorized representative for review and approval.

SECTION 14.03 Testing Laboratory Labels

1. All equipment containing electrical wiring must be submitted to the Commission Representative for the Architect's acceptance before installation. Unless otherwise specified, all electrical components furnished and installed assembled by the Contractor under this Contract must be approved and so labeled by an organization currently listed as a Nationally Recognized Testing Laboratory (NRTL) by Occupational Safety and Health Administration (OSHA) the US Department of Labor. The current list of NRTLs is found on OSHA's website.

2. Any electrical unit comprised of a number of components, assembled at the factory, and considered custom made, must bear one of the above labels for the entire unit as well as for each component.

3. All costs in obtaining a testing laboratory label are paid by the Contractor at no additional cost to the Commission. Any delays in the completion of the Work caused by the manufacturer of equipment in obtaining the required testing laboratory labels and the Commission approval are not grounds for an extension of time beyond the time of completion indicated in the Contract Documents.

SECTION 14.04 Testing Laboratory Responsibilities

1. Commission's Independent Testing Laboratory

   a. The Commission shall retain the services of a certified, independent testing laboratory (ITL) for material and laboratory testing designated in the Contract Documents as being performed by the owner's ITL consultant for the Commission's purposes.

2. Responsibility – Contractor's ITL

   a. The Contractor shall retain the services of an ITL for all other testing listed in the Contract Documents and must cooperate with Commission Representative and Architect to ensure timely Site observation, sampling and laboratory investigation so as to not delay the Work.

   b. The Contractor must advise the Commission Representative and Architect of testing procedures and with all special conditions encountered at the Site.

   c. The Contractor must perform specified inspections, sampling, and testing of materials and construction methods in accordance with specified or recognized industry standards and ascertain compliance with contract requirements.

   d. The Contractor must promptly notify Commission Representative and Architect of irregularities or deficiencies of Work which are observed during performance of inspection and testing services.

   e. The Contractor must promptly submit three (3) copies of reports of inspections and tests to the Commission Representative and the Architect including:

      (1) Date of test or inspection and date of report issuance.

      (2) Project name and project number, project location.

      (3) Name and signature of inspector.

      (4) Identification of product and specification section.

      (5) Type of inspection or test.

      (6) Observations regarding compliance with Contract Documents.

      (7) Implications of all irregularities of deficiencies identified by testing or inspection on quality of construction materials and assemblies.

      (8) Additional services directed by Commission Representative or Architect.

      (9) Log of all testing reports in 3-ring binder with Table of Contents.

   f. Additional Contractor Responsibility

      (1) Cooperate with Commission's Independent Laboratory personnel, provide access to Work and to manufacturer's operations.

      (2) Provide labor and facilities necessary to provide access and to facilitate inspections and tests to Work requiring testing; obtain, handle, and store samples at Site; provide facilities for the exclusive storage and curing of test samples; provide lift or necessary cranes, as needed, for inspections.

      (3) Notify Commission's Independent Laboratory sufficiently in advance of operations to allow for scheduling of personnel and tests.

      (4) Correct or replace Work which is defective or which fails to conform to the Contract Documents. Corrective work

shall be performed promptly so as not to delay the Project schedule or the work of others. Corrective work shall include all Work associated with patching of all surfaces and areas disturbed by testing operations.

(5) Pay all costs of retesting when test results indicate non-compliance with Contract requirements.

g. Contractor, Subcontractor, Manufacturer, and Independent Agency Testing

(1) Contractor shall coordinate schedule and manage all testing and inspection of equipment, systems, and installations required by the Contract and by code and local governing authority to ensure timely access and documentation.

(2) Provide advance notice of all tests and inspections to Architect, Commission Representative, and local governing authorities to permit attendance when required.

(3) Contractor shall witness and shall also certify all inspections and tests that are performed.

h. Testing and Inspection Required

(1) Material and equipment testing and inspection for the Contract is indicated in the appropriate sections of the Specifications

ARTICLE 15. SHOP DRAWINGS, PRODUCT DATA, RECORDS, AND SAMPLES

SECTION 15.01 Documents at the Site

1. The Contractor must keep one complete set of the Contract Documents, including all Drawings, specifications, and submittals, at the Site, in good order and available to the Commission, Architect and the Commission Representative. The Drawings, specifications and submittals must be kept up to date by replacing obsolete sheets with revised sheets as they are issued.

2. Site Documentation Requirements

    a. The Contractor must at Site, maintain one (1) current, updated copy of the following documents:

        (1) Issued for construction drawings, including separate 3-ring binder for supplemental details

        (2) Specifications

        (3) Written interpretations and supplemental instructions

        (4) Addenda

        (5) Reviewed, approved shop drawings, samples, and product data

        (6) Certifications

        (7) Field test records

        (8) All permits for construction

        (9) Correspondence file(s)

        (10) A full set of updated “as-built” drawings

    b. The Contractor must store documents in field office apart from documents used for field construction.

    c. The Contractor must provide files and racks for document storage.

    d. The Contractor must file documents in format in accordance with division numbering indicated in Specifications table of contents.

    e. The Contractor must maintain documents in clean, dry legible conditions.

    f. The Contractor must not use the documents in the field.

    g. The Contractor must provide access to documents at all times for inspection by Architect and Commission Representative.

    h. The Contractor must keep Record Documents current. Make documents available for inspection at all times and as part of monthly progress/payment meeting.

    i. The Contractor must not permanently conceal any Work until specified information has been recorded.

    j. Legibly mark reproducible drawings to record manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.

    k. The Contractor must at completion of Contract, deliver record "as-built" drawings to the Architect for review.

l. The Contractor must accompany submittal with transmittal letter containing date, Project name, Contract number, location, title, and name of each record document.

m. Contractor shall sign all Project Record Documents to certify that all documents submitted have been reviewed for accuracy and completeness.

SECTION 15.02 Contractor's Responsibilities and Submittal Procedures

1. Shop drawings, product data, Digital video and samples are part of the Work under this Contract and they must be provided whenever required to the satisfaction of the Commission at the expense of the Contractor.

a. Definitions

(1) Shop Drawings include:

i. Drawings, diagrams, schedules, and other data specially prepared for the work on this Project by the Contractor, Subcontractor, sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

ii. Shop or plant inspection and test reports, when made on specific materials, products, or systems to be used in the Work.

a) Product Data: Illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work. The data shall be supported by sufficient descriptive material, such as catalog cuts, diagrams, and other data published by the manufacturer, as well as by evidence of compliance with performance standards, to demonstrate conformance to the Specification requirements. Catalog numbers alone are not acceptable. The data shall include, but shall not be limited to, the name and address of the nearest service and maintenance organization that regularly stocks repair parts. Partial lists shall not be reviewed, unless otherwise noted. Review of materials and equipment is tentative, subject to submission of complete shop drawings indicating compliance with the Contract Documents.

b) Samples: Physical samples which illustrate materials, equipment, or workmanship and establish the visual standards by which the work shall be judged. Samples will be reviewed for color and appearance only. Compliance with all other requirements will be the exclusive responsibility of the Contractor.

c) Design Data: Calculations compiled by an engineer or other licensed professional registered in the State where the Project is located, for the Contractor to document the performance characteristics of a building system or building component.

d) Test Reports and Concrete Mix Designs: Reports of test procedures carried out by an approved licensed testing laboratory, manufacturer, supplier, or distributor to verify that materials and equipment used in the work comply with the Contract Documents.

e) Informational Submittals: Submittals identified in the Contract Documents are to be submitted for information only.

2. The Contractor must submit to the Commission Representative such shop drawings, product data, digital video and samples required for the Work involved under this Contract for review by the Architect in accordance with the schedule including all submittals as described in individual technical specification sections. Contractor must submit the following as informational submittals:

a. Certificates

b. Coordination Drawings

c. Reports

d. Qualifications Statements for Manufacturers/installers

e. Submittals for which procedures are not defined elsewhere

3. The Schedule must include proposed submittal dates. The dates listed in the schedule must allow sufficient time for review and processing by the Architect and re-submittal, if necessary, of the shop drawings or other data before the Work represented by shop drawings and samples is needed by the Contractor to complete its performance under this Contract. No extensions of time will be granted to Contractor because of its failure to have shop drawings, digital video, samples, and product data submitted in time to allow for review, re-submittal, and final review. Contractor must also submit a separate schedule (in table format), in addition to the Target Schedule, identifying all submittal dates to the Commission Representative for review and approval.

4. The Contractor must prepare and submit proper shop drawings, digital video, samples, and product data in accordance with its contractual obligations. By submitting shop drawings, digital video, product data, and samples, the Contractor represents that it has determined and verified all materials, field measurements, field conditions, and quantities and that it has checked and coordinated the information contained within each submittal, including its subcontractors' submittals, with the requirements of the Work and of the Contract Documents.

5. All shop drawings, digital video, product data, and samples must be dated and stamped by the Contractor and indicate that the submittal has been reviewed and checked by the Contractor prior to submittal and found to be in conformance with the Contract Documents. All submittals will be transmitted to the Commission Representative. The Contractor must clearly identify each shop drawing, digital video, product data, and sample in accordance with the following for purposes of identification and record:

SUBMITTAL IDENTIFICATION

Name of Project: _____
Name of Architect: _____
Contract Name and Number: _____
Date of Submittal: _____
Re-submittal Number: _____
Identification of Deviations from Contract Documents: _____
Specification Section, Page, and Paragraph No. and/or Drawing No.: _____
Type of Material and Manufacture: _____
Intended use: _____
Applicable Standards such as ASTM numbers: _____

CHECKED AND SUBMITTED IN ACCORDANCE WITH DRAWINGS AND SPECIFICATION.
Contractor: _____
By: _____ Date: _____

6. Shop drawings must be submitted with accurate dimensions. The shop drawings must represent the actual manner in which the Work is manufactured and installed, and the relation of the Work installed to that of other trades, clearances, and all other pertinent data. Dimensions must be expressed in feet and inches. Designs prepared in the metric system may be submitted with metric units, but the equivalent English units must also be shown. All weights and dimensions must be certified prior to submission for review.

7. The Architect's review and acceptance of shop drawings does not relieve Contractor from its standard of care for the performance of the Work. Contractor must submit all shop drawings, digital video, samples and product data to the Commission Representative for review by the Architect with an accompanying transmittal letter containing the above Submittal identification data and a list of items being submitted. The Contractor must coordinate Submittals into logical groups or sets to facilitate review of related items.

8. Any Submittal that, in the opinion of the Architect, is not complete and in proper form will be returned to the Contractor without review. The Contractor must not submit duplicates or reproductions of any Contract Documents issued by the Commission as shop drawings.

9. Contractor must provide each Submittal in the following quantities unless a greater or lesser number is specified elsewhere

in the Contract Documents, or is agreed to or required by the Commission:

a. Shop Drawings: Submit one (1) digital copy, via Commission's OCDM, and three (3) hard copies on sheets at least 24" by 36" in size, or as otherwise directed by the Commission. (Prints must be collated into sets).

(1) Shop Drawing Content: The Contractor must include the following information:

i. Dimensions, at accurate scale

ii. All field measurements that have been taken, at accurate scale

iii. Names of specific products and materials used

iv. Details, identified by contract document sheet and detail numbers

v. Show compliance with the specific standards referenced

vi. Wiring Diagrams: Accompany shop drawings with specific wiring diagrams and instructions on equipment controls or devices which are to be furnished. The diagrams and instructions shall not be of a general nature, but shall be modified to be specific to this Project. Include identical diagrams and instructions for the installation of the equipment and identical diagrams in the operation and maintenance manuals. Wiring diagrams shall indicate interconnection between pieces of electrical equipment.

vii. Coordination requirements; show relationship to adjacent or critical work

viii. Name of preparing firm.

(2) Shop Drawing Preparation:

i. Reproductions of Contract Documents are not acceptable as shop drawings

ii. Copies of standard printed documents are not acceptable as shop drawings

iii. Identify as indicated for all submittals

iv. Space for Architect's action marking shall be adjacent to the title block

b. Product data: Submit one (1) digital copy of product data via Commission's OCDM.

(1) The Contractor must submit all product data submittals for each system or unit of Work as one (1) submittal.

(2) When product data submittals are prepared specifically for this Project (in the absence of standard printed information) the Contractor must submit such information as shop drawings and not as product data submittals.

(3) Content Requirements for Contractor:

i. Submit manufacturer's standard printed data sheets.

ii. Identify the particular product being submitted; submit only pertinent pages.

iii. Show compliance with properties specified.

iv. Identify which options and accessories are applicable.

v. Include recommendations for application and use.

vi. Show compliance with the specific standards referenced.

vii. Show compliance with specified testing agency listings; show the limitations of their labels or seals, if any.

viii. Identify dimensions which have been verified by field measurement.

ix. Show special coordination requirements for the product.

x. Cross out information which is not applicable to the Work.

xi. Supplement product data to provide additional information which is applicable to the Work.

xii. Show dimensions and clearances required.

xiii. Submittal data shall include, but shall not be limited to, the following:

a) A list of qualification, departure, or deviation from the requirements of the Contract Documents.

b) Shipping and operating weights, including, but not limited to, the support points and weight per point.

c) Installation data consisting of dimensions, setting details, vibration isolation, number of components or sub-assemblies, erection instructions, and anchoring methods and locations.

d) Performance data consisting of specific design capabilities at the specified design conditions.

e) Detailed piping, wiring, and instrumentation diagrams.

f) Warranty period (months), start-up service (worker days), and time period (worker days) for instructing the Commission's personnel in operation and maintenance.

g) Manufacturer and model number of motor along with electrical and mechanical control accessories furnished with the equipment.

c. Samples: Submit four (4) samples.

(1) Provide samples that are the same as proposed product.

(2) Where selection is required, provide full set of all options.

(3) Where products are to match a sample prepared by other entities, prepare sample to match.

(4) Submit full-size, fully fabricated samples cured and finished as specified and physically identical with the material or product proposed. Samples include, but shall not be limited to, partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.

i. Mount, display, or package samples in the manner specified to facilitate review of qualities indicated. Prepare samples to match the Architect's sample. Include the following:

a) Generic description of the sample

b) Sample source

c) Product name or name of manufacturer

d) Compliance with recognized and specified standards.

ii. Submit samples for review of kind, color, pattern, and texture for a comparison of characteristics between the final submittal and the actual component as delivered and installed. Where a perceivable range is accepted by the Architect, members installed that are abutting or within six inches of each other in the final

construction shall not vary by more than half (½) the accepted range.

iii. Refer to other Specification sections for requirements for samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.

iv. Refer to other sections for samples to be returned to the Contractor for incorporation in the Work. Such samples shall be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of sample submittals.

(5) Where samples are for selection of color, pattern, texture, or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.

(6) Preparation, Requirements for Contractor:

i. Attach a description to each sample.

ii. Attach name of manufacturer or source to each sample.

iii. Where compliance with specified properties is required, attach documentation showing compliance.

iv. Where there are limitations in availability, delivery, other similar characteristics, attach description of such limitations.

v. Where samples are specified to be returned for installation in the Work, indicate such requirement on transmittal form.

vi. Where selection is required, the first submittal may be a single set of all options; after return of submittal with selection indicated, submit standard number of sets of selected item.

(7) Keep final sample set(s) at the Site, available for use during progress of the Work.

d. Digital video: Submit one (1) digital video.

e. Unless otherwise requested on the transmittal, copies in excess of the number requested will not be returned.

f. Commission Representative, Architect and Contractor shall establish the number of copies of various submittals to be returned and other protocols for review of submittals.

10. Prior to submitting shop drawings, product data, digital video, or samples, the Contractor must notify the Commission Representative in writing of any deviations in the Submittal from the requirements of the Contract. If deviations from the Contract requirements are rejected by the Architect or if evaluation of the deviations delays the progress of Work, Contractor will not receive a time extension for any delay caused by the deviations in the submittal.

11. The Contractor must coordinate submittals and activities that must be performed in sequence, so that the Architect has enough information to properly review the submittals.

12. The Contractor must provide complete submittals for each separate and definable system or subsystem and shall include the items necessary to define and explain the system or subsystem, including, but not limited to, its performance and installation. Such items shall consist of product data, materials lists, shop drawings, samples, design data, test reports, and certificates as required by the Specifications. Combine the submittal items for each system or subsystem and submit them together as a single submittal. Similarly, where the work of multiple trades or Subcontractors must be coordinated or the work is otherwise related, the Contractor must submit all related submittals together to allow for simultaneous review.

13. The Contractor must coordinate submittals of different types for the same product or system so that the Architect has enough information to properly review each submittal.

14. Contractor shall prepare a schedule of all required submittals and submit to the Commission Representative in accordance with Article 10 before any materials, equipment, or fixtures are purchased. An updated schedule that identifies the submittals for the next thirty (30) days shall be issued at each monthly progress and payment review meeting.

    a. Include all submittals required by the Contract Documents.

    b. Organize the schedule by the applicable Contract Document section number.

    c. Indicate the submittal date scheduled for each required submittal.

    d. Indicate the type of each submittal (i.e., schedule, shop drawing, product data, samples, etc.)

    e. Indicate which submittals required by separate provisions of the Contract Documents are to be submitted and reviewed simultaneously because they describe related work.

15. The Contractor must transmit each submittal at or before the time indicated on the approved schedule of submittals.

16. The Contractor must deliver each submittal requiring approval in time to allow for adequate review and processing time, including resubmittals if necessary. Schedule shall allow for one resubmittal for each item submitted. Failure of the Contractor in this respect will not be considered as grounds for an extension of the time for performance of the Contract.

17. The Contractor must deliver each informational submittal prior to start of the Work involved, unless the submittals is of a type which cannot be prepared until after commencement of the Work. In such a case, submit promptly.

18. If a submittal must be processed within a certain time in order to maintain the progress of the Work, the Contractor must state so clearly on the submittal.

19. The Contractor must allow a minimum of fourteen (14) calendar days for the first processing of each submittal. Allow more time when submittals must be coordinated with later submittals.

20. The Contractor must allow a minimum of seven (7) calendar days for processing of resubmittals.

21. If a submittal must be delayed for coordination with other submittals not yet submitted, the Architect may at its option either return the submittal with no action or notify the Contractor of the other submittals which must be received before the submittal can be reviewed.

22. Submittals will be accepted from the Contractor only. Submittals received from other entities will be returned without review or action.

23. Submittals received without a transmittal form will be returned without review or action.

24. The Contractor must fill out a separate transmittal form for each submittal and include other relevant information and Requests for Additional Information relevant to submittal.

SECTION 15.03 Review by the Architect

1. Submittals will be reviewed by the Architect for compliance with the Contract Documents. In reviewing the Submittal, the Architect will not verify dimensions and field conditions. Any such review does not relieve the Contractor, Subcontractor, manufacturer, fabricator or supplier from responsibility for any deficiency that may exist, or from any departures or deviations from the requirements of the Contract Documents, nor does it relieve them from responsibility for (i) errors of any sort in shop drawings, samples and product data, (ii) responsibility for proper fitting of the Work, or (iii) the necessity of furnishing any Work required by the Contract documents which may not be indicated on shop drawings when reviewed. The Contractor is solely responsible for any quantities that may be shown on the shop drawings. The Architect's review of a specific item does not indicate approval of an assembly of which the item is a component. Final determination of the responsibilities contained within this section will be made by the Commission.

2. The Contractor must not fabricate products, begin Work, order or have delivered any material, equipment or system that requires a reviewed Submittal until return of the Submittal from the Architect with a stamp authorizing Work and/or delivery

and installation to be performed, as described in Paragraph 3 immediately below.

3. The Architect will return Submittal stamped as follows:

   a. "No Exceptions" means no changes are necessary on the reviewed Submittal. The Contractor may proceed with the Work for that Submittal. Re-submittal is not required.

   b. "Exceptions as Noted" indicates that the Submittal is accepted subject to the corrections and/or comments noted. The Contractor may proceed with the Work for that Submittal if the Contractor incorporates the Architect's comments, and/or corrections. Re-submittal is not required.

   c. "Revise and Resubmit" means that the Submittal does not meet all the requirements necessary to proceed with the Work associated with the Submittal. The Contractor must resubmit in accordance with the reviewer's comments and/or corrections. Submittal marked in this manner must not be released for fabrication, delivery, or construction.

   d. "Rejected" means the submittal does not meet the requirements set out in the Contract Documents. The Contractor must resubmit in accordance with the Contract Documents and any corrections and/or comments made regarding the Submittal by the reviewer. Submittals marked in this manner shall not be released for fabrication, delivery, or construction.

   e. "Retain for Records" means the submittals are being retained for informational purposes only or were submitted to comply with an administrative requirement of the contract.

4. If the Submittal requires revision, the Contractor must notify the Commission Representative and all pertinent Subcontractors in writing that the reviewed set has been withdrawn.

5. Submittals that require revisions must be corrected and resubmitted to the Commission Representative for the review of the Architect to maintain the approved CPM schedule, but in no event more than seven (7) days after receipt of the Architect's comments in accordance with Article 15.

6. Shop Drawings: After review by the Architect, one reproducible stamped by the Architect as described in paragraph 3 above will be returned to the Contractor.

7. Submission and Review of Samples: If a considerable range of color, graining, texture, or other characteristics may be anticipated in finished products, a sufficient number of samples of the specified materials must be furnished by the Contractor to indicate the full range of such characteristics which will be present in the finished products. Any products delivered or erected without submittal and review of full range Samples will be subject to rejection. Each tag or sticker will have clear space for the stamps of the Contractor and Architect. Notice of the result of the review will be provided to the Contractor with one of the stamps indicated in Paragraph 3 above. Rejected samples will be returned. Accepted samples will be retained by the Commission and become the property of the Commission. Where color samples are required to be submitted, color samples must be submitted on the actual material which will finally be installed in the Work.

   a. Product data: After review by the Architect, two (2) sets of product data stamped by the Architect as previously described will be returned to the Contractor.

   b. Distribution, Requirements for Contractor:

      (1) Distribute returned submittals to all Subcontractors involved in Work covered by the submittal.

      (2) Make extra copies for operation and maintenance data submittals, as required.

      (3) Make one (1) copy for Record Documents.

      (4) Record distribution on transmittal form with copy to Architect.

      (5) Submit three (3) copies of all submittals to Architect as part of the distribution, or as required by Commission.

   c. Electronically upload all project documents and submittals to Commission's OCDM.

d. Proposing Substitution. In the event the Contractor is proposing a substitution, Contractor must submit the completed "Form for Proposing Substitution" found at the end of this Article.

SECTION 15.04 As-Built Drawings

1. As the Work progresses, the Contractor, and the Subcontractor for each trade or division of Work under the direction of the Contractor, must keep a complete and accurate record of the following:

   a. Changes between the Work as shown on the Contract Drawings and the shop drawings indicating the Work as actually installed.

   b. The specific location of all infrastructure elements, including piping, valves, ductwork, equipment, driveways, catch basins, sewer lines, waterlines, water mains, and other such elements which were not accurately located or changed location or elevation from that shown on the Contract Drawings.

   c. Equipment schedules indicating manufacturers' names and model numbers installed.

2. Contractor must neatly and correctly record changes, daily, on full-size, hard copy prints of the Contract Drawings. This record set of Contract Drawings must be kept at the Site for inspection by the Commission.

3. Upon completion of the Work, the Contractor will submit a final set of full-size prints and editable AUTOCAD files to the Commission Representative for the Architect's review and acceptance.

4. At the time as-built drawings are delivered to the Commission, the Contractor and each Subcontractor will certify, in writing, that the as-built drawings are complete and accurate. The Contractor may obtain original drawings from the Architect at Contractor's own expense for this purpose.

SECTION 15.05 Record Shop Drawings and Product Data

1. As the Work progresses, the Contractor must keep a complete and accurate record of the changes and deviations from the Work as shown on the shop drawings and product data indicating the Work performed. The Contractor must furnish record shop drawings in a form and quantity acceptable to the Commission. Record shop drawings must be submitted for all items reviewed as shop drawings. Record shop drawings must be provided in an editable electronic AUTOCAD files and hard copy as directed by the Commission. Unless otherwise specified, record shop drawings must be submitted on the same size sheets as the Contract Document Drawings and include an index of all items.

2. Unless otherwise specified, Contractor must furnish four (4) record copies of product data loose-leaf binders. Loose-leaf binders must be subdivided by submittal numbers and must contain an index of all items unless otherwise specified.

SECTION 15.06 Instructions, Parts List, Operation and Maintenance Manuals, and Warranties

1. The Contractor must furnish a complete list of equipment actually installed. The list must include at least the following information: a copy of pertinent nameplate data, name and address of local representative who stocks or furnishes repair or replacement parts, and name, address, and telephone number of the Subcontractor responsible to the Contractor for the equipment under the guarantee.

2. The Contractor must submit operating instructions for each major component of equipment and its controls in accordance with the specifications. Proposed instructions must be submitted to the Commission Representative for the Commission's review and acceptance in the amount provided for in the specifications. Upon acceptance, the Contractor must post applicable instructions as required by the specifications or as otherwise directed by the Commission.

3. The Contractor must submit to the Commission Representative any and all maintenance data prepared by the manufacturer of each major component of equipment and its controls in accordance with the specifications. Data must include at least the following information: complete parts list; itemized lists of common purchase items of materials (e.g., bearing, packing, connectors, sealing devices, and other standard items) indicated by their standard trade designation; recommended routine and inspection maintenance, including testing recommendations to evaluate efficiency of performance; lists of special tools and gauges, lubricating instructions, and recommended spare parts; tolerance and clearances required for maintenance;

and trouble-shooting guides prepared in a simple format to indicate complaint or problem, probable cause, and remedy. The proposed maintenance data must be submitted to the Commission Representative for the Commission's review and acceptance in the quantity provided for in the specifications.

a. Operations and Maintenance Manual

(1) Manual to Include:

i. List of all manufacturer's standard product and equipment data of same type and content furnished to manufacturer's own service personnel.

ii. Summary list of operating and maintenance data submittals as required by Specifications for inclusion in Final Completion and Acceptance documentation.

b. Submittal Requirements

(1) Assemble operating and maintenance data, properly assembled by each of the respective manufacturers, subcontractors, and suppliers.

(2) Submit four (4) original hard copies of each item as part of the Record Documents submittal at Final Completion and Acceptance bound in a separate manual to Architect for review and transmittal to Commission.

(3) Submit one (1) hard copy prior to Final Acceptance. Obtain approval of Commission Representative prior to final submittal.

(4) Submit four (4) copies of the information in electronic format on USB flash drive at Final Completion.

c. Manual Content

(1) The Contractor must include Table of Contents that identifies the following:

i. Contractor name, address, and telephone number.

ii. List of each product specified to be included.

iii. List to accompany each product that includes the name, address, and telephone number of the following:

a) Subcontractor

b) Maintenance Contractor (where appropriate)

c) Local distributor or supplier for parts or replacement

d. Manual for Materials and Finishes

(1) Product data shall include the following:

i. Catalog number, size, composition, and finish selection for each product.

ii. Manufacturer's recommendations for types of cleaning agents, methods, and maintenance schedule.

iii. Instructions for inspection, maintenance, repair, safety and emergencies.

iv. Material Safety Data sheets for materials, as directed by Commission Representative.

v. Manufacturer's statement of compliance with EPA and OSHA, Guidelines for VOC content limits for each material

vi. Clear identification of all specific product or parts installed
vii. Clear identification of data applicable to specific installation(s)

viii. Delete references to inappropriate products, parts, options, and installation

ix. Supplemental coordination drawings that clearly illustrate relationship of component parts of equipment and systems, as well as, control, flow, and wiring diagrams

x. Copy of each warranty, bond, and service contract issued

xi. Information for re-ordering product

xii. Procedures to be followed in the event of equipment failure

e. Submittals Required

(1) Items requiring operating and maintenance data are indicated in the appropriate sections of the Specifications.

4. The Contractor must submit all applicable manufacturers' warranties as described in Section 13.10 "Guarantees and Warranties" and as provided below.

a. Warranty Manual Contents

(1) List of all extended warranties (beyond one (1) year) for all materials, equipment, and labor to be provided by the Contractor as part of the Work.

b. Submittal Requirements

(1) Assemble warranties, properly executed by each of the respective manufacturers, Subcontractors, and suppliers.

(2) Submit three (3) original signed copies of each item as part of the Record Document submittal at Final Completion and Acceptance bound in a separate manual to Architect for review and transmittal to Commission.

(3) Manual shall include a typed table of contents that identifies the following:

i. Product or work item

ii. Contractor's name (including principal's name), address, and telephone number

iii. Manufacturer and distributor's names (including principal's name), address, and telephone number

iv. Commencement date of warranty

v. Duration of warranty

vi. Procedure for Commission's or User's personnel to follow in the event of product or equipment failure

c. Form of Submittals

(1) Prepare a single packet in 8 1/2" x 11" format. Sheets larger than this format shall be folded.

(2) Identify packet with typed title, "Warranties", Project name, location, date, Contract number and Contractor's name.

(3) Submit the information in electronic format on USB Drive.

d. Submittals Required

(1) Items or assemblies for which warranties are required are indicated in the appropriate sections of the Specifications.

SECTION 15.07 Record Documents

1. At Substantial Completion of the Work, the Contractor must deliver to the Commission and the User Agency, in suitable transfer cases clearly marked “Record Documents,” all as-built drawings; record shop drawings; digital video; product data; instructions; parts list, and operations and maintenance manuals; warranties; training and demonstration log; attic stock material log; arranged in proper order and indexed, in accordance with the Contract Documents. The submission of all Record Documents is a prerequisite to reduction of retention from 3% to 1% under Section 16.08, “Release of Retainage.”

2. Project Record Documents Requirements

    a. Project Record Documents: Submit after Substantial Completion, but prior to Final Completion and Acceptance.

        (1) Record Drawings: Submit a printed full set and editable AUTOCAD files.

            i. Submit original reproducible marked in red ink to indicate as-built condition.

            ii. Submit four (4) additional print copy sets.

            iii. Sets shall include all Drawings, whether changed or not.

            iv. After Architect's review, submit.

        (2) Other Record Documents: Submit originals or good quality photocopies.

3. Maintenance of Project Record Documents

    a. Do not use Record Drawings of any type for construction purposes.

    b. Maintain complete set of current hard copy Record Drawings in a secure location at the Site while providing for access by the Contractor, the Commission Representative and the Architect during normal working hours. Store Record Drawings in a fire-resistive room or container outside of normal working hours.

    c. Record information immediately after it is obtained on the record document transparencies for incorporation on the final Record Drawings as soon as possible.

    d. Assign a person or persons responsible for maintaining Record Drawings.

    e. Record the following types of information on all applicable Record Drawings:

        (1) Dimensional changes

        (2) New and revised details

        (3) Depths of foundations

        (4) Locations and depths of underground utilities

        (5) Actual routings of piping and conduits

        (6) Revisions to electrical circuits

        (7) Actual equipment locations

        (8) Sizes and routings of ducts

(9) Locations of utilities concealed in construction

(10) Particulars on concealed products which will not be easy to identify later

(11) Changes made by modifications to the Contract; note identification numbers if applicable

(12) New information which may be useful to the Commission or User, but which was not shown in either the Contract Documents or submittals

4. Record Drawings

a. Maintain a complete set of Contract Documents at the Contractor's Field Office.

b. Where the actual Work differs from that shown on the Drawings, update this set to show the actual Work.

(1) Identify location of concealed items before they are covered by other Work.

(2) Update either Record Drawings or shop drawings, whichever are best suited to show the change.

(3) Where changes are marked on record shop drawings, include cross-reference on the applicable Record Drawing.

c. When the Contractor is required by a provision of a Change Order to prepare a new drawing, rather than to revise existing drawings, obtain instructions from the Architect as to the drawing scale, media, format, and information required.

d. Review completed Record Drawing set with the Architect.

e. Upon authorization by the Architect, prepare a full set of transparencies of final Record Drawings with all record changes marked. The Contractor may, at its option and expense, arrange for the Architect to prepare the final Record Drawings.

f. The Architect will furnish original Drawings to the printer being used by the Architect for project reproduction. The Contractor will arrange for reproduction and payment for the record transparencies directly with the printing company.

g. If available, the Architect will furnish electronic copy of the original Drawings to the Contractor upon request. The Contractor will reimburse the Architect at actual cost. These computerized Drawing files shall be used solely for the purpose of maintaining Record Documents for submission as part of the final completion documentation.

h. Where Record Drawings are also required as part of operation and maintenance data submittals, make copies from the original record Drawings.

5. Record Specifications

a. Maintain a complete copy of the Specifications, marked to show changes.

b. Where the actual Work differs from that shown in the Specifications, mark the record copy to show the actual Work.

(1) Include a copy of each addendum and modification to the Contract.

(2) In addition to the types of information required on all Record Documents, record the following types of information:

i. Production options taken, when the Specification allows more than one (1)

ii. Product substitutions

iii. Proprietary name and model number of actual products furnished, for each product, material, and item of equipment specified.

iv. Name of the supplier and installer, for each product for which neither a product data submittal nor a maintenance data submittal was specified.

6. Record Submittals

a. The Contractor must maintain a complete set of all submittals made during construction, marked to show changes.

(1) Maintain submittals in tabbed binders, labeled to show contents, with dividers by each CSI division. Submittals with each CSI division shall be in order by specification section.

(2) Sort submittals by applicable Specification section and file in order of submittal identification number.

b. Record Shop Drawings: Record the types of information specified for all Record Documents, separately, as directed by the Commission.

(1) Mark changes on record shop drawings only when Record Drawing would not be capable of showing the change clearly or completely.

(2) Mark changes in manner specified for Record Drawings.

7. Transmittal to Commission

a. The Contractor must collect, organize, label, and package ready for reference.

(1) Provide tabbed binders for submittals.

(2) Provide drawings in protective covers.

(3) Bind print sets with durable paper covers.

(4) Label each document (and each sheet of drawings) with " - This document has been prepared using information furnished by _____" (insert the Contractor's name), and the date of preparation, or as directed by the Commission.

b. The Contractor must submit to the Architect for transmittal to the Commission, unless otherwise indicated.

SECTION 15.08 Project Account Records

1. Project data and records

a. The Contractor and each Subcontractor must keep an accurate record showing the names, occupation, and the actual hourly wages paid to all laborers, workers, and mechanics employed by them in connection with the Work. Such record must be open at all reasonable hours to the inspection of the Commission and to the Director of Labor of the State of Illinois and his/her deputies and agents. The Contractor also must furnish the Commission with certified copies of its payrolls in accordance with Section 16.02 “Payment Applications.”

b. The Contractor and all Subcontractors must furnish the Commission with such information as the Commission may require relating to labor and materials, including all information necessary to determine the cost of the Work, such as the number of workers employed, their pay, the distribution of labor into Work items, equipment time distribution, and any other information which the Commission may require. The Contractor must, on request, furnish the Commission with copies of delivery tickets and invoices covering the expenditures on the Contract.

2. Audits

a. The Contractor must furnish to the Commission Representative such information as may be requested relative to the progress, execution, and cost of the Work. Beginning at Contract Award, the Contractor must maintain complete records showing actual time devoted and costs incurred. The Contractor must maintain its books, records, documents,

and other evidence and adopt accounting procedures and practices sufficient to record properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred for or in connection with the Work for seven (7) years after final payment. This system of accounting must be in accordance with generally accepted accounting principles and practices, consistently applied throughout.

b. All books and accounts kept by the Contractor in connection with the Work, whether in hard copy, digital or other electronic form, must be open to inspection and audit by authorized representatives of the Commission. The Contractor must make these records available at reasonable times during the performance of the Work and must retain them in a safe place and make them available for inspection and audit for at least seven (7) years after final payment. No provision in this Contract granting the Commission right of access to records documents is intended to impair, limit, or affect any right to access to such records and documents which the Commission would have had in the absence of such provisions.

c. The Contractor must reimburse the Commission for the costs of such audits if the audit demonstrates that the Contractor overstated the amount due on any invoice by two percent (2%) or more. This is in addition to the Contractor's obligation to reimburse the Commission for any overstated amount that might have been paid to Contractor.

3. Confidentiality

a. All of the reports, information, or data prepared or assembled by or provided to the Contractor under this Contract are confidential and the Contractor agrees that, except as specifically authorized herein or as may be required by law, it will not make available said reports, information, or data to any other individual or organization without the prior approval of the Commission. This requirement will survive expiration or termination of this Contract.

ARTICLE 16. PAYMENTS

SECTION 16.01 Contract Price

1. The Contract Price is the total dollar amount of the bid accepted by the Commission, including all Change Orders, and includes all labor, equipment, materials, permits, licenses, fees, and taxes necessary to perform the Work, except the cost of the City of Chicago building permit, which will be paid by the Commission.

SECTION 16.02 Payment Applications

1. It is the duty of the Contractor to effectively manage the payment application process and all related paperwork. The Contractor is responsible to the Commission for securing and delivering all paperwork required by the Contract to be submitted for payment, including Subcontractor, consultant and material supplier lien waivers, certified payrolls, and all other required documents.

2. The Commission will require the contractor to utilize the Commission's on-line collaboration and document management system (the "System") for the submission of Contractor's monthly payment applications, including supporting Subcontractor documentation. Contractor shall be responsible for implementation and use of the System for purposes of submitting its payment applications, including, without limitation, providing appropriate computer, network and information management systems and equipment for its personnel to access the System, training of Contractor's personnel on the System and the applicable Contractor Payment Application business process.

3. Failure of the Contractor to promptly submit its payment applications to the Commission, in proper and complete form, will constitute a material breach of this Contract, and constitute cause for termination. No payment application will include payment for Work for which the Contractor has not been billed by the applicable subcontractor, material supplier, service provider or consultant.

4. Contractor will submit payment applications in such a manner so as not to delay payment to any Subcontractor, material supplier, consultant or service provider whose billing and lien waiver paperwork is complete.

5. Schedule of Values

    a. No later than fourteen (14) days after the Notice to Proceed, the Contractor will submit to the Commission Representative a Schedule of Values showing values of the Work to be performed by it and its Subcontractors containing such supporting details or other evidence as to its correctness as the Commission Representative may require. The Schedule of Values will list the value for each construction activity broken down by materials and labor to be included in the Schedule. When approved by the Commission Representative, the Schedule of Values will be used as a basis for certificates of payment unless it is found to be in error. The Schedule of Values should be in a format compatible with the Contractor's Sworn Statement and Affidavit (included as an Exhibit to this Book 2) and include the following:

        (1) Project Name, Contract Number, Architect's Name, Commission's Name, Contractor's Name and Address, and Date of Submittal

    b. The Schedule of Values must break costs down into the line items which will be used on the Contractor Payment Applications and the Contractor shall:

        (1) Coordinate line items in the Schedule of Values with portions of the Contract Documents which identify units or subdivisions of Work: provide cross referencing if necessary to clarify

        (2) Divide major subcontracts into individual cost items

        (3) Where applications for payment are likely to include products purchased or fabricated but not yet installed, provide individual line items for material cost, installation cost, and other applicable phases of completion.

        (4) Show the following as separate line items:

            i. Material testing

ii. Operations and maintenance data

iii. Project Record Documents

iv. Bond and insurance premiums

v. Permit costs

vi. Overhead and profit

vii. Include the following information for each line item:

a) Item name

b) Applicable specification section

c) Dollar value, rounded to the nearest whole dollar (with the total equal to the Base Contract Price)

d) Proportion of the Base Contract Price represented by this item, to the nearest one-hundredth percent (with the total adjusted to one hundred percent (100%))

viii. Provide the following supporting data for each line item:

a) Subcontractor's name

b) Manufacturer or fabricator's name

c. The Commission Representative shall review the Schedule of Values. Should the Commission Representative notify the Contractor that the Schedule of Values is not satisfactory; the Contractor shall revise and resubmit the Schedule of Values until it is approved.

d. After approval of the Schedule of Values, the Contractor may request revisions to the Schedule of Values. It is within the sole discretion of the Commission Representative whether to approve the revisions requested.

6. Multiple Locations

a. The Work may be performed at multiple locations. Separate, independent Payment Applications will be submitted for each location. Retainage, Substantial Completion of the Work and Final Completion and Acceptance of the Work will be evaluated separately for each separate phase or location.

7. Target Date Requirements

a. The Commission will assign an invoice target date to the Contractor at the Pre-Construction Meeting. Not later than five (5) days prior to the invoice target date, the Contractor will submit to the Commission Representative a pencil copy of the application for payment for Work completed through the end of the prior month and the monthly progress report required by Book 2. Contractor shall follow the directions provided by the Commission regarding submission of Contractor's monthly payment applications. When submitting Contractor's monthly payment applications through OCDM, Contractor may submit its monthly payment applications and supporting documentation electronically pursuant to appropriate protocols developed by the Commission and Contractor for the submission of Contractor's monthly payment application. Not later than three (3) days prior to the invoice target date, the pencil copy will be reviewed for approval of value of the Work completed at the payment review meeting with the Architect and Commission Representative. Calculation of the value of Work completed will be made by summarizing the individual values of Work completed as such completion is reported in the monthly progress report reviewed by the Architect for the approval of the Commission. Submission of the monthly progress report five (5) days prior to the payment review meeting will be a condition precedent to the approval of the payment application. The pencil copy of the Payment Application will not project completion of Work as determined by the Commission's Representative.

8. Payment Application Procedures

   a. On the invoice target date of each month, the Contractor will submit to the Commission Representative, an application for partial payment including a notarized affidavit stating that it has complied with the requirements of this Section 16.02.8. The Application for Payment shall be submitted using such forms and in the order as directed by the Commission representative and shall conform to the following requirements, without limitation. The submission shall be one (1) original hard copy to the Commission Representative and at the same time submission electronically through the Commission's OCDM. The form for the Application and Certification for Payment is attached as Article 25, Exhibit A. The Contractor must also provide a Contractor's Sworn Statement and Affidavit for Partial Payment, attached as Article 25, Exhibit B. The affidavit must be supported by receipts or receipted vouchers, and lien waivers, evidencing payments for such materials, services, labor, and payments to First-tier Subcontractors and all Minority owned business enterprises or Women owned business enterprises who are providing labor or material to the Project, together with a waiver of lien covering the amount for which the current payment is being requested and such other evidence of the Contractor's right to payment as the Commission Representative may direct. A sample of the Contractor's Waiver of Lien for Partial (or Progress) Payment is attached as Article 25, Exhibit C and the Subcontractor's Waiver of Lien To Date Affidavit is attached as Article 25, Exhibit D. The application for partial payment will conform to approvals made by the Commission Representative at the payment review meeting. Article 25, Project Forms, contains the various forms used for payment applications.

   b. Contract amounts are to include only those Change Orders that have been approved by the Commission as of the close of the current payment period. Payment Applications will be returned for revision if unapproved Change Orders are billed.

   c. All Change Orders must be allocated to the affected line items on the sworn statement. Payment Applications will be returned for revision if the total Change Order is added as a new line item on the sworn statement.

   d. All amounts reported on the MBE/WBE documents must agree with the corresponding line items on the sworn statement. Submit MBE/WBE participation summary with each application for payment which identifies participation as a percentage of subcontracts

9. Certified Payrolls

   a. Certified payrolls for the Payment period are to be submitted by the Contractor and all Subcontractors working on the Site to the Commission every week. The Commission may elect to utilize a web-based method for electronic submittal of certified payrolls. In the event that the Commission elects to utilize electronic submittal, Contractor shall follow the directions provided by the Commission and submit its certified payrolls electronically, as a replacement for the three hard copy submittals. All payrolls must be identified with Contractor or Subcontractor's name and Contract name and number, and must be sequentially numbered. The payroll will be submitted by the Contractor and Subcontractor until all Work by that Contractor or Subcontractor is completed. If there are periods of no Work by Contractor or a Subcontractor, a payroll labeled "NO WORK" will be submitted. The final payroll will be labeled "FINAL." Certified payrolls are required to assure EEO compliance as well as wage compliance. Race, worker classification, and gender must be clearly marked for each employee on the certified payroll along with all additional information required by the Commission. An employee's address should appear every time his/her name appears on the payroll. The Contractor must submit the certified payrolls and additional information regarding EEO and wage compliance by providing a Payroll Summary Report in the form required by the Commission. The EEO report form required by the City and the U.S. Department of Labor must be submitted by Contractor and each Subcontractor, reflecting fully the periods of Work covered by the partial payment request.

   b. Each contractor and every lower-tier subcontractor and supplier shall be required to submit certified payrolls and labor compliance documentation electronically at the discretion of and in the manner specified by the Commission.

   c. Each contractor and subcontractor will be given a Log On identification and password to access the Commission's web-based reporting system for electronic submittal.

   d. Use of the system shall include additional data entry of weekly payroll information including: employee identification, labor classification, total hours worked and hours worked on this project, wage and benefit rates paid, etc. in the manner specified by the Commission.

e. This requirement will be "flowed down" to every lower-tier subcontractor and material supplier required to provide labor compliance documentation.

10. Payment for Material Stored On-Site

a. Payments for on-site stored material will be made only if the Commission specifically approves, at its sole discretion, such payments. If payments are to be made for materials and equipment not incorporated in the Work but delivered and suitably stored at the Site, such payments will be conditioned upon submission by the Contractor of bills of sale, waivers of lien, and other such documents and compliance with other such procedures as the Commission requires to establish its title to such materials or equipment or otherwise protect its interest, including applicable insurance and transportation to the Site.

b. Payment of stored material on the Site will be one hundred percent (100%) of a valid invoice less applicable retainage (as described in Section 16.06) when the Contractor has provided the following documents:

(1) A paid invoice from the supplier showing the unit, quantity, description of the material or equipment and costs

(2) A final waiver of lien from the supplier for the total amount of the material purchased

(3) Inspection tickets for all the material stored

11. Payment for Material Stored Off-Site

a. Payment for material stored off-site, if authorized in Book 3 of the Contract, or when approved in writing by the Executive Director and Commission Representative, will be one hundred percent (100%) of a valid invoice less applicable retainage (as described in Section 16.06) when the Contractor has provided documents and complied with the requirements listed below.

(1) A paid invoice from the supplier showing the unit, quantity, description of the material or equipment and costs

(2) A final waiver of lien from the supplier for the total amount of the material purchased

(3) Inspection tickets for all the material stored

(4) The Contractor must furnish the Commission Representative with a certified statement giving the exact location of the materials or equipment, and stating that:

i. Such materials are suitably stored and maintained at a bonded, secure and environmentally appropriate location agreed upon and subject to such conditions required or established by the Commission.

ii. The Contractor has complied with procedures satisfactory to the Executive Director to establish the Commission's title to such materials or otherwise protect the Commission's interest therein, including but not limited to, insurance, storage and transportation to the Project Site for such materials stored off-site, as the Executive Director or Commission Representative may reasonably require.

iii. The materials, equipment, and associated fabricated components will not be diverted away from the Project.

(5) The risk of loss will remain with the Contractor. The Contractor must provide the Commission Representative with a certificate of insurance coverage for the stored material for which payment is requested.

(6) Simultaneously with payment for such material, the Contractor must prepare and execute any and all documents required to transfer title to the Commission, including, without any limitation, any Uniform Commercial Code Documentation necessary to perfect transfer of title.

(7) All material and Work covered by payments made will thereupon become the sole property of the Commission.

(8) The Contractor must pay the Commission's reasonable costs for consultants or attorneys relating to administration of the payment for material stored off Site, to verify and review required filings and documents, inspect materials, and travel. Travel costs are to be paid based upon the current Commission Travel Guidelines.

12. Documentation Supporting Monthly Payment Applications

a. For the first Payment Application, the Contractor must provide its own Contractor's Sworn Statement and Affidavit for Partial Payments (Contractor's Sworn Statement), as required by Section 16.02 and its Contractor's Waiver of Lien for Partial Payment (Contractor's Waiver of Lien) in support of the Payment Application. The Application and Certification for Payment is Exhibit A of this Book 2 and the Contractor's Waiver of Lien for Partial Payment is Exhibit C.

(1) The following documents are due prior to the first Application for Payment:

i. Schedule of Values

ii. List of Subcontractors, including addresses

iii. Contractor's construction schedule, as required by the Commission

iv. Submittal schedule

v. Unit price schedule (if applicable)

vi. Names of the Contractor's principal staff assigned to the Project

vii. Names of the Contractor's representatives authorized to sign invoices and waivers

viii. Copies of building permit and other authorizations from governing authorities

ix. Logistics and Mobilization Plan

b. For the second Payment Application, and all subsequent Payment Applications, except the final one, the Contractor must provide:

i. Contractor's own Sworn Statement

ii. Contractor's own Waiver of Lien for the current Payment Application

iii. Signed and notarized AIA Form G702

a. From All:

1) First-tier Subcontractors providing labor or materials to the Project

2) Minority Business Enterprises or Women Business Enterprises providing labor or materials to the Project

iv. Signed and notarized AIA Form G703

a. From All:

3) First-tier Subcontractors providing labor or materials to the Project

4) Minority Business Enterprises or Women Business Enterprises providing labor or materials to the Project

v. Final Release and Waiver of Lien for all subcontractors who have completed Work

vi. Final Release and Waiver of Lien for material suppliers stored off-site, if applicable

vii. Final Release and Waiver of Lien from every entity who may be legally entitled to file a mechanic's, materialmen's, or other lien

viii. Any applicable Change Orders

c. For the Final Payment Application, the Contractor must provide:

i. Contractor's own Sworn Statement

ii. Affidavit for Final Payment

iii. Contractor's Final Release and Waiver of Lien

iv. Final Release and Waiver of Lien for all subcontractors who have completed Work

v. Final Release and Waiver of Lien for material suppliers stored off-site, if applicable

vi. Final Release and Waiver of Lien from every entity who may be legally entitled to file a mechanic's, materialmen's, or other lien

vii. Any applicable Change Orders

d. Prior to final payment, the Contractor must comply with the requirements of Section 16.08, below.

13. Contractor must submit the final payment application and waivers no later than thirty (30) after the Final Acceptance of the Project. The Contractor's failure to do so within the required time period is an event of default.

SECTION 16.03 Payment for Changes

1. The Contractor shall be paid for Changed Work approved in accordance with Article 17 via the procedure(s) described in Section 16.02.8 b-c.

SECTION 16.04 Deductions for Uncorrected Work

1. The Commission reserves the right to, in its sole discretion, deduct the cost of damaged or non-conforming Work from the Contract Price rather than require Contractor to repair or replace such damaged or non-conforming Work.

SECTION 16.05 Certificates for Payment and Direct Deposit of Funds

1. If the Contractor has complied with the requirements of Section 16.02, "Payment Applications," the Commission Representative will issue to the Contractor a certificate for such amount as the Commission Representative determines to be properly due as agreed upon during the payment review meeting during the preceding payment period. The amount of each partial payment will be the total sum of completed Work less prior partial payments, retainage, and payments withheld in accordance with the provisions of Section 16.07 "Payments Withheld."

2. No certificate issued for payment, nor payment to the Contractor, nor partial or entire use of the Work, nor occupancy of the Site by the Commission or the User will be an acceptance of any Work or materials not in accordance with the Contract Documents.

3. Any certificates for payment are for the benefit of the Commission and will not be relied upon by any other party (including any surety or Subcontractor of the Contractor) in any action against the Commission, the Architect, or anyone acting on behalf of either of them.

4. The Contractor may make a written request to the Commission Representative for payment of Payment Applications by direct electronic deposit to the Contractor's bank account. The Contractor will also have to follow the administrative procedures required by the Commission in order to receive payment by electronic deposit.

SECTION 16.06 Retainage

1. The Commission will retain ten percent (10%) from the invoice sums approved and due the Contractor up to a total of fifty percent (50%) of the Contract Price, including approved Change Orders. The amount so retained ("Retainage") which is five percent (5%) of the contract including approved Change Orders, will be released to Contractor in accordance with Section 16.08 below.

2. The Executive Director, at the Executive Director's sole discretion, may increase the amount of the Retainage withheld if the Executive Director considers the Contractor's performance or the progress of the Work to be such that the Commission will likely incur damages, including but not limited to Liquidated Damages, in excess of the amount of Retainage.

3. The Contractor must not withhold Retainage from its Subcontractors in excess of the percentage Retainage withheld by the Commission from payments to the Contractor and must release Retainage to the Subcontractors as required under Section 16.08 Release of Retainage or Section 16.09 Prompt Payment to Subcontractors.

SECTION 16.07 Payments Withheld

1. No payment shall be made to the Contractor until certificates of insurance, bonds, or other evidence of compliance by the Contractor with all the requirements of the Contract for insurance and bonds have been provided to the Commission.

2. The Commission Representative may decline processing a Payment Application if, in the Executive Director's opinion, the Payment Application is not adequately supported. Failure to submit a monthly schedule update that complies with the requirements of 10.02.4.a ("Target Schedule") concurrent with each Payment Application shall be considered a failure to adequately support a Payment Application. Any Payment Application not supported by an updated Target Schedule shall result in the Contractor's waiver of any right to assert by CPCO, claim or otherwise, a time extension (compensable or non-compensable) arising out of work performed or events that occurred during the period covered by the Payment Application, as determined by the Commission's Representative. If the Contractor and Commission Representative cannot agree on a revised amount to process an inadequately supported Payment Application, the Commission Representative will process the Payment Application in the amount the Executive Director deems appropriate.

3. The Commission's rights under this Section 16.07 are cumulative to any other rights provided under the Contract.

SECTION 16.08 Release of Retainage

1. Up to fifty percent (50%) completion of the Contract Price (including any approved Change Orders). Through 50% of satisfactory completion by the Contractor, as determined by the Commission Representative, based upon invoice sums approved and due the Contractor, Retainage will be an amount equal to ten percent (10%) of the Contract Price (including any approved Change Orders).

2. From fifty-one to seventy-four percent (51%-74%). From 51% through 74% of satisfactory completion by the Contractor, as determined by the Commission Representative, based upon invoice sums approved and due the Contractor, retainage will be an amount equal to five percent (5%) of the Contract Price (including any approved Change Orders).

3. At seventy-five percent (75%) completion of the Contract Price (including any approved Change Orders). When the Commission Representative determines that the Contractor has satisfactorily completed seventy-five percent (75%), inclusive of any approved Change Orders, of the Project, based upon invoice sums approved and due the Contractor, Retainage will be reduced to an amount equal to three percent (3%) of the Contract Price including approved Change Orders.

4. At Substantial Completion, Retainage will be reduced to an amount equal to one percent (1%) of the total Contract value, including any approved change orders; provided that the Contractor has furnished: a) MBE / WBE final lien waivers; b) complete certified payrolls; c) documentation of the turnover of "as-built" drawings, record shop drawings, and product data; d) attic stock of materials, spare parts, accessories, special tools, O & M manuals, guarantees, warranties; e) and all other items required by the Contract Documents or the Commission Representative.

5. At Project Final Completion. The remaining Retainage will be paid when all remaining Work and punch list Work is complete and the Contractor submits to the Commission Representative a sworn affidavit that states the following:

a. All payrolls, bills for materials and equipment, and all other indebtedness connected with the Work for which the Commission might in any way be responsible, have been paid or otherwise satisfied.

b. The "Contractor's Sworn Statement and Affidavit" for final release of retainage has been provided to the Commission Representative.

c. All claims made by Subcontractors of any tier, suppliers, and others against the Contractor, the Commission, any agents of the Commission, the Executive Director or Commission Representative have been resolved.

d. "Final Waiver of Lien and Contractor's Affidavit" forms for all Subcontractors of any tier have been provided to the Commission Representative.

e. The Warranties and Guarantees, required by the Contract, have been provided to the Commission Representative.

f. All Warranties and Guarantees are in full force and effect.

g. Contractor has provided manufacturers' operating instructions for all equipment, and furnished proof that appropriate training of User Agency personnel has been completed.

h. The surety's written consent, signed by its authorized representative, for final payment to be made directly to the Contractor, has been provided to the Commission Representative.

i. The Contractor agrees that acceptance of final payment will constitute a general release to the Commission, its representatives, officials and employees of all claims of liability for anything done or furnished or relating to the Work of the Contract or for any act or neglect of the Commission or its agents officials and employees relating to or connected with the Contract.

j. As-Built documentation including but not limited to As-Built Contract Drawings, As-Built Shop Drawings and Operation and Maintenance Manuals have been provided to the Commission Representative.

k. All other documents requested by the Commission Representative have been provided.

l. The Contractor must remove all of the Contractor's equipment, leftover materials, and trash from the Project site, staging area(s) or anywhere else on the Project Site. The Contractor must also restore the Contractor's staging area(s) to its pre-construction condition. If the Contractor does not comply with this requirement, the Commission Representative may provide written notice to comply within a period of time determined by the Commission Representative. If the Contractor fails to comply with the written notice, the Commission Representative may have the work done by others, and deduct the charge from the Contractor's Retainage.

m. The Contractor furnishes the Commission with a certificate in the following form (Book 2, Exhibit P) verifying wages and classifications for laborers and mechanics, including apprentices and trainees employed on the Project:

> The undersigned, Contractor on _____, (PBC Contract No. _____), certifies that all laborers, mechanics, apprentices and trainees employed by it or by a Subcontractor performing Work under the Contract have been paid wages at rates not less than those required by the Contract provisions, and that the Work performed by each such laborer, mechanic, apprentice or trainee conformed to the classifications set forth in the Contract or training program provisions applicable to the wage rate paid.
>
> Signature and Title of Authorized Officer
>
> _____
> Name Title
>
> Contractor: _____
>
> Project: _____

6. Notwithstanding the foregoing, the Commission Representative, in his/her sole discretion, may decline to release all or a portion of Retainage if the Commission Representative considers the Contractor's performance or the progress of the Work to be such that the Commission or User Agency has incurred or will likely incur damages greater than the Retainage, including but not limited to liquidated damages.

   Please see Retainage Chart explaining the information noted above:

Project Completion Percent (of the Contract Price including approved Change Orders, as determined by the Commission)	Retainage Percent	Contract Reference Section
0-50%	10%	§16.06.1
51-74%	5%	§16.06.1
75%	3%	§16.08.1
At Substantial Completion	1%	§16.08.2

SECTION 16.09 Prompt Payment to Subcontractors

1. The term "Subcontractor" is defined in Section 1.01. Contractor must state the requirements of the Prompt Payment provision in all Subcontracts and Purchase Orders. If Contractor fails to incorporate these provisions in all Subcontracts and Purchase Orders, the provisions of this Section are deemed to be incorporated in all Subcontracts and Purchase Orders. Contractor and the Subcontractors have a continuing obligation to make prompt payment to their respective Subcontractors. Compliance with this obligation is a condition of Contractor's participation and that of its Subcontractors on the Project.

2. The Illinois Prompt Payment Act, 30 ILCS 540/1.01 et. seq. requires prompt payment to subcontractors and suppliers, by the General Contractor for work that has been satisfactorily completed.

3. The Contractor must make payment to its Subcontractors within fourteen (14) days of receipt of payment from the Commission for each monthly Payment Application, but only if the Subcontractor has satisfactorily completed its Work in accordance with the Contract Documents and provided the Contractor with all of the documents and information required of the Contractor by Article 16. "Payments." The Contractor may delay or postpone payment for a Payment Application when the Subcontractor's Work or materials do not comply with the requirements of the Contract Documents, and the Contractor is acting in good faith and not in retaliation for a Subcontractor exercising legal or contractual rights.

4. The Contractor must make final payment to its Subcontractors within fourteen (14) days after the Subcontractor has satisfactorily completed all of its Work, including but not limited to, completion of punch list work, providing final lien waivers, and providing all of the documents required by the Contract Documents for payment of Retainage at Final Completion of the Project as provided for in Section 16.08. Retainage must be paid to Subcontractors as required by this section, whether the Project has been determined to have reached Substantial Completion as defined in Section 1.01, or whether the Contractor has received payment from the Commission for Retainage. The Contractor may request that the Commission release the portion of the Retainage held by the Commission that the Contractor owes to the Subcontractor. The Contractor may delay or postpone payment of Retainage if the Subcontractor's Work or materials do not comply with the requirements of the Contract Documents, the Contractor has substantial grounds for and has acted reasonably in making the determination, and the Contractor is acting in good faith and not in retaliation for a Subcontractor exercising legal or contractual rights.

5. Contractor must make payment to Subcontractors so that they receive it within fourteen (14) days of Contractor's receipt of payment from the Commission. Payment is deemed received by the Subcontractor at the time of hand delivery by the Contractor or three (3) calendar days after mailing by the Contractor.

6. In the event payment or part of a payment is withheld by the Commission as the result of liens or lien cases, the Contractor must still make full payment to Subcontractors or Material Suppliers on that payment application who have satisfactorily completed the work on the payment application.

7. To the extent feasible, to facilitate the flow of information to Subcontractor, the Commission Representative will post at the Project Field Office and on the PBC website (www.pbcchicago.com), a list of Contractor's Payment Applications, including the Subcontractors identified in them, submitted to the Commission for payment and the date of payments made to the

Contractor by the Commission.

8. Contractor must not delay or refuse to timely submit pay requests for a Subcontractor's work or materials. The Commission may construe such delay or refusal as Contractor's failure to act in good faith. "Timely", in this context, means within thirty (30) days after the portion of the Subcontractor's work that the Subcontractor has invoiced is in place in the Project or the materials delivered to the Commission (or off-site if this Contact permits payments for off-site delivery). In addition, Contractor must not delay or postpone payment for an undisputed portion of a Subcontractor's invoice or in connection with claims or disputes involving different Payment Applications on the same Project or different projects.

9. The Executive Director may withhold payment from the Contractor when the Executive Director determines that the Contractor has not complied with this Section 16.09.

10. These provisions do not confer any rights in Subcontractors against the Commission. Nothing in this section is to be construed to limit the rights of and remedies available to the Commission, including but not limited to various rights under the General Conditions.

SECTION 16.10 Subcontractor Claims

1. The Contractor must pay all lawful claims made against it by its Subcontractors and all lawful claims made against Contractor by other third persons arising out of, in connection with, or because of its performance of this Contract. The Contractor further will cause all of its Subcontractors to pay all lawful claims made against them. In the event such lawful claims are not satisfied, the Commission is hereby empowered to disburse such sums for and on account of the Contractor directly to the respective parties to which such sums are due and owed.

SECTION 16.11 Pay Applications and Payments Subject to Review

1. The Commission shall not be precluded or estopped by any measurement, estimate, or certificate made by Contractor or any Subcontractor either before or after the completion and acceptance of the Work and payment therefore, from showing the true amount and character of the Work performed and materials furnished by the Contractor, or from showing that any such measurement, estimate, or certificate is untrue or incorrectly made, or that the Work or materials do not conform in fact to the Contract. The Commission will not be precluded or estopped, notwithstanding any such measurement, estimate, or certificate and payment in accordance therewith, from recovering from the Contractor and its sureties such damages as the Commission may sustain by reason of the Contractor's failure to comply with the terms of the Contract.

SECTION 16.12 No Waiver of Legal Rights

1. Neither the acceptance by the Commission nor any payment by the Commission will operate as a waiver of any portion of the Contract, or of any power herein reserved, or any right to damages herein provided. If the Commission elects to waive any breach of this Contract, that waiver will not be held to be a waiver of any other or subsequent breach.

2. The Commission will not be precluded or estopped from showing the true amount and character of the Work performed and materials furnished by Contractor, or from showing that any measurement, estimate, or certificate is untrue or incorrectly made, or that the Work or materials do not conform to the Contract. The Commission will not be precluded or estopped from recovering from the Contractor and/or its sureties such damages as the Commission may sustain by reason of Contractor's failure to comply with the terms of the Contract.

SECTION 16.13 Liens

1. Whenever the Commission receives notice in writing of a lien or claim of money due from the Contractor to any Subcontractor, worker, or employee for Work performed or for materials or equipment furnished and used in or about the Work, the Commission may direct that the amount of such claim be deducted from payments due or to become due the Contractor and withheld by the Commission until such claim has been paid or otherwise discharged. This provision is to be construed as being solely for the benefit of the Commission, and will not require the Commission to determine or adjust any claims or disputes between the Contractor and its Subcontractors, workers, or employees, or to withhold any money for their protection, unless the Commission elects to do so. This provision is not to be construed as conferring any rights hereunder for the benefit of Subcontractors, workers or employees, or as enlarging or altering the application or effect of existing lien laws.

2. The final payment will not become due until the Contractor delivers to the Commission complete release of all liens, financial obligations or claims from the Contractor, Subcontractors, and other agents acting on its behalf in connection with the Work, arising out of the Work, and an affidavit that so far as it has knowledge or information, the releases include all the labor and material for which a claim could be made or a lien could be filed. If any lien remains unsatisfied after all payments have been made, the Contractor must refund to the Commission all monies that the Commission may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.

ARTICLE 17. CHANGES IN THE WORK

SECTION 17.01 Owner's Right to Change Work

1. The Commission reserves the right to order, in writing, changes in the Work or the Schedule without prior notice to the Contractor's surety. The Contractor is obligated to perform the changed Work included in the written notice from the Commission in a timely manner. The Contractor must begin the changed Work upon receipt of a Field Order signed by the Commission Representative unilaterally directing changes in the Work or Schedule. If the Contractor does not have authorization from the Commission pursuant to this Article 17, then the Contractor may not be compensated for any Changed Work as determined by the Commission.

2. The Contractor may propose changes pursuant to Section 17.03.

SECTION 17.02 Owner Directed Changes in the Work

1. The Commission may make changes in the Work by making alterations therein, or by making additions thereto, or by making deductions or omissions therefrom, without invalidating the Contract and without releasing or relieving the Contractor from any guarantee given pursuant to the Contract, without affecting the validity of the guarantee or Performance and Payment Bond and without relieving or releasing the surety or sureties of such bond. All such Work will be executed under the conditions of the original Contract. The Contractor will submit to the Commission Representative "as-built" or revised drawings clearly showing the revised Work, all as required by Article 15.

2. Except in an emergency, no change in the Work will be made by the Contractor without receipt of a Field Order signed by the Commission Representative.

3. The Contractor will not perform changes to the Work directed by the User unless authorized to do so by the Commission based upon a Field Order signed by the Commission Representative.

4. The Contractor shall berequired to use Exhibit X – "Contractor's Proposal for Change Order" for any Change Order requests and all Change Order Requests shall conform to the following:

    a. The Contractor shall provide sufficient information for evaluation of proposed changes within fourteen (14) days following receipt of a Field Order. The Contractor shall advise the Commission in writing if any requested proposal cannot be priced and submitted to the Commission within seven (7) days of receipt of the Field Order. The Commission Representative will determine if the additional time is warranted and will so notify the Contractor of its determination. The Contractor shall not be allowed more than 30 days for pricing of a Field Order/Bulletin unless determined by the Commission.

        (1) The amount of change in the Base Contract Price, if any.

        (2) The amount of change in the Contract time, if any, with explanation. The Contractor shall include any request for a time extension in the submission of his proposal. Such request will only be considered upon demonstration by the Contractor that a disruption to the Critical Path activities has occurred. Contractor is required to furnish documentation in the form of proposed schedule revisions indicating impact in Critical Path activities and events previously approved by the Commission.

        (3) Cost breakdown, using Schedule of Values line items, separated into material and labor costs, additions and deletions and with overhead and profit handled in the same manner as specified for the Schedule of Values.

        (4) The period of time within which the proposed changes in Base Contract Price or time will be held. At a minimum, the pricing shall be held for sixty (60) days.

        (5) Quantities and unit costs of products, labor, and equipment.

        (6) Taxes, insurance and bonds.

        (7) Overhead and profit.

(8) The Contractor may not be entitled to a time extension should its proposal not be received timely.

5. The Contractor's failure to submit requests within the specified time may result in the issuance of a Change Order by the Commission for the adjustment of the Price and/or time for the performance of the Work, if any, that the Commission deems appropriate for the Field Order.

SECTION 17.03 Changes to the Work Initiated by Contractor

1. In the event that Contractor identifies an error or omission in the Contract Documents as described in Section 3.02.1 hereof, or encounters a differing site condition as set forth in Section 3.04.4 hereof, the Contractor shall submit a Request For Information (RFI) to the Commission. If, upon receipt of a response from the Architect, via the Commission Representative, to the RFI, the Contractor believes that there has been a change to the Work, the Contractor will submit a Contractor Proposed Change Order (CPCO) to the Commission Representative. The CPCO will state: the issue presented; any change to the Work that, in the opinion of the Contractor the issue requires; Contractor's proposed resolution of the issue; and the cost of the Work.

2. The Commission Representative will respond promptly to the CPCO. The response will take one of two forms: i) the Commission Representative concurs with the Contractor, and issues a Field Order that incorporates the terms stated in the CPCO or a Field Order with other terms; ii) the Commission Representative denies the CPCO, and issues a response notifying the Contractor that there is no change to the Work, and directing the Contractor to perform the Work pursuant to the answer to the RFI.

3. In the event that a CPCO is denied, the Contractor may file a claim pursuant to Article 18, "Claims and Disputes."

4. If the response results in the issuance of a Field Order, the Contractor shall provide a response as identified in Section 17.02.04. The Contractor's failure to submit such request within the specified time will result in the issuance of a Change Order by the Commission for the adjustment to the Contract Price and/or time for the performance of the Work, if any, that the Commission deems appropriate for the Field Order.

SECTION 17.04 Change Orders Finalize the Terms of Field Orders

1. The final terms and provisions of a Field Order, including any adjustment in the Contract Sum and/or the time for the performance of the Work, will be memorialized in a written Change Order authorized by the Commission.

2. Any adjustment to the Contract Price that may be required by a Field Order will be determined by one of the following methods.

   a. Method 1 – Unit Price and/or Lump Sum Adjustment

      (1) If after receipt of the Contractor's proposal the parties can agree on an equitable lump sum adjustment of the Contract Price, a Change Order will be signed establishing such adjustment.

      (2) Where the change in the Work involves items for which Contract unit prices have been established and where the net aggregate quantity of such items is in excess of the Contract requirements, payment for such items will be at the established unit prices. When the net aggregate quantity is less than the Contract requirement, the credit will be the established unit price less 10%. Where the established unit price is a unit price bid on estimated quantities, the Commission may, at its option, demand a readjustment of such established unit price in any case where the requirements for the particular unit price item exceeds one hundred 125% of the estimated quantity bid.

      (3) Where the change in the Work involves items for which agreed-upon unit prices have not been established, the Contractor's proposal will be in a format acceptable to the Commission and based upon the estimated fair cost of the Contractor's labor, material, equipment, insurance and any applicable taxes. In submitting such proposal, the Contractor will use its ability and buying power to obtain the best possible prices from suppliers of material and equipment and from Subcontractors consistent with its general responsibility for the performance and completion of the Work. To this end, the Contractor, when submitting such a proposal, will be deemed to have represented by the submittal that it has used the lowest prices obtained or obtainable from suppliers of material and equipment and from Subcontractors and that nothing has been added to such prices unless indicated in the proposal or billing. Should the Contractor at any time, without disclosing the fact, add any amount to the bill or proposal of any

supplier of material or equipment or to the bill or proposal of any Subcontractor, and should the Commission act on the same or make payment on any Work covered by such proposal or billing, then, and in that event, the Commission will have the right to recover from the Contractor any such amounts as may have been so added and not disclosed. Such recovery may be made by deducting the undisclosed additions from any payments due the Contractor, or by any and all other means available to the Commission.

(4) For the cost of items of Work not covered by agreed-upon unit prices on additional Work ordered, the Contractor will be allowed 15% for overhead and profit on labor performed by his own forces and material purchases. Subcontractors, likewise, will be permitted an allowance of 15% for overhead and profit on their own work. The Contractor will further be allowed 6% on all of his subcontractor's work. The Subcontractor is not allowed any additional markup if the work is further subcontracted. The Contractor may include in its labor proposal only those workers and foremen directly involved in the Work. All other supervision is included in the 15% overhead and profit allowed. The Contractor will be entitled to payment for labor, union fringe benefits, insurance, unemployment insurance, social security, and taxes paid on labor. No overhead or profit will be allowed on social security, unemployment insurance, or other insurance or premium time. The Contractor's material costs will include invoiced costs, transportation, applicable sales or use taxes, and actual rental costs.

3. Overhead and profit charges referred to above will constitute full reimbursement for all costs of field and office supervision, engineering, field and main office expense, premium on bonds, small tools, and incidental job burdens, general building and excess liability insurance, and transportation.

a. Method 2 - Cost Plus Fee Adjustment

(1) Where the change in the Work involves items in whole or in part for which a unit price determination cannot be made under Method 1 and where the parties are unable to determine and agree upon an equitable lump sum adjustment of the Contract Price for such items, a Field Order will be issued and the Contractor will proceed with the Work on a cost plus fee basis. Cost means the Contractor's actual cost of labor, material, equipment, insurance, and applicable taxes, as reviewed by the Architect and Commission Representative for the approval of the Commission. To the Contractor's cost so computed will be added overhead and profit as defined under Method 1 above, which shall be Contractor's fee for such change to the Work.

(2) The Contractor and Subcontractors must keep and present in such form as the Commission Representative may direct a correct accounting of the costs of all labor, material, equipment, insurance, and applicable taxes, together with supporting vouchers, receipts, and payroll records.

SECTION 17.05 Contractor's Release

1. Any and all Change Orders are a full release of the Commission from any liability for any additional compensation or extension of time arising or resulting from the circumstances that gave rise to, and the Work performed pursuant to, a Change Order. By acceptance of a Change Order, the Contractor accepts the compensation and/or time extension provided in full accord and satisfaction for that Change Order, and expressly waives, releases, and relinquishes any and all additional claims and demands relating to, or arising out of, the matters covered by that Change Order. The release that the Contractor must sign will state: "By executing this Change Order, Contractor certifies that it has reviewed and accepts the compensation and/or time extension provided in full accord and satisfaction for this Change Order and that it expressly waives and releases any and all additional claims and demands relating to, or arising out of, the matters covered by this Change Order as more fully described in the exhibit attached hereto including but not limited to: direct, indirect, overhead, home or field office costs; profits; damages; disruptions and impact."

SECTION 17.06 Performance of Changed Work

1. The Contractor will promptly proceed with any changes in the Work or Target Schedule as directed by a Field Order in accordance with Section 17.01 "Owner's Right to Change Work." The Contractor's refusal or failure to proceed promptly as directed with the changed Work or changes in the Target Schedule constitutes an event of default under the Contract. No change to the Work by the Contractor as directed by the Commission will invalidate the Contract or release the Contractor's surety.

SECTION 17.07 Change Claims and Disputes

1. If the Contractor and Commission Representative are unable to agree on the price and/or time extension in connection with a Field Order, the procedures set forth in Article 18 “Claims and will govern.

ARTICLE 18. CLAIMS AND DISPUTES

SECTION 18.01 Claims

1. This provision of the Contract applies to claims for time and/or money based on: a differing site condition (Section 3.04), changes in the work under Article 17, including CPCOs that have been denied pursuant to Section 17.03, and all other claims made under the Contract.

2. Any claim made by the Contractor regarding the Project must be made in accordance with the requirements stated below.

   a. The Contractor expressly consents to both the time requirements and notice content requirements for making a Claim or Dispute under this Section 18.01.2. The Contractor acknowledges that the notice requirements set forth in this Section 18.01.2. will be strictly enforced and agrees that any failure on the part of the Contractor to provide notice strictly in accordance with the requirements of this Section 18.01.2. will constitute a waiver of the Contractor's right to make a Claim to the Commission Representative or submit a Dispute to the Executive Director. The Contractor further understands and agrees that, notwithstanding any case law decision to the contrary, the notice requirements of this Section 18.01.2. will not be subject to or diminished by any claim on the part of the Contractor that the Commission Representative or Executive Director or any person acting on behalf of either of them had actual or constructive knowledge of any Claim or Dispute or any facts or circumstances supporting any such Claim or Dispute.

   b. The Contractor must provide notice, in writing, to the Commission Representative of any claim for differing site conditions within one (1) day of discovery as required by Section 3.04.

   c. The Contractor must provide notice, in writing, to the Commission Representative of any claim that may be made, within five (5) days after starting the work that is affected by the claim. The notice shall be referenced as a "Notice of Claim Related Work" and must state the nature of the claim, the work that is affected by the claim, and the anticipated duration of the Work.

   d. The Contractor must provide notice, in writing, to the Commission Representative of any claim based on: a differing site condition; a change in the Work directed by the Commission Representative; or any other cause within fifteen (15) days of completion of the changed Work.

   e. The Contractor will designate the document "Claim." The Claim must include:

      (1) The amount of money and/or time extension sought by the Contractor, and the contractual and factual basis for each;

      (2) A general statement of the basis for the claim;

      (3) The facts underlying the claim;

      (4) The Notice of Claim Related Work to the Commission Representative;

      (5) Reference to the applicable Contract provisions and;

      (6) All documentation that describes, relates to, and/or supports the claim.

   f. The Commission Representative will, within thirty (30) days of receipt of the Claim, respond by: requesting a meeting with the Contractor; making a written request for additional information from the Contractor; taking other action to attempt to resolve the Claim; and/or advising the Contractor, in writing, of the Commission Representative's position regarding the relief sought in the Claim. If the Commission Representative's written response is that the Claim is denied, the letter will also advise the Contractor of its right to file a Dispute to the Executive Director. Any steps taken by the Commission Representative to resolve the Claim will not exceed sixty (60) days from receipt of the Claim, unless the Contractor agrees to an additional amount of time in writing.

   g. If the Claim is denied by the Commission Representative, the Contractor must file its Dispute within thirty (30) days of receipt of the written denial of the Claim.

SECTION 18.02 Disputes

1. Contractor's Request: In the event of any disagreement between the Contractor and the Commission Representative which the Contractor and the Commission Representative have attempted, but been unable to resolve, including, without limitation, changes, time extensions, claims, allowable costs or any other issues of fact or Contract interpretation based upon, relating to, or arising under the Contract, a request for resolution of the Dispute must be submitted to the Executive Director by the Contractor for final determination. The Contractor may not file a Dispute until there has been a denial of the Claim, which was the basis for the Dispute, by the Commission Representative. The default or termination of the Contractor are not matters that may be disputed under this provision of the Contract. The Contractor's failure to submit the Dispute within thirty (30) days of receipt of the Commission Representative's response to the Contractor's Claim is a waiver of the Dispute. The Executive Director may consider issues of Contract interpretation in connection with decisions to be made in resolving Disputes.

2. Request Requirements: Requests for resolution of Disputes must be made by the Contractor in writing, specifically referencing this section, and include: 1) the issue(s) presented for resolution; 2) a statement of the respective positions of the Contractor and Commission Representative; 3) the facts underlying the Dispute; 4) reference to the applicable provision of the Contract Documents by page and section; 5) the identity of any other parties believed to be necessary to the resolution of the Dispute; 6) all documentation which describes and relates to the Dispute and 7) if applicable, a statement explaining why the Contractor believes that prior to rendering a final decision, the Executive Director should meet with the Contractor, Commission Representative or any other parties believed to be necessary to the resolution of the Dispute. Copies of the request for resolution of the Dispute must promptly be provided to the Executive Director and Commission Representative on the same day. In addition, the Contractor's Dispute and any subsequent correspondence that relates to the Dispute, which the Contractor provides to the Executive Director, must be copied to the Commission Representative. The Commission Representative shall have thirty (30) days to respond in writing to the Contractor's submission by supplementing the Contractor's submission or to provide its own submission to the Executive Director and Contractor. However, the Commission Representative may request, and the Executive Director may allow an additional period of time to respond. Failure by the Commission Representative to respond shall not be deemed to be an admission of any allegations made in the request for dispute resolution, but may be deemed to constitute a waiver of the opportunity to respond to such allegation(s), if any, at this stage of the Dispute. The Executive Director's decision may thereafter be reached in accordance with such other information or assistance as may be deemed reasonable, necessary or desirable by the Executive Director.

3. Executive Director's Decision: The Executive Director's final decision shall be rendered in writing no more than thirty-five (35) days after receipt of the response of the Commission Representative was filed or was due, unless the Executive Director notifies the Contractor and Commission Representative before the end of the thirty-five (35) day period that an additional period, not to exceed thirty (30) days, is needed for the Executive Director to respond. The Executive Director's decision shall be conclusive, final, and binding on all parties unless a judicial determination is sought in accordance with the provisions set forth below.

4. Implementation of Decision: In the event that the Executive Director's final decision requires a change to the Contract, the Executive Director's final decision shall be implemented through a Change Order which shall be made a part of the Contract, with or without the signature of the Contractor (if the Contractor refuses to sign the Change Order).

5. Contractor's Remedy: If either the Contractor or Commission does not agree with the decision of the Executive Director, the sole and exclusive remedy is judicial review by a common law writ of certiorari. Unless such review is sought within thirty-five (35) days of receipt of the Executive Director's decision, all right to seek judicial review is waived.

6. Contractor's Performance of Work: The Contractor may not withhold performance of and must prosecute any Work required by the Contract during the dispute resolution period, including judicial resolution. The Contractor must prosecute all of its Work, including any disputed Work, with the same diligence and effort as if no dispute existed. The Executive Director's written determination must be complied with pending final resolution, including judicial resolution of the Dispute. Neither the Executive Director's determination, nor the actions of the Contractor or the Commission Representative in connection therewith, nor the continued performance by either party, shall constitute an admission as to any factual and/or legal position in connection with the dispute or a waiver of any rights under the Contract.

7. Administrative Appeal of Dispute: The Contractor must follow the procedures set out in this Article 18, "Claims and Disputes", and receive the Executive Director's final decision as a condition precedent to filing a judicial review of the decision by common law writ of certiorari.

SECTION 18.03 No Waiver of Legal Rights

1. Neither the acceptance by the Commission or any representative of the Commission, nor any payment for or acceptance of the whole or any part of the Work, nor any extension of time, nor any possession taken by the Commission will operate as a waiver by the Commission of any portion of the Contract, or of any power herein reserved or any right of the Commission to damages herein provided. A waiver of any breach of the Contract is not held to be a waiver of any other or subsequent breach.

2. Whenever under this Contract, the Commission by a proper authority waives the Contractor's performance in any respect or waives a requirement or condition to either the Commission or the Contractor's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not deemed a waiver forever or for subsequent instances of performance, requirement, or condition. No such waiver is construed as a modification of this Contract regardless of the number of times the Commission may have waived the performance requirement or condition.

ARTICLE 19. EVENTS OF DEFAULT AND TERMINATION

SECTION 19.01 Events of Default

1. The Contractor's failure to perform any of its obligations under the Contract, including but not limited to the following, are events of default:

   a. failure to begin the Work at the time specified;

   b. failure to perform the Work in accordance with the Contract Documents;

   c. failure to perform the Work with sufficient workers, equipment, or materials to ensure the completion of the Work or any part of the Work within the time specified by the Contract;

   d. persistent or repeated refusal or failure (except in cases for which extension of time is provided) to supply adequate skilled workers or proper materials;

   e. unauthorized discontinuance of the Work;

   f. failure to promptly remove materials, or repair, or replace Work that was rejected as defective or unsuitable;

   g. failure to make prompt payment to Subcontractors, whether for material or labor;

   h. failure to submit all documents required by the Contract Documents or Commission, including but not limited to timely submission of payment applications;

   i. failure to prosecute the Work in a manner acceptable to the Commission or in a manner that does not comply with all laws applicable to the Work.

   j. persistently disregarding laws, ordinances, or instructions of the Commission, or Commission Representative; or,

   k. failure to comply with any other term of the Contract that states an event of default or otherwise engages in a substantial violation of any provision of the Contract Documents.

   l. interruption or delay of Work for reasons within the Contractor's control, including, but not limited to, labor interests or disputes;

   m. failure to comply with federal, state, or local safety requirements;

   n. the Contractor's default on a contract with the PBC, CHA, CTA, or City of Chicago;

   o. the Contractor's failure to be licensed as a "General Contractor" as required by Chapter 4-36 of the Chicago Municipal Code, at all times throughout the term of the Contract or Contractor's loss of its general license;

   p. disqualification as an MBE or WBE of the Contractor or any joint venture partner, Subcontractor or supplier if its status as an MBE or WBE was a factor in the award of the Contract and such status was misrepresented by Contractor;

   q. Contractor becomes insolvent or bankrupt, attempts assignment of all or any part of the proceeds of this Contract, makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of insolvency any of which negatively impacts Contractor's ability to pay Subcontractors or perform the work.

SECTION 19.02 Remedies

1. In the event of a default by Contractor, the Commission, in its sole discretion, may send the Contractor notice of the Commission's intent to exercise any or all of the remedies below.

   a. Termination. The Commission may terminate the Contract. Written notification of the default and termination of the Contract will be provided to the Contractor and the surety by the Executive Director. The Executive Director's decision and declaration of termination is final and effective.

   b. Notice to Cure. The Executive Director may provide the Contractor the opportunity to cure the default. The Contractor must cure the default within ten (10) days of receipt of the notice from the Executive Director or such time period stated in the Notice to Cure. If the Executive Director does not receive written acknowledgement from the Contractor that it will cure the default within the stated cure period or if the Contractor does not act to cure the default, the Executive Director may terminate the Contact, in which event the termination of the Contract is final and effective.

   c. In addition to the foregoing, upon an event of default in Section 19.01, "Events of Default," the Commission may invoke any or all of the following remedies:

      (1) The right of set-off against any payments due or to become due to the Contractor and against any Retainage.

      (2) The right to take over and complete the Work, or any part thereof, either directly or through others, and to hold the Contractor liable for any amounts paid for such Work above those amounts the Commission would have paid the Contractor for that same Work.

      (3) The Commission may use the Contractor's Subcontractors, materials, and equipment to complete the Work. Upon the Commission's notification to the Contractor invoking this remedy, any and all rights the Contractor may have in or under its subcontracts are assigned to the Commission, based on the assignment required by Section 4.03.2. The Contractor must promptly deliver such documents upon the Commission's request. In case of any subcontract so assigned and accepted by the Commission, the Contractor remains liable to the Subcontractor for any payment already invoiced to and paid by the Commission, and for any claim, suit, or cause of action based on or resulting from any error, omission, negligence, fraud, willful or intentionally tortious conduct, or any other act or omission, or breach of Contract, by the Contractor, its officers, employees, agents, and other Subcontractors, arising prior to the date of assignment to the Commission, when such claim, suit, or cause of action has not been discharged, disposed of, or otherwise resolved as of that date. The Contractor must notify its Subcontractors of these requirements.

      (4) The right to terminate the Contract as to any or all of the Work yet to be performed.

      (5) The right of specific performance, an injunction, or any other appropriate equitable remedy as may be applicable.

      (6) The right of money damages, including, but not limited to all expert witness or other consultant fees, court costs, and attorney's fees which the Commission may incur in connection with any claim, suit, or action based upon, related to, or arising from, directly or indirectly, an event of default hereunder.

      (7) The right to withhold all or any part of the Contractor's compensation yet to be paid by the Commission.

      (8) The right to terminate any or all other contracts that Contractor may have with the Commission.

      (9) The right to deem the Contractor non-responsible in future contracts to be awarded by the Commission.

SECTION 19.03 Non-exclusivity of Remedies

1. The remedies under the terms of this Contract are not intended to be exclusive of any other remedies, but each and every remedy is cumulative and is in addition to any other remedies, existing now or hereafter, at law or in equity. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor do they waive any event of default or acquiesce thereto, and every such right and power may be exercised by the Commission from time to time and as often as may be deemed appropriate.

SECTION 19.04 Commission's Right to Terminate Contract

1. The Commission may, at its sole discretion, exercise the right to send the Contractor notice under this Section 19.02.1 "Commission's Right to Terminate Contract," or 19.02.1.b "Notice to Cure." Whether to declare the Contractor in default is within the sole discretion of the Executive Director and neither that decision nor the factual basis for it is subject to review or challenge under Article 18 "Claims and Disputes."

2. If termination of the Contract occurs by the Commission under Section 19.02.1 or 19.02.2, the Commission may use the material and equipment, whether owned or leased, which is within the scope of the Work or necessary for completion of the Work and paid for by the Commission (whether located on or off the Site) to complete the Work. The Contractor will receive no further payment until the Work is completed. However, if the cost of completion exceeds the unpaid balance of the Contract, the Contractor must pay the difference to the Commission immediately upon demand.

3. If termination occurs, all costs and changes incurred by the Commission, together with the cost of completing the Work, are deducted from any monies due or which may become due to the Contractor. When the expense incurred by the Commission exceeds the sum which would have been payable under the Contract, the Contractor and the surety are liable and will pay the Commission the amount of such excess.

SECTION 19.05 Court Adjudication of Termination

1. If the Contract is terminated by the Commission for cause and it is subsequently determined by a court of competent jurisdiction that such termination, an early termination, was without cause, such termination will thereupon be executed under the applicable provisions of Section 19.06 "Termination for Convenience."

SECTION 19.06 Termination for Convenience

1. The Commission reserves the right, for its convenience, to terminate the Work of the Contractor by written notice stating the effective date of such termination. In such case, the Contractor and Subcontractors will (except for services necessary for the orderly termination of the Work): stop all Work; place no further orders or subcontracts for materials, services, equipment, or supplies; assign to the Commission (in the manner and to the extent directed) all of the rights of the Subcontracts relating to the Work; take any action necessary to protect property of the Commission and property in the Contractor's possession in which the Commission has, or may acquire, an interest; and take any other action toward termination of the Work which the Commission may direct.

2. Contractor's compensation for all work provided prior to the effective date of the termination and costs of stopping the work shall be paid based on the Termination for Convenience provision of the Federal Acquisition Rules and all interpretations of those rules and all cases decided regarding the rules.

3. After receipt of a notice of termination pursuant to this Section 19.06 "Termination for Convenience," Contractor will submit to the Commission Representative its final invoice in the required form, with supporting documentation. The Commission may require certified payrolls, receipts, and other proof of expenditures. The final invoice must be submitted promptly, but in no event more than sixty (60) days after the effective date of termination.

SECTION 19.07 Suspension of Work

1. The Commission has authority to suspend the Work, wholly or in part, for such period of time as the Commission may deem necessary due to conditions unfavorable for the satisfactory prosecution of the Work, or conditions which, in the Commission's opinion, warrant such actions; or for such time as is necessary to carry out directions given by the Commission Representative; or to perform any or all provisions of the Contract. The Contractor will not receive compensation for suspension of part of the work. If the Commission suspends the entire project for a period exceeding seven (7) calendar days, the Contractor will be compensated for the following listed costs for each day thereafter. The costs to be paid are limited to: demobilization and remobilization, the Contractor's field supervision costs (based upon the approved staffing plan), and idle equipment costs as provided in Article 17, "Changes in the Work." This provision is not applicable if the suspension and/or costs were caused by any act or omission of the Contractor.

2. If it becomes necessary to stop Work for an indefinite period of time, the Contractor must store all materials in such manner that they will not become damaged in any way, take every precaution to prevent damage or deterioration of the Work performed and erect temporary structures where necessary. The Contractor must not suspend work without written consent from the Commission.

ARTICLE 20. ENVIRONMENTAL REQUIREMENTS

SECTION 20.01 Compliance with Environmental Laws

1. The Contractor must comply with all environmental laws including, without limitation, those listed in the Disclosure Affidavit that must be executed and notarized by the Contractor, and any analogous future local, state, or federal ordinance or statute, rule, or regulation promulgated under or pursuant to the foregoing, and any other present or future law, ordinance, rule, regulation, permit or permit condition, order, or directive which regulates, relates to, imposes liability for, or establishes standards of conduct concerning any Hazardous Materials that may be set forth by the Federal government, any state or any political subdivision thereof, or any agency, court, or body of the Federal government, any state or any political subdivision thereof, exercising executive, legislative, judicial, regulatory, or administrative functions (collectively, "Environmental Laws").

2. If the Contractor is required, pursuant to any Environment Laws, to file any notice or report of a release or threatened release of Hazardous Materials or Special Wastes on or about any premises used by Contractor to perform the Work required hereunder, the Contractor must provide a copy of such report or notice to the Commission Representative. If a release or threatened release of Hazardous Materials or Special Waste into the environment occurs, or if any claim, demand, action or notice is made against the Contractor regarding the Contractor's failure or alleged failure to comply with any Environmental Law, the Contractor must notify the Commission Representative pursuant to Section 20.06 "Disposal of Materials, Construction Debris, Soil, and Waste" herein below.

3. If the Contractor fails to comply with any Environmental Law, the Commission may terminate this Contract in accordance with the default provisions of this Contract, which may adversely affect Contractor's eligibility for future contract awards.

SECTION 20.02 Environmental Permits and Recordkeeping

1. The Contractor must show evidence of, and keep current throughout the term of this Contract, all waste hauling, Special Waste hauling, licenses permits and insurance certificates required by Federal, State, City, or other local governmental body or agency pursuant to any Environmental Law.

2. When requested by the Commission Representative, the Contractor must submit copies of all hauling and disposal site permits required by any Environmental Law. Copies of all permits and insurance certificates that require periodic renewal must be forwarded to the Commission Representative throughout the duration of this Contract. Noncompliance with this requirement may be cause for rejection of the bid and/or termination of this Contract.

3. Environmental Records and Reports: The Contractor is required to prepare and maintain proper, accurate and complete records of accounts of all transactions related to the performance of this Contract, including, but not limited to the following:

    a. Training Certificates

    b. Health and Safety Plans

    c. Waste Characterization Analytical and Signed Generator Waste Profiles

    d. Disposal and Recycling Facility Approvals

    e. Imported Backfill Material Analytical Results

    f. OSHA Compliance Air-monitoring records

    g. Certificate of Tank Destruction from a Steel Reclamation Facility

    h. Storm Water Discharge Approval and MWRDGC Discharge Authorization

    i. Soil Management Plan

    j. IDPH/EPA Notifications

k. Notice to Building Occupants

l. Owner's Authorization

m. OSHA Exposure Assessment

n. Certifications for all HEPA vacuums, negative air pressure equipment, and other local exhaust ventilation equipment

o. Material Safety Data Sheets (MSDS) for chemicals used on site

p. Copies of all regulatory notices

q. Laboratory and Analyst Credentials for Contractor Samples

r. Disposal Records, including Disposal Site Name and Address, Transporter's Names, Date, Truck Numbers, Truck Content, and Disposal Weight

s. Permit Documentation and all other documentation and transactions pertaining to all Environmental Laws

SECTION 20.03 Energy Conservation Ordinance

1. Whenever the Contractor is required to build new building(s) or structures; construct additions or make alterations to existing buildings; install systems such as mechanical, service water-heating, electrical distribution, and illumination; or install other equipment, it will be required to comply with Chapter 18-13 of the Municipal Code of Chicago, as well as any other pertinent Environmental Laws.

SECTION 20.04 Environmental Control

1. In performing the Work, the Contractor must comply with all Federal, State, and local statutes, ordinances, and directives with respect to the elimination of excessive noise and pollution of air, water, and soil due to construction and other operations. Attention must be given to reduce the noise of heavy construction equipment and to the control of dust, smoke, and fumes from construction equipment and other operations on the Site, and the dirt and noise created by heavy truck operations over City streets in accordance with ordinances of the City and orders of the Commission. The discharge of Hazardous Materials into waterways and City sewers must not occur.

SECTION 20.05 Equipment and Environmental Control during Transport

1. The Contractor must haul materials, construction debris, soil, and other wastes in vehicles and/or containers complying with all applicable Environmental Laws. All equipment used to transfer materials, construction debris, soil and other wastes will be designed to prevent spillage and dust during the hauling operation. The Contractor's equipment must fully comply with all City, State, and Federal regulations, laws, and ordinances pertaining to size, load, weight, safety, and any Environmental Law.

SECTION 20.06 Disposal of Materials, Construction Debris, Soil, and Waste

1. The Contractor is responsible for the proper disposal of all materials, construction debris, soil and other waste. Hauling and disposal by a Subcontractor does not relieve the Contractor from responsibility for proper disposal. Disposal of all materials, construction debris, soil, and other wastes must be at a disposal site that is properly licensed and permitted to accept the particular materials, construction debris, soil and other wastes delivered to it in accordance with all Environmental Laws. The Contractor will identify the disposal site(s) or transfer station(s) to which it has contractual access and for which proper, sanitary landfill permits and/or licenses have been obtained. Disposal sites and transfer stations must be free of violations in order for materials to be disposed of from a Commission site. All of Contractor's personnel shall be trained in the proper handling of the materials that are on site.

2. The Contractor must provide the Commission or its designated representative with copies of all load tickets, manifests, bills of lading, scale tickets, and other pertinent documents. When requested by the Commission Representative, the Contractor will provide copies of all permits and/or licenses for the proposed transfer station and/or landfill. If the transfer station and/or landfill proposed for use by the Contractor have existing violations and do not possess the necessary permits and/or

licenses to accept the materials, construction debris, soil or other wastes, the Contractor will replace the transfer station and/or landfill submitted as part of their bid proposal at no additional cost to the Commission. If the Contractor disposes of materials, construction debris, soil or other wastes at a site which is not properly permitted, the Contractor will be responsible for all costs associated with the removal of the waste to a properly licensed/permitted landfill or disposal site.

3. The Contractor must notify the Commission Representative within four (4) hours of receipt of any environmental complaints, fines, citations, violations, or notices of violation ("Claim") by any governmental body or regulatory agency against the Contractor by any third party relating to the loading, hauling, or disposal of materials, construction debris, soil, or other wastes. The Contractor will provide evidence to the Commission that any such Claim has been addressed to satisfaction of the issuer or initiator of such Claim.

4. The Contractor must notify the Commission Representative of any community meeting, media involvement, or media coverage related to the loading, hauling or disposal of materials, construction debris, soil, and other wastes under this Contract in which the Contractor is asked to participate.

5. The Contractor must verify, in writing, whenever requested by the Commission, that all materials, construction debris, and other waste accepted by the Contractor from the Commission has been disposed of in compliance with all Environmental Laws.

6. The form for identifying the Contractor's debris disposal/hauling site(s) and acknowledging terms and conditions relating thereto which has been executed by the Contractor may be attached to this Contract and incorporated by reference, as appropriate. In addition to the representations and requirements contained in the form, the Contractor understands and agrees that the Contractor, unless otherwise authorized in writing by the Commission, must not continue to use a disposal/hauling site identified in the form that (i) has been cited as being in violation of any Environmental Law, regulation, or any City ordinance; or (ii) does not have a necessary permit. If only one site was identified in the form, the Contractor must arrange for a substitute disposal/hauling site that meets the requirements specified in the form and provide a revised form to the Commission. The Contractor further understands and agrees that any such substitution is at no additional cost to the Commission, regardless of the reason necessitating such substitution.

SECTION 20.07 Open Dumping Prohibited

1. The removal of all recyclable materials and garbage, refuse, or other waste material, including but not limited to broken concrete, bricks, rocks, paving asphalt, and incidental debris generated from all construction or demolition activities performed under this Contract, must be transported to a facility that is open and active, licensed, zoned and permitted to accept such material pursuant to Section 11-4 of the City of Chicago Municipal Code and all applicable local, state, and federal regulations.

2. Bills of Lading, manifests, or other confirmatory receipts signed by a representative of accepting facility for each load of material must be retained by the Contractor and made available to the Commission upon request.

SECTION 20.08 LEED Certification Requirements and/or Sustainability Goals

1. The Contractor must assist the PBC to achieve the LEED Certification level and or Sustainability goals established for this project. For LEED projects, the LEED Scorecard (Registered Project Checklist) identifying the LEED version and level, as well as prerequisites and credits to be achieved, is found in Book 3. The Contractor must implement construction of the Project and provide documentation, in accordance with the requirements of the LEED version promulgated by the US Green Building Council indicated in Book 3, so that the Commission can achieve the LEED rating and or Sustainability goals identified in Book 3.

2. Regarding commissioning of the Project systems, the Contractor must provide the appropriate labor to operate, adjust, and observe the systems, as directed by the Commissioning Authority to ensure that all the commissioning requirements and LEED requirements for commissioning of the heating ventilation and air conditioning systems and the electrical systems and other systems to be commissioned as identified in the Technical Specifications are met.

3. The Contractor must make all required LEED submittals to the Commission Representative. The format and number of submittals must be approved by the Commission.

4. The Contractor must take the actions listed below, regarding LEED, within the time periods specified.

a. Contractor LEED AP qualifications must be submitted with fifteen (15) calendar days of the Notice to Proceed (NTP).

b. Erosion and Sedimentation Control Plan must be submitted within fifteen (15) calendar days of the NTP. The Contractor must implement the approved Plan prior to start of work on the Project site. The Contractor may be required to incorporate or maintain an existing Plan from a previous phase of the work.

c. Construction Waste Management Plan must be submitted within fifteen (15) days of NTP. The Construction Waste Management Coordinator must be identified and the approved plan be completed prior to the start of construction.

d. Materials and Resources Plan must be submitted at the same time as the Schedule of Values.

e. Volatile Organic Compounds Plan must be submitted at the same time as the Schedule of Values.

f. Construction Indoor Air Quality Plans must be submitted within fifteen (15) calendar days of NTP or as otherwise directed by the Commission's Representative.

5. Other requirements of the Contract Documents regarding LEED and Sustainability goals are found in various provisions in Book 3.

ARTICLE 21. COMPLIANCE WITH ALL LAWS

SECTION 21.01 Contractor Must Comply with All Laws

1. The Contractor must at all times observe and comply, and must cause its Subcontractors to observe and comply, with all applicable Federal, State and local laws, ordinances, codes, rules, regulations, and executive orders, now existing or hereinafter in effect, which may in any manner affect the performance of the Contract. Provision(s) required by law, ordinance, codes, rules, regulations, or executive orders to be inserted in this Contract are deemed inserted, whether or not they appear in this Contract. In no event does the failure to insert such provision(s) prevent the enforcement of such provision(s) of this Contract.

2. In performing the Work, the Contractor must follow the most stringent of the applicable agency and code requirements. The Contractor is fully responsible for ascertaining and complying with all agency and code requirements applicable to the Work.

SECTION 21.02 Equal Employment Opportunity

1. The Contractor will be required to comply with all laws with respect to the employment of labor and payment of local prevailing wage rates.

2. Non-Discrimination

    a. It is an unlawful employment practice for a Contractor to fail to hire, to refuse to hire, to discharge, or to discriminate against any individual with respect to compensation or the terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, handicap, or national origin; or to limit, segregate, or classify employees or applicants for employment or otherwise; or to adversely affect such individual's status as an employee because of such individual's race, color, religion, sex, age, handicap, or national origin.

    b. Federal Requirements. Each Contractor will comply with the Civil Rights Act of 1964, 42, U.S.C. Sec. 2000 et seq. (1981), as amended. Each Contractor will further comply with all applicable provisions of the Civil Rights Act of 1964, 28 U.S.C. 1447, 42 U.S.C. 1971, 1975a-1975d, 2000a to 2000h-6 (1992); the Age Discrimination in Employment Act of 1967, 29 U.S.C. 623-634 (1992); the Americans with Disabilities Act of 1990, 29 U.S.C. 706, 42 U.S.C. 12101-12213, 47 U.S.C. 152, 221, 225, 611 (1992); 41 C.F.R. 60 (1992); reprinted in 42 U.S.C. 2000(e) note, as amended by Executive Order No. 11,375 32 Fed. Reg. 14,303 (1967) and by Executive Order No. 12,086, 43 Fed. Reg. 46,501 (1978)/; the Age Discrimination Act, 43 U.S.C. Sec. 6101-6106 (1981); P.L. 101-336; 41 C.F.R. part 60 et seq. (1990).

    c. State Requirements. Each Contractor must comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. (1990), as amended, the Discrimination in Public Contracts Act, 775 ILCS 10/0.01 et seq. (1990), as amended, and the Environmental Barriers Act, 410 ILCS 25/1 et seq. The Contractor will furnish such reports and information as requested by the Commission and the Illinois Department of Human Relations.

    d. City Requirements. Each Contractor must comply with the Chicago Human Rights Ordinance, Chapter 2-160, Section 2-160-010 et seq. of the Municipal Code (1990), as amended. Further, each Contractor will furnish such reports and information as requested by the Chicago Commission of Human Relations.

    e. Subcontractors. Each Contractor agrees that all of the above provisions will be incorporated in all agreements entered into with any suppliers of materials, providers of services, subcontractors of any tier, and labor organizations which furnish skilled, unskilled, and craft union skilled labor, or which may provide any such materials, labor, or services in connection with this Contract.

3. Employment procedures: Preferences and Compliance

    a. Salaries of employees of Contractor, performing Work under this agreement, will be paid unconditionally, and not less often than once a month, without deduction or rebate on any account except such payroll deductions as are mandatory or permitted by applicable law or regulations.

    b. Contractor certifies that it is familiar with, and will comply with, all applicable provisions of 820 ILCS 130/0.01 through 130/12 thereof (Prevailing Wage Act), 30 ILCS 570/1 through 570/7 (Employment of Illinois Workers on Public Works

Act) and 30 ILCS 560/0.01 through 560/7 (Public Works Preference Act).

c. The Contractor will also comply with all applicable Anti-Kickback laws and regulations, including the Anti-Kickback Act of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; 18 U.S.C. § 874; 40 U.S.C. § 276c) and the Illinois Criminal Code of 1961 720 ILCS 5/33E-1 et. seq. If, in the performance of this agreement, there is any direct or indirect kickback as defined in any of the above-mentioned laws and regulations, the Commission may withhold from the Contractor, out of payments due to the Contractor, an amount sufficient to pay any underpaid employees the difference between the salaries required to be paid and the salaries actually paid such employees for the total number of hours worked. The amounts withheld may be disbursed by the Commission for and on account of the Contractor to the respective employees to whom they are due, as determined by the Commission in its sole discretion.

4. The Contractor assumes all liability for the payment of any unemployment benefits payable under any federal or state law to individuals employed by it during the progress of the Work covered by this Contract.

5. The Contractor agrees that in performing this Contract it will comply with: the Minority Business Enterprise/Women Business Enterprise Special Conditions of Article 23 MBE/WBE Special Conditions and residency requirements of Section 21.03 below.

6. A breach of any of the requirements of this Section 21.02 may be grounds for termination of the Contract.

SECTION 21.03 City of Chicago Residents and Project Community Residents As Employees

1. Policy and Terms

a. Attention is called to an ordinance passed by the City of Chicago on May 18, 1994, City of Chicago Residence Preference Ordinance and the resolutions of the Board of Commissioners of the Public Building Commission adopted August 9, 1994 and May 12, 2009. Pursuant to such resolutions, it is the policy of the Commission that at least 50% of the project labor shall be performed by City of Chicago Residents (as defined below) and at least 7.5% of the project labor shall be performed by Project Community Residents (as defined below). The Project Community is defined in Section II, A of Book 1.

b. The Contractor agrees to ensure that the aggregated hours of Work to be performed under this Contract will be performed such that at least 50% of the aggregated hours of Work is performed by City of Chicago Residents and 7.5% of the aggregated hours of Work is performed by Project Community Residents. These minimal percentage levels of City of Chicago Residents and Project Community Residents as laborers and skilled trade Workers are not to be understood as limiting or determining the fuller utilization of City of Chicago Residents and Project Community Residents beyond these numerical levels, but are intended instead as minimum requirements unless the Commission grants a waiver based upon demonstration by the Contractor of impracticability or excessive cost of complying with the specified percentages. A waiver or reduction will be considered if the Contractor has unsuccessfully solicited a sufficient number of City of Chicago Residents and Project Community Residents to perform the Work and has documented such effort to the satisfaction of the Commission. In addition, a Contractor seeking a waiver or reduction will provide timely notice of the need for qualified City of Chicago Residents and Project Community Residents to an appropriate source of referrals, in which the source is entitled to comment on any waiver or reduction application.

c. Community Hiring Requirements

(1) With respect to this construction contract, it is the policy of the Public Building Commission of Chicago to encourage creation of career opportunities for interested Project Community Residents within the construction trades, and to encourage employment of both skilled and unskilled workers from among available Project Community Residents.

(2) Unless otherwise stated in Book 1, at least 7.5% of the project labor must be performed by Project Community Residents. The aggregate hours of Work to be performed by Contactor and Subcontractors under this Contract may be complied with through residents who are trade or non-trade workers. These positions may include, without limitation, trade workers, field engineers, superintendent, project manager, security, data entry clerks, traffic monitoring personnel and site administrative support staff. In order to comply with the Community Hiring requirement, the Contractor must hold a minimum of two (2) application intake sessions in the designated Project Community as depicted on Exhibit 3 and compile an applicant database. Please note the database format will be provided to the Contractor by the PBC. The two intake sessions dates will be coordinated with the Contractor and

set by the Public Building Commission. The Commission shall coordinate the logistics for the Intake Sessions. The Contractor shall compile the data from each applicant which includes (i) first name, (ii) last name; (iii) address (iv), etc. in an electronic database format (Microsoft Excel or Google Spreadsheet) compatible with cloud storage (e.g. GoogleDocs, Microsoft SkyDrive, Dropbox, Box.com, and the like). The Contractor shall have representatives at all Intake Sessions. Contractor shall make available to the sub-contractors and the Commissions the electronic database and application packets. The Commission shall promote and market the Intake Session dates with local government officials, elected representatives, and business associations. Contractor shall also make reasonable efforts to market the Intake Sessions in the Community Hiring Areas via local advertising venues (e.g., union affiliations, local newspapers, neighborhood associations, block clubs, not-for-profit organizations, places of worship, and the like). The Contractor shall provide, on-site signage announcing the Intake Sessions. Signage must be a minimum 36" X 36" in dimension and must include, at a minimum, the date, time and location of the sessions. Signage must be located in an area visible to the general public, must be made of material able to withstand varying weather conditions, and must be properly secured to fence or other immovable property fixture (or object), or in an area deemed appropriate by the Commission. The Contractor shall be responsible for removal of the sign after the Intake Sessions have concluded.

(3) In order to encourage maximum employment of interested and available Project Community Residents on this Project, the following bonus calculation applies: In calculating the on-Site worker hours performed by actual City of Chicago Residents, hours worked by Project Community Residents will be multiplied by 1.5 for the purpose of determining the award criteria calculation in the bid.

(4) The Commission is aware that certain subcontract agreements under this Contract may obligate subcontractors to fulfill requirements for employment of City of Chicago Residents under this Contract. Should the Contractor receive bonus calculations under the foregoing provisions as a result of Project Community Residents employed by any subcontractor obligated to fulfill requirements for employment of City of Chicago Residents, then the Contractor must allow a bonus, in the same amount it receives, in favor of each and every such Subcontractor.

2. Definitions

a. "City of Chicago Residents" means persons domiciled within the City of Chicago. Domicile is an individual's one and only true, fixed, and permanent home and principal establishment.

b. "Project Community Residents" means persons domiciled within the "Project Community," as defined in Book 1, Section II, A.

3. Compliance and Reporting

a. The Contractor will provide for the maintenance of adequate employee (including student interns if applicable) residency records to document that actual City of Chicago Residents and Project Community Residents are employed on the Project. The Contractor (and Subcontractors) will maintain copies of personnel documents supportive of every City of Chicago Residents' and Project Community Residents' record of actual residence.

b. Weekly Certified Payroll reports (U.S. Department of Labor Form WH-347 or equivalent) submitted to the Commission will identify clearly the actual residence of every employee (including student interns if applicable) on each submitted certified payroll. The first time that an employee's name appears on a payroll, the date that the company hired the employee should be written in after the employee's name.

c. Full access to the Contractor's and Subcontractors' employment records will be granted to the Commission or any duly authorized representative thereof. The Contractor and Subcontractors will maintain all relevant personnel data for a period of at least seven (7) years after Final Payment.

d. At the direction of the Commission, affidavits and other supporting documentation will be required of the Contractor to verify or clarify an employee's actual address or change of actual address when doubt or lack of clarity has arisen.

4. Non-compliance

a. Good faith efforts on the part of the Contractor to provide utilization of City of Chicago Residents and Project Community Residents may be considered to replace the actual, verified achievement of the requirement concerning the worker hours performed by actual City of Chicago Residents and Project Community Residents.

b. For the purpose of adjusting the level of Retainage, the Commission will review compliance at fifty percent (50%), seventy-five percent (75%), and ninety (90%) completion of the Work or as otherwise directed by the Commission's Representative. If the Commission has determined that the Contractor was not compliant in the fulfillment of the required percentages of aggregated worker hours by actual City of Chicago Residents or Project Community Residents, or has failed to report in the manner indicated above under "Compliance and Reporting," the Commission will be damaged in the failure to provide the benefit of demonstrable employment to City of Chicago Residents and Project Community Residents to the degree stipulated in this Section. Therefore, in such case of non-compliance it is agreed that 1/20 of one percent (1%), (0.0005), of the Contract Price, as adjusted by any Change Orders will be withheld by the Commission in payment for each percentage of shortfall toward each stipulated requirement for City of Chicago Residents and Project Community Residents. Failure to report the residency and hours of all employees entirely and correctly will result in the surrender of the entire liquidated damages as if no City of Chicago Residents or Project Community Residents were employed in either of the categories.

c. The Executive Director, in his sole discretion, shall determine when to withhold such liquidated damages.

5. Nothing herein provided is to be construed to be a limitation upon the Notice of Requirements for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) and Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246), or other affirmative action requirements under the regulations promulgated by applicable federal, state, or local authorities.

SECTION 21.04 Veteran's Preference

1. The Contractor will ensure that the following provision is inserted in all contracts entered into with any subcontractors and labor organizations which furnish skilled, unskilled and craft union skilled labor, or which may provide any material, labor, or services in connection with this Contract.

2. Contractor will comply with the provisions of 330 ILCS 55/0/01 et. seq., which requires that a preference be given to veterans in the employment and appointment to fill positions in the construction, addition, or alteration of all public works. In the employment of labor (except executive, administrative, and supervisory positions) preference will be given to veterans of hostilities and disabled veterans; however, this preference may be given only where the individuals are available and qualified to perform the Work to which the employment relates.

SECTION 21.05 Trade Regulations

1. Wherever any provision of any section of the specifications conflicts with any agreements or regulations of any kind at any time in force among members of any trade associations, unions, or councils which regulate or distinguish what work will or will not be included in the work of any particular trade, the Contractor will make all necessary arrangements to reconcile any such conflict without delay, damage or cost to the Commission and without recourse to the Commission, Architect, or the Commission Representative. In case the progress of the Work is affected by any undue delay in furnishing or installing any items of material or equipment required under the Contract because of a conflict involving any such agreement or regulation, the Architect may require that other material or equipment of equal kind and quality be provided at no additional cost to the Commission.

SECTION 21.06 Steel Products

1. To the extent permitted by law, this Contract will be subject to all provisions of the "Steel Products Procurement Act," 30 ILCS 565/1 et seq. as it may be amended from time to time.

SECTION 21.07 Inspector General

1. The Contractor and its subcontractors, including all officers, directors, agents, partners and employees of such entities shall cooperate with the Inspector General of the Public Building Commission in any investigation or hearing undertaken pursuant to Public Building Commission Resolution 7576 adopted by the Board of Commissioners of the Public Building Commission of Chicago on October 1, 2010.

2. On projects funded by the City of Chicago, the Contractor and its subcontractors, including all officers, directors, agents, partners and employees of any such entities, shall cooperate with the Inspector General of the City in any investigation or hearing undertaken pursuant to Chapter 2-56 of the Chicago Municipal Code. Each Contractor understands and will abide by all provisions of Chapter 2-56 of the Municipal Code of Chicago.

3. All Contractors will inform their respective subcontractors of this provision and require compliance herewith.

4. Contractor shall cooperate and comply with the Inspector General of the User Agency in any investigation or hearing undertaken pursuant to the enabling ordinance or resolution pertaining to the authority of such Inspector General that has been promulgated by such User Agency.

SECTION 21.08 Covenant against Contingent Fees

1. The Contractor warrants that it has not employed any person to solicit or secure this Contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty will give the Commission the right to terminate the Contract, or, in its discretion, to deduct from the Contract Price the amount of such commission, percentage, brokerage, or contingent fees. This warranty does not apply to any commission payable by the Contractor upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

SECTION 21.09 Taxes

1. The Contractor will pay for all federal, state, and local taxes on all materials, labor, or services furnished, and all taxes arising out of the operations under this Contract. Such taxes include, by way of illustration and not in limitation thereof, Retailers' Occupational, Old Age Benefit, Unemployment, customs, duties, and all deductions for income taxes now in force or hereafter enacted prior to Final Completion and Acceptance of the Work. This requirement excludes taxes and assessments on real property comprising the Site and Illinois, County and Municipal Retailers' Occupation and Service Occupation Taxes and Illinois Use, Sales and Service Use Taxes on building materials and fixtures to be incorporated into the Work but does include such taxes on building materials and equipment consumed or used in performing the construction, but not incorporated in it.

2. The Public Building Commission of Chicago, a municipal corporation and political subdivision of the State of Illinois, is exempt from federal Excise Taxes. The State of Illinois Tax Exemption Identification Number is E9978-1506-05.

SECTION 21.10 Royalties and Patents

1. All fees for any patent invention, article or arrangement or other appurtenances that may be used upon or in any manner connected with the construction, erection or maintenance of the Work, or any part thereof embraced in the Contract, will be included in the Base Contract Price.

2. The approval of any method of construction, invention, appliance, process, article, device, or material of any kind by the Commission will only be an approval of its adequacy for the Work, and will not be an approval of the use thereof by the Contractor in violation of any patent or other rights of any third person.

SECTION 21.11 Conflict of Interest

1. No member of the governing body of the Commission and no other officer, employee, or agent of the Commission or other unit of government who exercises any functions or responsibilities in connection with this Contract will have any personal interest, direct or indirect, in this Contract. Each Contractor covenants that it; its officers, directors and employees; the officers, director and employees of each of its members if a joint venture; and subcontractors presently have no interest and will not acquire interest, direct or indirect, in the Project which would conflict in any manner or degree with the performance of the Work hereunder. Each Contractor further covenants that in the performance of this Contract, no person having any such interest will be employed. Each Contractor agrees that if the Commission determines that any of a Contractor's work for others conflicts with the Work, that the Contractor will terminate such other services immediately upon request of the Commission.

SECTION 21.12 Governmental Ethics Ordinance

1. The General Contractor has read and agrees to comply with all provisions of the Code of Ethics Resolution passed by the Commission on April 5, 2013, which is available on the Commission's website at http://www.pbcchicago.com/pdf/RES_PBC_ecr_CodeofEthicsConsolApril%202013_20130405.pdf, and is incorporated into this Agreement by reference. Any contract negotiated, entered into, or performed in violation of any of the provisions of this Section will be voidable by the Commission.

SECTION 21.13 Disclosure Affidavit

1. The Contractor is required to file a fully executed Disclosure Affidavit with the Commission no less than annually. Such document must be signed by an authorized officer of the company before a notary and is incorporated by reference into this Contract.

2. Such Disclosure Affidavit certifies, among other things, that the Contractor and each joint venture partner, its agents, employees, officers, and any subcontractors:

    a. Have not engaged in or been convicted of bribery or attempted bribery of a public officer or employee of the City of Chicago, the State of Illinois, the Commission, any agency of the federal government or any state or local government in the United States;

    b. Have not been engaged in or been convicted of bid-rigging or bid-rotation activities as defined in the Disclosure Affidavit;

    c. Are not presently debarred or suspended by any local, state or federal procurement agency;

    d. Do not owe any debts to the State of Illinois, in accordance with 65 ILCS 5/11-42.1-1; and,

    e. Do not owe any debts to the City of Chicago in violation of Chapter 2-92-380 of the Municipal Code of Chicago.

SECTION 21.14 Disclosure of Retained Parties

1. The Contractor is required to submit a fully executed Disclosure of Retained Parties within five (5) days after bid opening, or sooner as required by the Commission. Such documents must be signed by an authorized officer of the company before a notary and are incorporated by reference into this Contract.

SECTION 21.15 Non-Collusion, Bribery of a Public Officer or Employee

1. Each Contractor, in performing under this Contract, will comply with Section 2-92-320 of the Municipal Code of Chicago as follows:

    a. No person or business entity will be awarded a Contract or subcontract if that person or business entity;

    b. Has been convicted of bribery or attempting to bribe a public officer or employee of the City of Chicago, the State of Illinois, or any agency of the federal government or any state or local government in the United States, in that officers or employees official capacity; or

    c. Has been convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price, or otherwise; or

    d. Has made an admission of guilt of such conduct described in (1) or (2) above which is a matter of record but has not been prosecuted for such conduct.

2. For purposes of this section, where an official, agent or employee of a business entity has committed any offense under this section on behalf of such an entity and pursuant to the direction or authorization of a responsible official thereof, the business entity is chargeable with the conduct. One business entity will be chargeable with the conduct of an affiliated agency.

3. Ineligibility under this section will continue for three (3) years following such conviction or admission. The period of ineligibility may be reduced, suspended, or waived by the Commission under certain specific circumstances. Reference is made to Section 2-92-320 of the Municipal Code of Chicago for a definition of affiliated (and/or 'Sister') agency, and a detailed description of the conditions that would permit the Commission to reduce, suspend, or waive the period of ineligibility.

SECTION 21.16 Parking Violations

1. The Commission will set off a portion of the Contract Price or compensation due under the Contract in an amount equal to the amount of the fines and penalties for each outstanding parking violation complaint and/or the amount of any debt owed by the contracting party to the Commission in all contracts undertaken with City of Chicago funds.

2. For purposes of this provision, outstanding parking violation complaint means a parking ticket, notice of parking violation, or parking violation complaint on which neither has payment been made nor an appearance filed in the Circuit Court of Cook County within the time specified on the complaint. Debt means a specified sum of money owed to the Commission for which the period granted for payment has expired.

3. Notwithstanding the provisions of paragraph 1 above, no such debt(s) or outstanding violation complaint(s) will be set off from the Contract Price or compensation due under the Contract if one or more of the following conditions are met:

    a. The contracting party has entered into an agreement with the Department of Revenue, or other appropriate City department, for the payment of all outstanding parking complaints and/or debts owed to the Commission and the contracting party is in compliance with the agreement; or

    b. The contracting party is contesting liability for or the amount of the debt in a pending administrative or judicial proceeding; or

    c. The contracting party has filed a petition in bankruptcy and the debts owed in the City are dischargeable in bankruptcy.

SECTION 21.17 Child Support Ordinance

1. The City of Chicago through passage of the Child Support Arrearage Ordinance, Municipal Code of Chicago Section 2-92-415, seeks to protect the public interest in contracting with entities which demonstrate financial responsibility, integrity, and lawfulness, and finds that it is especially inequitable for contractors or their owners to obtain the benefits of public funds while failing to pay court-ordered child support, which shifts the support of their dependents onto the public treasury.

2. For purposes of this section, “Substantial Owner” means any person who owns or holds a ten percent (10%) or more age of interest in the Contractor; where the Contractor is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

3. Percentage of interest includes direct, indirect and beneficial interests in the Contractor. Indirect or beneficial interest means that an interest in the Contractor is held by a corporation, joint venture, trust, partnership, association, estate or other legal entity, in which the individual holds an interest, or by agent(s) or nominees(s) on behalf of an individual entity. For example, if Corporation B holds or owns a twenty percent (20%) interest in Contractor and an individual or entity has a fifty (50%) or more percentage of interest in Corporation B, then such individual or entity indirectly has a ten percent (10%) or more percentage of interest in the Contractor. If Corporation B is held by another entity, then this analysis similarly must be applied to that next entity.

4. In accordance with Section 2-92-415 of the Municipal Code of Chicago, if an Illinois court of competent jurisdiction has issued an order declaring one or more Substantial Owners in arrearage on their child support obligations and: (1) at least one such Substantial Owner has not entered into a court-approved agreement for the payment of all such child support owed, or (2) at least one such Substantial Owner is not in compliance with a court-approved agreement for the payment of all such child support owed or both (1) and (2), then:

5. For those bidders in competitive bid contracts, the Commission will assess an eight percent (8%) penalty. This penalty will increase their bid price for the purpose of canvassing the bids in order to determine who is to be the lowest responsible bidder. This penalty will apply only for purposes of comparing bid amounts and will not affect the amount of any contract payment.

6. The provisions of this section apply only where not otherwise prohibited by federal, state or local law.

SECTION 21.18 Lists Maintained by Certain Federal Agencies

1. Neither the Contractor nor any affiliate of the Contractor can be listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the Bureau of Industry and Security of the U.S. Department of Commerce or their successors, or any other list of persons or entities with which the Commission may not do business under any applicable law, rule, regulation, order or judgment: the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List and the Debarred List. For purposes of the subparagraph only, the term "affiliate," when used to indicate a relationship with a specified person or entity, means a person or entity that, directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with such specified person or entity, and a person or entity shall be deemed to be controlled by another person or entity, if controlled in any manner whatsoever that results in control in fact by that other person or entity (or that other person or entity and any persons or entities with whom that other person or entity is acting jointly or in concert), whether directly or indirectly and whether through share ownership, a trust, a contract or otherwise.

SECTION 21.19 Local Business Subcontracting Participation

1. General contractors that are Local Businesses (as defined below) are required to award twenty-five percent (25%) of the Work under their contract with the Commission to subcontractors that are Local Businesses.

2. General contractors that are not Local Businesses are required to award thirty-five percent (35%) of the Work under their contract with the Commission to subcontractors that are Local Businesses.

3. A Local Business is one that: 1) owns or leases a functioning business office and/or operations facilities within the corporate limits of the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 2) is registered and licensed to do business in the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 3) employs City of Chicago residents (for City-funded projects) or Cook County residents (for County-funded projects); and 4) is subject to City of Chicago taxes (for City-funded projects) or Cook County taxes (for Non-City-funded projects). In the event that the Commission performs a project for a unit of local government that operates in multiple municipalities, such as the Metropolitan Water Reclamation District, "Local Business" shall be defined in the bid documents for that project.

4. Contractor shall report its utilization of local subcontractors with each payment request. The form and substance of such report is subject to the approval of the Commission.

ARTICLE 22. MISCELLANEOUS

SECTION 22.01 Counterparts

1. This Contract may be comprised of several identical counterparts, each to be fully executed by the parties and each to be deemed an original having identical legal effect.

SECTION 22.02 Governing Law

1. This Contract is governed in accordance with the State of Illinois without regard to choice of law principles. The Contractor irrevocably submits and causes its Subcontractors to submit to the original jurisdiction of those State or Federal courts located within the County of Cook, State of Illinois, with regard to any controversy arising out of, relating to, or in any way concerning the execution or performance of this Contract. The Contractor agrees that service of process on the Contractor may be made, at the option of the Commission, either by registered or certified mail addressed to the applicable office as provided for in this Contract, by registered or certified mail addressed to the office actually maintained by the Contractor, or by personal delivery on any officer, director, or managing or general agent of the Contractor.

SECTION 22.03 Consent to Service of Process and Jurisdiction

1. All judicial proceedings brought against the Contractor with respect to this Contract may be brought in (1) any court of the State of Illinois of competent jurisdiction; and (2) any Federal court of competent jurisdiction having situs within the boundaries of the Federal court district of the Northern District of Illinois, and by execution and delivery of this Contract, the Contractor accepts, for itself and in connection with it properties, generally and unconditionally, the exclusive jurisdiction of the aforesaid courts, and irrevocably agrees to be bound by any final judgment rendered from which no appeal has been taken or is available. The Contractor will designate and appoint a representative as its agent in Chicago, Illinois to receive, on its behalf, service of all process in any such proceedings in such court of which representative will be available to receive such service at all times. Said agent may be changed only upon the giving of written notice by the Contractor to the Commission Representative of the name and address of a new Agent for Service of Process who works within the geographical boundaries of the City of Chicago and is retained or employed by the Contractor. The Contractor irrevocably waives any objection (including without limitation any objection of the laying of venue or based on the grounds of forum non conveniens) which it may now or hereafter have to bring any action or proceeding with respect to this Contract in the jurisdiction set forth above. Nothing herein will affect the right to serve process in any other manner permitted by law or will limit the right to the Commission to bring proceedings against the Contractor in the courts of any other jurisdiction.

SECTION 22.04 No Third Party Beneficiaries

1. Except as otherwise be provided herein, the parties agree that this Contract is solely for the benefit of the parties and nothing herein is intended to create any third party beneficiary rights for Subcontractors or any other third party.

SECTION 22.05 Notices

1. Notices, unless expressly provided for otherwise in this Contract, must be in writing and may be delivered personally or by placing in the United States mail, first class and certified, return receipt requested, with postage prepaid and addressed as indicated in Book 2.

2. Notices delivered by mail are deemed effective three (3) days after mailing in accordance with this section. Notices delivered personally are deemed effective upon receipt. The addresses stated herein may be revised without need for modification or amendment of this Contract, provided written notification is given in accordance with this section.

SECTION 22.06 Authority

1. Commission's Authority. This Contract is entered into by virtue of the authority conferred on the Commission in accordance with 50 ILCS 20/21.

2. Contractor's Authority. Execution of this Contract by the Contractor is authorized and signature(s) of each person signing on behalf of the Contractor have been made with complete and full authority to commit the Contractor to all terms and conditions of this Contract, including each and every representation, certification, and warranty contained herein, attached hereto and collectively incorporated by reference herein, or as may be required by the terms and conditions hereof. If other

than a sole proprietorship, Contractor must provide satisfactory evidence that the execution of the Contract is authorized in accordance with the business entity's rules and procedures.

ARTICLE 23. MBE/WBE SPECIAL CONDITIONS

SECTION 23.01 MBE/WBE Program

1. Policy Statement

   a. It is the policy of the Commission to ensure competitive business opportunities for MBE and WBE firms in the performance of Contracts, to prohibit discrimination in the award of or participation in Contracts, and to abolish arbitrary barriers to full participation in Contracts by all persons, regardless of race, sex or ethnicity. Therefore, during the performance of this Contract, the Contractor must agree that it will not discriminate against any person or business on the basis of race, color, religion, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status, sexual orientation, national origin or sex, in the solicitation or the purchase of goods and services or the subcontracting of work in the performance of this Contract.

   b. The Commission requires the Contractor also agree to take affirmative action to ensure that MBE and WBE firms have the maximum opportunity to compete for and perform subcontracts with respect to this Contract.

   c. The Commission requires the Contractor to notify MBE and WBE firms, utilized on this contract, about opportunities on contracts without affirmative action goals.

2. Aspirational Goals

   a. Upon the effective date of these Special Conditions, the bi-annual aspirational goals are to award twenty-six percent (26%) of the annual dollar value of all Commission Construction Contracts to MBEs and six percent (6%) of the annual dollar value of all Commission Construction Contracts to WBEs.

   b. The contract specific goals for this project are 26% for MBE and 6% for WBE respectively.

   c. Further, the Contractor must agree to use its best efforts to include MBE and WBE firms in any Contract Modification work that increases the Contract value by ten percent (10%) of the initial Contract value or $50,000, whichever is less. Where the proposed contract modification involves work which can be performed by MBEs and WBEs already performing work on the contract, such MBEs and WBEs will participate in such work specified in the contract modification.

   d. Failure to carry out the commitments and policies set forth in this Program constitute a material breach of contract and may result in termination of the Contractor or such other remedy, as the Commission deems appropriate.

3. Definitions

   a. For purposes of this Special Condition, the following definitions applies:

      (1) “Certified Minority Business Enterprise” means a person or entity granted certification by the City of Chicago or County of Cook.

      (2) “Certified Women’s Business Enterprise” means a person or entity granted certification by the City of Chicago or County of Cook.

      (3) “Construction Contract” means a contract for the construction, repair, alteration, renovation or improvement of any building, facility or other structure.

      (4) “Contract Specific Goals” means the subcontracting goals for MBE and WBE participation established for a particular contract based upon the availability of MBEs and WBEs to perform any anticipated scope of work of the contract and the Commission’s progress towards meeting the aspirational goals.

      (5) “Contractor” means any person or business entity that seeks to enter into a Construction Contract with the Commission and includes all partners, affiliates and joint ventures of such person or entity.

(6) "Established Business" means a person or entity granted certification by the City of Chicago.

(7) "Executive Director" means the Executive Director of the Commission or his/her duly designated representative as appointed in writing.

(8) "Good faith efforts" means actions undertaken by a Contractor to achieve a Contract Specific Goal that by their scope, intensity and appropriateness to the objective can reasonably be expected to fulfill the Program's requirements.

(9) "Joint venture" means an association of two or more persons or entities or any combination of two or more business enterprises and persons numbering two or more, proposing to perform a single for-profit business enterprise, in which each joint venture partner contributes property, capital, efforts, skill and knowledge, and in which the MBE or WBE is responsible for a distinct, clearly-defined portion of the work of the contract and whose share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest. Joint ventures must have an agreement in writing specifying the terms and conditions of the relationships between the parties and their relationship and responsibilities to the contract.

(10) "Participating Established Business" means an established business which is eligible to participate in the minority- and women-owned business enterprise program set forth in Section 23.01.8.

(11) "Program" means the minority- and women-owned business enterprise construction procurement program established in this special condition.

4. Determining MBE/WBE Utilization

a. The methodology for determining MBE and WBE utilization will be determined for purposes of analysis with respect to this contract as follows:

b. The total dollar value of the contract awarded to the certified MBE or WBE firm will be credited to such participation. Only minority business participation may be counted toward MBE participation and only women business participation may be counted toward WBE participation.

c. The total dollar value of a contract with a firm owned and controlled by minority women is counted toward either the MBE or WBE goal, but not both. The Contractor employing the firm may choose the goal to which the contract value is applied. Various work done by one and the same subcontractor will be considered, for the purpose of this principle, as work effectively done under one subcontract only, which subcontractor may be counted toward only one of the goals, not toward both.

d. A Contractor may count toward its MBE or WBE goal the portion of the total dollar value of a contract with an eligible joint venture equal to the percentage of the ownership and control of the MBE or WBE partner in the joint venture. A joint venture seeking to be credited for MBE participation may be formed among certified MBE and WBE firms, or between certified MBE and WBE firms and a non-MBE/WBE firm. A joint venture satisfies the eligibility standards of this Program if the certified MBE or WBE participant of the joint venture:

(1) Shares in the ownership, control, management responsibilities, risks and profits of the joint venture; and

(2) Is responsible for a clearly defined portion of work to be performed in proportion to the MBE or WBE ownership percentage.

e. A Contractor may count toward its MBE and WBE goals only expenditures to firms that perform a commercially useful function in the work of a contract. A firm is considered to perform a commercially-useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the Commission will evaluate the amount of work subcontracted, industry practices and other relevant factors.

f. Consistent with normal industry practices, a MBE or WBE firm may enter into subcontracts. If a MBE or WBE contractor subcontracts a significantly greater portion of the work of a contract than would be expected on the basis of normal industry practices, the MBE or WBE will be rebuttably presumed not to be performing a commercially-useful

function.

g. If the MBE or WBE is a manufacturer:

(1) One hundred percent (100%) of expenditures to a MBE or WBE manufacturer for items needed for the Contract shall be counted toward the MBE or WBE goals. A manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies articles, or equipment required under the Contract and of the general character described by the specifications.

h. If the MBE or WBE is a distributor or supplier:

(1) Sixty percent (60%) of expenditures for materials and supplies purchased from a MBE or WBE that is certified as a regular dealer or supplier shall be counted toward MBE or WBE goals.

(2) A Contractor may count toward its goals expenditures to MBE or WBE suppliers provided that the supplier performs a commercially useful function in the supply process. Expenditures to suppliers will only be counted if the supplies are sold to the contractor that installs those supplies in the Work.

i. If the MBE or WBE is a broker:

(1) Zero percent (0%) of expenditures paid to brokers will be counted toward the MBE or WBE goals.

5. Submission of Bid Proposals

a. The following schedules and documents constitute the Bidder's MBE/WBE compliance proposal and must be submitted at the time of the bid or proposal or within such extended period as provided in Article 23.

(1) Evidence of Certification: Affidavit of MBE/WBE. A copy of each proposed MBE and WBE firm's Letter of Certification from the City of Chicago, Department of Procurement Services or any other entity listed in Section 23.01.3.a (1) or 23.01.3.a (2) must be submitted.

(2) Schedule B: Affidavit of MBE/Non-MBE or WBE/Non-WBE Joint Ventures. Where the Bidder's MBE/WBE compliance proposal includes participation of any MBE or WBE as a joint venture participant, the Bidder must submit a "Schedule B: Affidavit of MBE/Non-MBE or WBE/Non-WBE Joint Venture" with an attached copy of the joint venture agreement proposed among the parties. The Schedule B and the joint venture agreement must clearly evidence that the MBE or WBE participant will be responsible for a clearly defined portion of the work to be performed and that the MBE or WBE firm's responsibilities are in proportion with its ownership percentage.

(3) Schedule C: Letter of Intent to Perform as a Subcontractor, Subconsultant, or Material Supplier, Schedule C, executed by the MBE/WBE firm (or Joint Venture Subcontractor) must be submitted by the Bidder for each MBE/WBE included on the Schedule D. Schedule C must accurately detail the work to be performed by the MBE or WBE firm and the agreed rates and prices to be paid.

(4) Schedule D: Affidavit of Prime Contractor Regarding MBE or WBE Utilization. A completed Schedule D committing to the utilization of each listed MBE or WBE firm. Unless the Bidder has submitted a completed request for a waiver of participation by MBE/WBE firms (See Request for Waiver procedures in Section 23.01.7), the Bidder must include the specific dollar amount of participation of each MBE/WBE firm listed on its Schedule D. The total dollar commitment to proposed MBE firms must at least equal the MBE goal, and the total dollar commitment to proposed WBE firms must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of MBE or WBE utilization as percentages of their total base bid.

b. The submittals must have all blank spaces on the Schedule pages applicable to the contract correctly filled in. Agreements between a Bidder and a MBE/WBE in which the MBE/WBE promises not to provide subcontracting quotations to other Bidders are prohibited.

6. Evaluation of Compliance Proposals

   a. During the period between bid opening and contract award, the Bidder's MBE/WBE compliance proposal will be evaluated by the Commission. The Bidder agrees to provide, upon request, earnest and prompt cooperation to the Executive Director in submitting to interviews that may be necessary, in allowing entry to places of business, in providing further documentation, or in soliciting the cooperation of a proposed MBE or WBE firm in providing such assistance. A bid may be treated as non-responsive by reason of the determination that the Bidder's proposal did not contain a sufficient level of Certified MBE or WBE participation, that the Bidder was unresponsive or uncooperative when asked for further information relative to the proposal, or that false statements were made in the Schedules.

   b. If the Commission's review of a Bidder's proposal concludes that the MBE or WBE proposal was deficient, the Commission will promptly notify the Bidder of the apparent deficiency and instruct the Bidder to submit (within three (3) business days of such notice given by the Commission) a modification of the MBE or WBE Proposal, in proper format, which remedies the deficiencies cited. Failure to correct all deficiencies cited by the Commission will be cause for rejection of the Bidder's proposal as non-responsive.

   c. Bidders will not be permitted to modify their MBE/WBE compliance proposal except insofar as directed to do so by the Commission. Therefore, all terms and conditions stipulated for prospective MBE and WBE subcontractors or suppliers should be satisfactorily negotiated prior to the submission to the Commission of the Bidder's MBE/WBE compliance proposal with the bid. If circumstances should arise, however, where a proposed MBE/WBE is no longer available, the process described in Section 23.01.13 should be followed.

   d. If the Compliance Proposal includes participation by material suppliers, the PBC will request copies of the offers from such suppliers. The offers must be furnished to the PBC within three (3) business days of the bidder's receipt of the request for such offers from the PBC. The PBC may make such request by electronic mail. The offers must specify: (i) the particular materials, equipment and/or supplies that will be furnished; (ii) the supplier's price for each of the items; (iii) the total price of the items to be furnished by the supplier, (iv) the supplier's source for the items (e.g., manufacturer, wholesaler) and (v) the subcontractor that the supplies will be purchased by.

7. Request for Waiver

   a. If a Bidder is unable to identify qualified MBE and WBE firms to perform sufficient work to fulfill the MBE or WBE percentage goals for this Contract, the bid or proposal must include a written request for waiver. A request for waiver must be sent to the Executive Director and must set forth the Bidder's inability to obtain sufficient MBE and WBE firms notwithstanding good faith attempts to achieve such participation.

   b. Good Faith efforts to achieve participation include but are not limited to:

      (1) Attendance at the Pre-bid conference;

      (2) Solicit certified MBE and WBE firms. Soliciting through reasonable and available means at least 50% of MBE and WBE firms certified in the anticipated scope(s) of work.

      (3) The Bidder's general affirmative action policies regarding the utilization of MBE and WBE firms, plus a description of the methods used to carry out those policies;

      (4) Advertise the contract opportunity in trade association newsletters, other media, and/or venues oriented toward and minority and woman-oriented;

      (5) Timely notification (at least seven (7) days in advance of the bid due date) of specific sub-bid opportunities must be made to MBE and WBE firms and corresponding assistance agencies/ associations;

      (6) Provide interested MBE and WBE firms with adequate information regarding the plans, specifications, and contract requirements in a timely manner;

      (7) Make efforts to assist interested MBE and WBE firms in obtaining bonding, lines of credit, or insurance;

      (8) Make efforts to assist interested MBE and WBE firms in obtaining necessary equipment, supplies, materials, or

related assistance/services;

(9) Effectively use the services of the City; minority or women community organizations/assistance groups, and other organizations to provide assistance in the recruitment and placement of MBE and WBE firms.

(10) Negotiate in good faith with interested MBE/WBE firms and provide a description of direct negotiations with MBE and WBE firms for specific sub-bids, including:

i. The name, address and telephone number of MBE and WBE firms contacted;

ii. A description of the information provided to MBE and WBE firms regarding the portions of the work to be performed; and

iii. The reasons why additional MBE and WBE firms were not obtained in spite of negotiations.

(11) A statement of the efforts made to select portions of the work proposed to be performed by MBE and WBE firms (such as sub-supplier, transport, engineering, distribution, or any other roles contributing to production and delivery as specified in the contract) in order to increase the likelihood of achieving sub participation;

(12) Decision to reject MBE and WBE firms deemed unqualified must be sound and based on a thorough investigation of firms capabilities. As to each MBE and WBE contacted which the Bidder considers to be not qualified, a detailed statement of the reasons for the Bidder's conclusion;

(13) Efforts made by the Bidder to expand its search for MBE and/or WBE firms beyond usual geographic boundaries.

(14) Must take appropriate, documented steps to follow up initial solicitations with interested MBE and WBE firms.

(15) General efforts made to assist MBE and WBE firms to overcome participation barriers.

c. The Executive Director, after review and evaluation of the request provided by the Bidder, may grant a waiver request upon the determination that:

(1) Sufficient qualified MBE and/or WBE firms capable of providing the goods or services required by the contract are unavailable despite the good faith efforts of the Bidder;

(2) The price(s) quoted by potential MBE and/or WBE firms for goods or services is above competitive levels to an extent unwarranted by any increased cost of doing business attributable to the present effects of disadvantage or discrimination.

8. Established Business Participation in the MBE and WBE Procurement Program

a. A local business entity which meets all the requirements to be certified as an MBE or WBE under this article except that it has become an established business may participate in the minority- and women-owned business enterprise program as follows:

(1) For a one-year period after the business entity has become an established business, only 75 percent of such business's participation in the Contract shall account for the MBE or WBE, as applicable, participation requirement set forth in Section 23.01.4;

(2) For a one-year period starting on the one-year anniversary of the date the business entity became an established business, only 50 percent of such business's participation in the Contract shall account for the MBE or WBE, as applicable, participation requirement set forth in Section 23.01.4.

(3) For a one-year period starting on the two-year anniversary of the date the business entity became an established business, only 25 percent of such business's participation in the Contract shall account for the MBE or WBE, as applicable, participation requirement set forth in Section 23.01.4.

b. An Establish Business entity shall not be eligible to participate in the minority- and women-owned business enterprise procurement program starting on the three-year anniversary of the date the business entity became an established business.

9. Failure to Achieve Goals

a. If the Contractor cannot achieve the contract specific goals, as the Project proceeds, it must have documented its good faith efforts to do so. In determining whether the contractor has made such good faith efforts, the performance of other contractors in meeting the goals may be considered. The Executive Director shall consider, at a minimum, the Contractor's efforts to do the following:

(1) Soliciting through reasonable and available means the interest of MBEs or WBEs that provide interested MBEs or WBEs with adequate information about the plans, specifications and requirements of the contract, including addenda, in a timely manner to assist them in responding to the solicitation.

(2) Provide interested MBEs or WBEs with adequate information about the plans, specifications and requirements of the contract, including addenda, in a timely manner to assist them in responding to the solicitation.

(3) Negotiating in good faith with interested MBEs or WBEs that have submitted bids. Documentation of negotiation must include the names, addresses and telephone numbers of MBEs or WBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with MBEs or WBEs to perform the work. That there may be some additional costs involved in solicitation and using MBEs and WBEs is not a sufficient reason for a contractor's failure to meet the goals, as long as such costs are reasonable.

(4) Not rejecting MBEs or WBEs as being unqualified without sound reasons based on the thorough investigation of their capabilities. The MBEs' or WBEs' standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations are not legitimate cases for rejecting or not soliciting bids to meet the goals.

(5) Making a portion of the work available to MBE or WBE subcontractors and suppliers and to select those portions of the work or material consistent with the available MBE or WBE subcontractors and suppliers, so as to facilitate meeting the goals.

(6) Making good faith efforts despite the ability or desire of a Contractor to perform the work of a contract with its own organization. A Contractor that desires to self-perform the work of a contract must demonstrate good faith efforts unless the goals have been met.

(7) Selecting portions of the work to be performed by MBEs or WBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE or WBE participation even when the Contract might otherwise prefer to perform these items with its own forces.

(8) Making efforts to assist interested MBEs or WBEs in obtaining bonding lines of credit or insurance as required by the Commission or Contractor.

(9) Making efforts to assist interested MBEs or WBEs in obtaining necessary equipment, supplies, materials or related assistance or services, including participation in a mentor-protégée program; and

(10) Effectively using the services of the Commission; minority or women community organizations; minority or women contractors' groups; local, state and federal minority or women business assistance offices; and other organizations to provide assistance in the recruitment and placement of MBEs or WBEs.

b. In the event the Public Building Commission Procurement Officer determines that the Contractor did not make a good faith effort to achieve the goals, the Contractor may file a Dispute to the Executive Director as provided in Section 18.02 Disputes.

10. Reporting and Record-Keeping Requirements

    a. The Contractor, within five (5) working days of contract award, must execute a formal subcontract or purchase order in compliance with the terms of the Contractor's bid proposal and MBE/WBE assurances, and submit to the Commission a copy of the MBE and WBE subcontracts or purchase orders, each showing acceptance of the subcontract or purchase order by the MBE and WBE firms. During the performance of the contract, the Contractor will submit waivers of lien from MBE and WBE subcontractors and suppliers indicating the current payment amount and the cumulative dollar amount of payments made to date. The Contractor will file regular MBE and WBE utilization reports on the form entitled "Status Report of MBE and WBE (Sub) Contract Payments" at the time of submitting each monthly Payment Estimate, which reflects the current status of cumulative and projected payments to MBE and WBE firms.

    b. The Contractor must maintain records of all relevant data with respect to the utilization of MBE and WBE firms, including without limitation payroll records, tax returns and records, and books of account in such detail as the Commission requires, and retain such records for a period of at least three (3) years after Final Acceptance of the Work. Full access to such records will be granted to the Commission and/or its designees, on five (5) business days' notice in order for the Commission to determine the Contractor's compliance with its MBE and WBE commitments and the status of any MBE or WBE firm performing any portion of the contract.

11. Disqualification of MBE or WBE

    a. The Contract may be terminated by the Executive Director upon the disqualification of the Contractor as an MBE or WBE if the Contractor's status as an MBE or WBE was a factor in the award and such status was misrepresented by the Contractor.

    b. The Contract may be terminated by the Executive Director upon the disqualification of any MBE or WBE if the Subcontractor's or supplier's status as an MBE or WBE was a factor in the award of the contract and the status of the subcontractor or supplier was misrepresented by the Contractor. If the Contractor is determined not to have been involved in any misrepresentation of the status of the disqualified subcontractor or supplier, the Contractor shall make good faith efforts to engage a qualified MBE or WBE replacement.

12. Prohibition on Changes to MBE/WBE Commitments

    a. The Contractor must not make changes to its contractual MBE and WBE commitments or substitute such MBE or WBE subcontractors without the prior written approval of the Executive Director. Unauthorized changes or substitutions, including performing the work designated for a subcontractor with the Contractor's own forces, is a violation of this section and a breach of the contract with the Commission, and may cause termination of the contract for breach, and/or subject the Contractor to contract remedies or other sanctions. The facts supporting the request must not have been known nor reasonably should have been known by the parties prior to entering into the subcontract.

13. MBE/WBE Substitution Requirements and Procedures

    a. Arbitrary changes by the Contractor of the commitments earlier certified in the Schedule D are prohibited. Further, after once entering into each approved MBE and WBE sub-contract agreement, the Contractor shall thereafter neither terminate the subcontract, nor reduce the scope of the work to be performed by the MBE or WBE, nor decrease the price to the MBE or WBE, without in each instance receiving the prior written approval of the Executive Director. In some cases, however, it may become necessary to substitute a new MBE or WBE in order to actually fulfill the MBE or WBE requirements. In such cases, the Executive Director must be given reasons justifying the release by the Contractor of prior specific MBE or WBE commitments established in the contract, and will need to review the eligibility of the MBE or WBE presented as a substitute. The substitution procedure will be as follows:

        (1) If needed and in order to sustain the fulfillment of the MBE/WBE contract requirements, the Contractor must notify the Executive Director immediately in writing of an apparent necessity to reduce or terminate a MBE or WBE subcontract and to propose a substitute firm for some phase of work.

        (2) The Contractor's notification should include the specific reasons for the proposed substitution. Stated reasons which would be acceptable include any of the following reasons: a) unavailability after receipt of reasonable Notice to Proceed; b) failure of performance; c) financial incapacity; d) refusal by the subcontractor to honor the bid or proposal price or scope; e) mistake of fact or law about the elements of the scope of work of a solicitation where a

reasonable price cannot be agreed; f) failure of the subcontractor to meet insurance, licensing or bonding requirements; g) the subcontractor's withdrawal of its bid or proposal; or h) decertification of the subcontractor as MBE or WBE.

(3) The Contractor's position must be fully explained and supported with adequate documentation. Stated reasons which will not be acceptable include: replacement firm has been recruited to perform the same work under terms more advantageous to the Contractor; issues about performance by the committed MBE or WBE were disputed (unless every reasonable effort has already been taken to have the issues resolved or mediated satisfactorily); an MBE or WBE has requested reasonable price escalation which may be justified due to unforeseen circumstances.

(4) The Contractor's notification should include the names, address and principal official of any proposed substitute MBE or WBE and the dollar value and scope of work of the proposed subcontract. Attached should be all the same MBE/WBE affidavits, documents and Letters of Intent which are required of the proposed MBE or WBE firms, as enumerated above in Section 23.05 Submission of Bid Proposals.

(5) The Executive Director will evaluate the submitted documentation, and respond within fifteen (15) business days to the request for approval of a substitution. The response may be in the form of requesting more information, or requesting an interview to clarify or mediate the problem. In the case of an expressed emergency need to receive the necessary decision for the sake of job progress, the Executive Director will instead respond as soon as practicable.

(6) Actual substitution of a replacement MBE or WBE to fulfill contract requirements must not be made before the Executive Director's approval is given of the acceptability of the substitute MBE or WBE. This subcontract must be executed within five (5) business days, and a copy of the MBE WBE subcontract with signatures of both parties to the agreement should be submitted immediately to the Executive Director.

i. The Executive Director will not approve extra payment for escalated costs incurred by the Contractor when a substitution of subcontractors becomes necessary for the Contractor in order to comply with MBE/WBE contract requirements.

ii. No relief of the MBE/WBE requirements will be granted by the Executive Director except in exceptional circumstances. Requests for complete or partial waiver of the MBE/WBE requirements of this contract must be made in writing, stating all details of the request, the circumstances, and any additional relevant information. The request must be accompanied by a record of all efforts taken by the Contractor to locate specific firms, solicit MBE and WBE bids, seek assistance from technical assistance agencies, and other good faith efforts undertaken to achieve compliance with the MBE/WBE goals.

14. Non-Compliance

a. The Executive Director has the authority to apply suitable sanctions to the Contractor if the Contractor is found to be in non-compliance with the MBE and WBE requirements. Failure to comply with the MBE or WBE terms of this contract or failure to use MBE or WBE firms as stated in the Contractor's assurances constitutes a material breach of the contract, and may lead to the suspension or termination of the contract in part or in whole. In some cases, monthly progress payments may be withheld until corrective action is taken.

b. When the contract is completed, if the Executive Director has determined that the contractor did not comply in the fulfillment of the required MBE and/or WBE goals, and a grant of relief of the requirements was not obtained, the Commission will be damaged in the failure to provide the benefit of participation to minority or women business to the degree set forth in this Special Condition. In that case, the Commission may disqualify the Contractor from entering into future contracts with the Commission.

15. Severability

a. If any section, subsection, paragraph, clause, provision or application of these Special Conditions is held invalid by any count, the invalidity of such section, paragraph, clause or provision will not affect any of the remaining provisions hereof.

ARTICLE 24. BID INCENTIVES FOR APPRENTICE UTILIZATION

SECTION 24.01 Bid Incentive for Apprentice Utilization Definitions

1. Definitions

   a. For purposes of this Article 24, the following definitions apply:

      (1) "Apprentice" means any person who is: (1) sponsored into an apprenticeship training program by a contractor that is authorized by a union to sponsor apprentices; and (2) enrolled in, or has graduated from, a construction technology program administered by the City Colleges of Chicago. The union's apprenticeship training program must be registered with the United States Department of Labor, or approved or recognized by the State of Illinois.

      (2) "Bid incentive" means an amount deducted, for bid evaluation purposes only, from the total bid price in order to calculate the bid price to be used to canvass the bid on a competitively bid construction project.

      (3) "Earned credit" means the amount of the bid incentive allocated to a contractor upon completion of a construction project in which the contractor met or exceeded his or her goals for the utilization of apprentices in performance of the total labor hours performed under the Contract.

      (4) "Earned credit certificate" means a certificate issued by the Executive Director evidencing the amount of earned credit a contractor has been awarded.

      (5) "Labor hours" means the total hours of workers receiving an hourly wage who are directly employed at the work site. "Labor hours" shall include hours performed by workers employed by the contractor and all subcontractors working at the work site. "Labor hours" shall not include hours worked by non-working foremen, owners, and workers who are not subject to prevailing wage requirements.

SECTION 24.02 Bid Incentives

1. Bid Incentives

   a. The bid incentive for utilization of apprentices in the performance of the total labor hours performed under this contract is as follows:

Total Labor Hours Performed by Apprentices	*Bid Incentive*
5 to 10%	½ % of bid price
11 to 15%	1% of bid price

   The bid incentive shall be calculated and applied in accordance with the provisions of subsection 2.b. The bid incentive is used only to calculate an amount to be used in evaluating the bid. The bid incentive does not affect the Base Contract Price.

   b. Upon completion of the Contract, Contractor may apply to the Executive Director for earned credits if the Contractor has met or exceeded its apprentice utilization goals established above. If the Executive Director determines that the Contractor has successfully met his or her apprentice utilization goals, the Executive Director shall issue an earned credit certificate that evidences the amount of earned credits allocated to the Contractor. The Contractor may apply the earned credits as the bid incentive for any future construction project contract bid of equal or greater dollar value.

   c. The earned credit certificate is valid for twelve months from the date of issuance and shall not be applied towards any future contract bid after the expiration of that period.

   d. The Contractor shall maintain accurate and detailed books and records necessary to monitor compliance with this Article 24, and shall submit such reports as required by the Executive Director. Full access to the Contractor's and Subcontractors' records shall be granted to the Executive Director, or any duly authorized representative of the Executive Director. The Contractor and Subcontractors shall maintain all records pertaining to apprentice utilization for a period of three (3) years subsequent to Final Completion of the Work.

ARTICLE 25. PROJECT FORMS

1. The attached Forms, Exhibits "A" through "R" are to be used, completed, and executed by the party whose signature is called for thereon:

   A. Exhibit A Application and Certification for Payment

   B. Exhibit B Contractor's Sworn Statement and Affidavit for Partial Payment

   C. Exhibit C PBC Fee Waiver

   D. Exhibit D RESERVED

   E. Exhibit E RESERVED

   F. Exhibit F Contractor's Sworn Statement and Affidavit for Final Payment

   G. Exhibit G Contractor's Final Release and Waiver of Lien

   H. Exhibit H Release by Contractor

   I. Exhibit I Subcontractor's Final Waiver of Lien and Affidavit

   J. Exhibit J Release by Subcontractor

   K. Exhibit K RESERVED

   L. Exhibit L RESERVED

   M. Exhibit M Payment Application Form Change Order

   N. Exhibit N Contractor’s Payroll Record

   O. Exhibit O Contractor’s Proposal for Change Orders

   P. Exhibit P Contractor's Prevailing Wage Certification

   Q. Exhibit Q Project Guarantee Form

   R. Exhibit R Request for Subcontractor/Supplier Approval Form

EXHIBIT A
APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:
Public Building Commission of Chicago
Richard J. Daley Center
50 W. Washington Street, Room 200
Chicago, Illinois 60602
FROM CONTRACTOR:

PROJECT:

VIA ARCHITECT:

APPLICATION NO:

PERIOD TO:

PROJECT NOS:

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 0.00
2. Net change by Change Orders		$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 0.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 0.00
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	$ 0.00	
b. _____ % of Stored Material (Column F on G703)	$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 0.00
8. CURRENT PAYMENT DUE		$ 0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less 6)		$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

Subscribed and sworn to before me this_____ day of _____ , 2009

County of: _____ State of: _____

Notary Public: _____

My Commission expires on: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . $ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA · ©1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

EXHIBIT B
CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR PARTIAL PAYMENT (Page 1 of 2)

EXHIBIT B

CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR PARTIAL PAYMENT (1 0F 2)

PROJECT NAME: Project Name
PBC PROJECT #: XXXXX

CONTRACTOR: Contractor Name
Contractor Address 1
Contractor Address 2

DATE: _____

JOB LOCATION: Project Address 1
Project Address 2

OWNER: PUBLIC BUILDING COMMISSION OF CHICAGO

APPLICATION FOR PAYMENT # _____

PERIOD FROM: Start & End

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

The affiant, _____first being duly sworn on oath, deposes and says that he/she is _____ for the CONTRACTOR NAME, a(n) _____ corporation, and duly authorized to make this Affidavit on behalf of said corporation and for him/herself individually; that he/she is well acquainted with the facts set forth herein and that said corporation is the Contractor with the PUBLIC BUILDING COMMISSION OF CHICAGO, Owner, under Contract No. _____, dated the _____ day of _____ 20___, for the General Construction on the following project:

Project Name
Project Address 1
Project Address 2

That the following statements are made for the purpose of procuring a partial paymer $ - under the terms of said Contract;
That, for the purpose of said Contract, the following persons have been contracted with, and have furnished or prepared materials, equipment, supplies, and services for, and have done labor on said improvement;
That, the respective amounts set forth opposite their names is the full amount of money due and to become due to each of them respectively;
That, the work for which payment has been requested has been competed, free and clear of any and all claims, liens, charges and expenses of any kind whatsoever and in full compliance with the Contract Documents and the requirements of said Owner under them;
That this statement is a full, true, and complete statement of all such persons and of the full amount now due and the amount heretofore paid to each of them for such labor, materials, equipment, supplies and services, furnished or prepared by each of them to or on account of said work, as stated:

	1	2	3	4	5	6	7	8	9	10	11	12
CSI Designation	Subcontractor Name (Trade Description) Subcontractor Address	Original Contract Amount	Change Orders	Adjusted Contract Amount	% COMPL	---WORK COMPLETED--- PREVIOUS	CURRENT	TOTAL	RETAINAGE	PREVIOUS BILLINGS	NET AMOUNT DUE	REMAINING TO BILL
	Subtotal Subcontractor Costs											
	General Conditions Construction Contingency Allowances Contractor Overhead & Profit											
	Sub-Total General Conditions, Contingency, Allowances, OH&P											
	TOTAL BASE AGREEMENT											

EXHIBIT B
CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR PARTIAL PAYMENT (Page 2 of 2)

EXHIBIT B

CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR PARTIAL PAYMENT (2 0F 2)

	AMOUNT OF ORIGINAL CONTRACT EXTRAS TO CONTRACT TOTAL CONTRACT AND EXTRAS CREDITS TO CONTRACT ADJUSTED TOTAL CONTRACT							WORK COMPLETED TO DATE (Col. 7) TOTAL RETAINED (Col. 9) NET AMOUNT EARNED (Col.8 - Col.9) PREVIOUSLY PAID (Col. 10) NET AMOUNT DUE THIS PAYMENT (Col. 11)		

These provisions should not be construed as conferring any rights hereunder for the benefit of Subcontractors, suppliers workers or employees, nor as enlarging or altering the application or effect of existing lien laws.

Contractor certifies that to the best of its knowledge, information and belief, the work is in accordance with the Contract Documents; that suppliers of materials services, labor and all Subcontractors (including all significant sublevels thereof) are being currently paid; that the Waivers of Lien submitted herewith by affiant for affiant and each of the aforesaid persons are true, correct and genuine; that each and every Waiver of Lien was delivered unconditionally: that there is no claim either legal or equitable to defeat the validity of any of said Waivers of Lien; that said Waivers of Lien include such Waivers of Lien from all subcontractors, suppliers of material or other agents acting on behalf of affiant in connection with the work or arising out of the work; that so far as affiant has knowledge or information, the said Waivers of Lien include all the labor and material for which a claim could be made and for which a lien could be filed; that neither the partial payment for any part thereof has been assigned; that said Contractor herein expressly affirms that should it at any time appear that any illegal or excess payments that have been made to said Contractor by or on behalf of the PUBLIC BUILDING COMMISSION OF CHICAGO, the said Contractor will repay on demand to the PUBLIC BUILDING COMMISSION OF CHICAGO the amount or amounts so paid; and that if any lien remains unsatisfied after all payments are made, the Contractor will refund to the PUBLIC BUILDING COMMISSION OF CHICAGO all moneys that the latter may be compelled to pay in discharging such a lien including all costs and reasonable attorney's fees.

Signed: _____
(to be signed by the President or Vice President)

Print Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__

_____
Notary Public
My Commission expires: _____

EXHIBIT C
FEE WAIVER

City of Chicago

O2016-8630

Office of the City Clerk

Document Tracking Sheet

Meeting Date:	12/14/2016
Sponsor(s):	Emanuel (Mayor)
Type:	Ordinance
Title:	Waiver of building and facility-related permit and license fees for Public Building Commission
Committee(s) Assignment:	Committee on Finance

Fin

OFFICE OF THE MAYOR

CITY OF CHICAGO

RAHM EMANUEL
MAYOR

December 14, 2016

TO THE HONORABLE, THE CITY COUNCIL
OF THE CITY OF CHICAGO

Ladies and Gentlemen:

At the request of the Budget Director, I transmit herewith an ordinance extending a fee waiver for the Public Building Commission.

Your favorable consideration of this ordinance will be appreciated.

Very truly yours,

Rahm Emanuel

Mayor

ORDINANCE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHICAGO:

SECTION 1. Pursuant to Section 2-8-065(c)(1) of the Municipal Code of Chicago ("Code"), the appropriate city departments are hereby authorized and directed to waive, in full, all permit fees, license fees, plan review fees and on-site inspection fees, including, but not limited to, demolition permits, sprinkler system permits, public way use permits, elevator permits and permits for work affecting parkway trees and shrubs, otherwise required to be paid by the Public Building Commission of Chicago ("PBC"), a governmental entity, in connection with the construction, repair, alteration, renovation, rehabilitation and maintenance of buildings, land, parks and other facilities owned by the below-named governmental entities and done by the PBC for the below-named governmental-entity clients of the PBC:

City of Chicago, including the Chicago Public Library
Chicago Public Schools
Chicago Park District
Chicago Infrastructure Trust, but only for projects of the above-named governmental entities

Provided, however, that the fee waivers authorized under this section shall not apply in connection with any monies owed by the City to any third party for any service provided to the City by such third party under the department of building's developer services program or under any other city program.

Provided further, that the fee waivers authorized under this section shall be used exclusively to carry out the PBC's statutory and corporate purpose(s) in connection with work done by the PBC for the above-named governmental-entity clients of the PBC. As a continued condition to the grant of this waiver, all work requiring the submission of plans shall be done in accordance with plans submitted to and approved by the appropriate city department; all required permits and licenses shall be obtained; and said building, land, parks and facilities, and all appurtenances thereto, shall be constructed and maintained in compliance with the applicable provisions of this Code and any rules and regulations duly promulgated thereunder.

SECTION 2. The PBC shall submit to the Office of Budget and Management ("OBM"), on a quarterly basis, a written report summarizing the number and type of fee waivers granted to the PBC under Section1 of this ordinance, and the amount of each fee so waived. Such written report shall be submitted in a manner and form acceptable to OBM.

SECTION 3. This ordinance shall take full force and effect upon its passage and approval; shall be retroactive until January 1, 2017; and shall be in force until December 31, 2019.

EXHIBIT D
RESERVED

EXHIBIT E
RESERVED

EXHIBIT F
CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR FINAL PAYMENT

(1 of 2)

EXHIBIT F

CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR FINAL PAYMENT (1 0F 2)

PROJECT NAME: Project Name
PBC PROJECT #: XXXXX

CONTRACTOR: Contractor Name
Contractor Address 1
Contractor Address 2

DATE: _____

JOB LOCATION: Project Address 1
Project Address 2

OWNER: PUBLIC BUILDING COMMISSION OF CHICAGO

APPLICATION FOR PAYMENT #

PERIOD FROM: Start & End

STATE OF ILLINOIS
COUNTY OF COOK

The affiant, _____first being duly sworn on oath, deposes and says that he/she is _____ for the CONTRACTOR NAME, a(n) _____ corporation, and duly authorized to make this Affidavit on behalf of said corporation and for him/herself individually; that he/she is well acquainted with the facts set forth herein and that said corporation is the Contractor with the PUBLIC BUILDING COMMISSION OF CHICAGO, Owner, under Contract No. _____, dated the _____ day of _____ 20___, for the General Construction on the following project:

Project Name
Project Address 1
Project Address 2

That the following statements are made for the purpose of the release and payment of: $ - held by said Owner under the terms of said Contract;
That the whole work of said contract has been completed, free and clear of any and all claims, liens, charges and expenses of any kind or nature whatsoever and in full compliance with the Contract Documents and the requirements of said Owner under them;
That, for the purpose of said Contract, the following persons have been contracted with, and have furnished or prepared materials, equipment, supplies, and services for, and have done labor on said improvement;
That, the respective amounts set forth opposite their names are the full amounts of money due and to become due to each of them respectively, and that the full amounts of all of said monetary obligations have been completely fulfilled and discharged;
That this statement is a full, true, and complete statement of all such persons and of the full amount due and the amount heretofore paid to each of them for such labor, materials, equipment, supplies and services, furnished or prepared by each of them to or on account of said work, as stated:

1	2	3	4	5	6	7	8	9	10	11	12
CSI Designation	Subcontractor Name (Trade Description) Subcontractor Address	Original Contract Amount	Change Orders	Adjusted Contract Amount	% COMPL	---WORK COMPLETED--- PREVIOUS	CURRENT	TOTAL	RETAINAGE	PREVIOUS BILLINGS	NET AMOUNT DUE	REMAINING TO BILL
	Subtotal Subcontractor Costs											
	General Conditions Construction Contingency Allowances Contractor Overhead & Profit											
	Sub-Total General Conditions, Contingency, Allowances, OH&P											
	TOTAL BASE AGREEMENT											

EXHIBIT F
CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR FINAL PAYMENT (2 of 2)

EXHIBIT F

CONTRACTOR'S SWORN STATEMENT AND AFFIDAVIT FOR FINAL PAYMENT (2 0F 2)

	AMOUNT OF ORIGINAL CONTRACT EXTRAS TO CONTRACT TOTAL CONTRACT AND EXTRAS CREDITS TO CONTRACT ADJUSTED TOTAL CONTRACT							WORK COMPLETED TO DATE (Col. 7) TOTAL RETAINED (Col. 9) NET AMOUNT EARNED (Col.8 - Col.9) PREVIOUSLY PAID (Col. 10) NET AMOUNT DUE THIS PAYMENT (Col. 11)		

These provisions should not be construed as conferring any rights hereunder for the benefit of Subcontractors, suppliers workers or employees, nor as enlarging or altering the application or effect of existing lien laws.

Contractor certifies that to the best of its knowledge, information and belief, the work is in accordance with the Contract Documents;
that suppliers of materials services, labor and all Subcontractors (including all significant sublevels thereof) have been paid in full;
that the Final Waivers of Lien and Releases submitted herewith by affiant for affiant and each of the aforesaid persons are true, correct and genuine;
that each and every Final Waiver of Lien and Release was delivered unconditionally:
that there is no claim either legal or equitable to defeat the validity of any of said Final Waivers of Lien and such Releases;
that said Final Waivers of Lien and said Releases include such Final Waivers of Lien and such releases from all subcontractors, suppliers of material or other agents acting on behalf of affiant in connection with the work or arising out of the work;
and that so far as affiant has knowledge or information, the said Final Waivers of Lien and said Releases include all the labor and material for which a claim could be made and for which a lien could be filed;
That neither the final payment for any part thereof has been assigned;
That said Contractor herein expressly affirms that should it at any time appear that any illegal or excess payments have been made to said Contractor by or on behalf of the PUBLIC BUILDING COMMISSION OF CHICAGO, whether included in a partial payment or in the final payment, the said Contractor will repay on demand to the PUBLIC BUILDING COMMISSION OF CHICAGO the amount or amounts so paid;
and if any lien remains unsatisfied after all payments are made, the Contractor will refund to the PUBLIC BUILDING COMMISSION OF CHICAGO all moneys that the latter may be compelled to pay in discharging such a lien including all costs and reasonable attorney's fees.

Signed: _____
(to be signed by the President or Vice President)

Print Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__

_____
Notary Public
My Commission expires: _____

EXHIBIT G
CONTRACTOR'S FINAL RELEASE AND WAIVER OF LIEN

STATE OF ILLINOIS }
} SS
COUNTY OF COOK }

TO ALL WHOM IT MAY CONCERN:

WHEREAS,
an
corporation, has been employed by the PUBLIC BUILDING COMMISSION OF CHICAGO, as Owner, under Contract No. _____, dated the _____ day of _____ 20 _____, to

for (Designate Project and Location)
_____
_____
_____
_____

That the undersigned, for and in consideration of the final payment of

$_____

on the final adjusted contract price of

$_____

and other good and valuable considerations, the receipt is acknowledged, the undersigned waives and release any and all lien, or claim, or right of lien under the Statutes of the State of Illinois relating to Mechanics' Liens, on account of labor or materials, or both, furnished by the undersigned to or on account of the aforesaid work.

IN WITNESS, the undersigned has caused its corporate seal to be hereunto affixed and these presents to be signed by its and attested by its
on this day of , 20 , pursuant to authority given by the of said Corporation.

(SEAL) _____

ATTEST: BY _____

_____ Title _____
President or Vice President

_____
Secretary or Assistant Secretary

EXHIBIT H
RELEASE BY CONTRACTOR

STATE OF ILLINOIS }
} SS
COUNTY OF COOK }

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS,
an corporation, has been employed by the PUBLIC BUILDING COMMISSION OF CHICAGO, as Owner, under Contract No. , dated the day of 20 , to

for (Designate Project and Location)
_____
_____
_____
_____

NOW, THEREFORE, for and in consideration of the final payment of

$_____

on the final adjusted contract price of

$_____

and other good and valuable considerations, the receipt is acknowledged, the undersigned releases and discharges the PUBLIC BUILDING COMMISSION OF CHICAGO, its Executive Directors, officers, and agents, and each of them from any and all manner of action, cause and causes of action, suits, debts, sums of money, accounts, controversies, agreements, promises, damages, financial obligations, claims, and demands whatsoever, in law or in equity, and particularly, without limiting the generality of the foregoing, from all financial obligations, claims, and demands arising under said contract and from all financial obligations, claims and demands for any additional and extra work, labor, materials, equipment and supplies prepared for or furnished in connection with the aforesaid work for the said designated project which the undersigned, its successors and assigns, ever had, now has, or hereafter can, will, or may have against the said PUBLIC BUILDING COMMISSION OF CHICAGO, its Executive Directors, officers, employees and agents, and their respective heirs, personal representatives, successors and assigns, for or by any reason of any cause, matter, or thing whatsoever at any time prior to the date of these presents.

IN WITNESS, the undersigned has caused its corporate seal to be hereunto affixed and these presents to be signed by its and attested by its on this day of , 20 , pursuant to authority given by the of said Corporation.

(SEAL) _____

ATTEST: BY _____

_____ Title _____
President or Vice President

_____
Secretary or Assistant Secretary

EXHIBIT I

SUBCONTRACTOR'S FINAL WAIVER OF LIEN-TO-DATE AND AFFIDAVIT

FINAL WAIVER OF LIEN

STATE OF ILLINOIS } SS
COUNTY OF

Qty # _____

Escrow # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by _____

to furnish _____

for the premises known as _____

of which _____ is the owner.

THE undersigned, for and in consideration of _____ ($_____) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE _____ COMPANY NAME _____

ADDRESS _____

SIGNATURE AND TITLE _____

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS } SS
COUNTY OF

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) _____ BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) _____ OF (COMPANY NAME) _____ WHO IS THE CONTRACTOR FURNISHING _____ WORK ON THE BUILDING LOCATED AT _____ OWNED BY _____

That the total amount of the contract including extras* is $_____ on which he or she has received payment of $_____ prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE _____ SIGNATURE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, ____,

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

_____
NOTARY PUBLIC

F.3870 R5/96

Provided by Chicago Title Insurance Company

EXHIBIT J
RELEASE BY SUBCONTRACTOR

STATE OF ILLINOIS }
} SS
COUNTY OF COOK }

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS,
an corporation, has been employed by
under Subcontract dated the day of 20 , to

for (Project and Location)
_____
_____
_____
_____

NOW, THEREFORE, for and in consideration of the final payment of

$_____on the final adjusted subcontract price of

$_____ by the said
and release and payment of retained funds, or a part thereof by or on behalf of the PUBLIC BUILDING COMMISSION OF CHICAGO to the said
_____
_____
and other good and valuable considerations, the receipt is acknowledged, the undersigned releases and discharges the PUBLIC BUILDING COMMISSION OF CHICAGO, its Executive Directors, officers, employees and agents, and each of them, from any and all manner of action, cause and causes of action, suits, debts, sums of money, accounts, controversies, agreements, promises, damages, financial obligations, claims, and demands whatsoever, in law or in equity, and particularly, without limiting the generality of the foregoing, from all financial obligations, claims, and demands arising under such subcontract and from all financial obligations, claims and demands for any additional and extra work, labor, materials, equipment and supplies prepared for or furnished in connection with the aforesaid work for the designated project which the undersigned, its successors and assigns, ever had, now has, or hereafter can, will, or may have against the said PUBLIC BUILDING COMMISSION OF CHICAGO, its Executive Directors, officers, employees and agents, and their respective heirs, personal representatives, successors and assigns, for or by reason of any cause, matter, or thing whatsoever at any time prior to the date of these presents.

IN WITNESS, the undersigned has caused its corporate seal to be hereunto affixed and these presents to be signed by its
and attested by its
on this day of , 20 , pursuant to authority given by the
of said Corporation.

(SEAL) _____

ATTEST: BY _____

_____ Title _____
President or Vice President

_____
Secretary or Assistant Secretary

EXHIBIT K
RESERVED

EXHIBIT L
RESERVED

EXHIBIT M
PAYMENT APPLICATION FOR CHANGE ORDER (1 of 4)

(1 of 4)

Monthly Estimate No ____________________ Date ____________________
For the Period __________ to __________ Sheet ________ of ________
Contract No ____________________

To:
For Work on Account of:

ITEM NO	DESCRIPTION	CONTRACT PRICE	CURRENT ESTIMATE % DONE	CURRENT ESTIMATE AMOUNT		TOTAL ESTIMATE TO DATE % DONE	TOTAL ESTIMATE TO DATE AMOUNT	

TOTAL THIS SHEET:								

PUBLIC BUILDING COMMISSION OF CHICAGO

EXHIBIT M

PAYMENT APPLICATION FORM (2 of 4)
CHANGE ORDER

Monthly Estimate No ________________________ Date ____________________

For the Period ___________ to __________ Sheet ________ of ________
Contract No ________________________

To:

For Work on Account of:

ITEM NO	DESCRIPTION	SUBCONTRACTOR'S NAME	CONTRACT PRICE	CURRENT ESTIMATE			TOTAL ESTIMATE TO DATE		
				% DONE	AMOUNT		% DONE	AMOUNT	

TOTAL NET DEBIT OR CREDIT:									

EXHIBIT M

STORED MATERIAL (3 of 4)

Monthly Estimate No _____ Date _____
For the Period _____ to _____ Sheet _____ of _____
Contract No _____

To
For Work on Account of

MATERIAL STORED - PREVIOUS ESTIMATE NO _____ ($)

ITEM NO	MATERIAL DELIVERED THIS PERIOD	QUANTITY	UNIT	UNIT PRICE	AMOUNT		50% AMOUNT	
	TOTAL DELIVERED THIS PERIOD							

ITEM NO	MATERIAL USED THIS PERIOD	QUANTITY	UNIT	UNIT PRICE	AMOUNT		50% AMOUNT	
	TOTAL USED THIS PERIOD							
	DEBIT OR CREDIT THIS PERIOD							

MATERIAL STORED - THIS ESTIMATE _____ _____

PUBLIC BUILDING COMMISSION OF CHICAGO

EXHIBIT M

SUMMARY OF ESTIMATE SHEETS (4 of 4)

Monthly Estimate No _____ Date _____

For the Period _____ to _____ Sheet _____ of _____

Contract No _____

To

For Work on Account of

	SUMMARY OF ESTIMATE SHEETS	(1)	(2)	(3)
	DESCRIPTION	TOTAL CONTRACT ESTIMATE	CURRENT ESTIMATE	TOTAL ESTIMATE TO DATE
1	Sheet No. 1		$	$
2				
3				
4				
5				
6	Total Awarded Contract Amount			
7	Awarded Contract Amounts Completed		$	$
8	Add: Total Authorized Changes - Sheet No. _____			
9	Add: Materials Stored - Sheet No. _____			
10	Total Approved Value & Amounts Earned	$	$	$
11	Deduct: Current Reserve Adjustment		$	
12	Deduct: Total Reserve To Date (Column 3)			$
13	Deduct: Current Liquidated Damages (Line 25)		$	
14	Deduct: Total Liquidated Damages (Line 23)			$
15	Total Paid To Date - including this estimate			$
16	Deduct: Total Earned To Date (Line 10, Col. 3)	$		
17	Net Amount Open on Contract			
18	NET CURRENT PAYMENT		$	
	RESERVE COMPUTATION	Current Reserve Withheld	Previous Reserve Withheld	Total Reserve Withheld
19	Percentage Computation - 10% Reserve*	$	$	$
20	Percentage Computation - 5% Reserve*	$	$	$
21	Total Reserve Withheld	$	$	$

*Note: Column 1 is computed at the rate of 10% for all monthly estimates up to 50% of contract.

	LIQUIDATED DAMAGES COMPUTATION		
23	Total Liquidated Damages to Date	Days	$
24	Deduct: Amount Previously Withheld		$
25	CURRENT LIQUIDATED DAMAGES		$
	Approx. % Contract Completed %	Total Contract Time (Incl. Time Extens)	Days
	Starting Date:	Total Time Used	Days

_____ _____

Verified By: Architect's Contract Administrator Name of Contractor

RECOMMENDED FOR APPROVAL: By _____ Date

_____

_____

_____

Architect's Project Manager Title

EXHIBIT N

CONTRACTOR'S PAYROLL RECORD FORM RE-48 (Rev. PW 1982) (1 of 2)

Sheet _____ of _____

PAYROLL

Name of __ Contractor & No. __ or __ Subcontractor & No. __		Payroll No.
	Project No. / Location	Tax Week Ending
Address	Project Name	Contract No

Name, Address and Social Security # of Employee	Ethnic Group	Work Classi-fication	OT or ST	Hours and Days Worked								Rate of Pay	Total Earned	Deductions				Net Wages Paid
				S	M	T	W	Th	F	S	Total Hours			Federal WH Tax	FICA	State WH Tax	Total Deduct.	
			S															
			O															
			S															
			O															
			S															
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			S															
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			O															
			S															
			O															
			S															
			O															
			S															
Total No. Hours (Straight & Overtime) this Page																		

Reviewed By: _____ No Work ___ Suspended ___ Completed ___

PUBLIC BUILDING COMMISSION OF CHICAGO

EXHIBIT N (2 OF 2)

I, _____,
(Name of Signatory Party)

_____
(Title)

states:

1. That I pay or supervise the payment of the persons employed by _____the
(Contractor or Subcontractor)
_____
(Building or Work)
that during the payroll period commencing on the _____ day of_____ , 20 _____ , all persons employed on said project have been paid the full weekly wages earned, that no rebated have been or will be made either directly or indirectly to or on behalf of said_____ from the full weekly wages
(Contractor or Subcontractor)
earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the *Copeland Act*, as amended (42 Stat 943, 63 Stat 106, 72 Stat 967, 76 Stat 357, 40 U.S.C. 276c), and described below:
_____
_____

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete, that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he/she performed.

3. That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4. That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION	EXPLANATION
REMARKS	

NAME AND TITLE	SIGNATURE
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

EXHIBIT O
CONTRACTOR PROPOSAL

PUBLIC BUILDING COMMISSION OF CHICAGO
Daley Center Plaza, Room 200
Chicago, Illinois 60602

CONTRACTOR PROPOSAL

Contractor:

Bulletin No.:
Project Name:
PBC Contract No.
Architect / Consultant:

Note: Detailed breakdown of costs for each subcontractor and each trade performed by the General Contractor and documentation supporting any request for time extension must be submitted with this proposal form.

I. WORK OF SUBCONTRACTORS

Subcontractor Firm Name	Trade	Value of Work	6% Markup	Total
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$

(A) Total of Work by Subcontractors $

II. GENERAL CONTRACTORS WORK

Description of Work	Value of Work	15% Markup	Total
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$

(B) Total of Work by General Contractor $

III. PROPOSAL

(C) Total Cost of Work of this Bulletin (A+B) $

(D) Time Extension - Additional days requested _____ days

The Total Cost (Line C) and the Time Extension (Line D) represent all costs and additional time required to complete all aspects of the work included in this Bulletin. No additional costs or time extension related to this Bulletin will be requested by the Contractor.

Prepared and Submitted for Approval by:

Contractor | By: | Date

EXHIBIT P
CONTRACTOR'S PREVAILING WAGE CERTIFICATION

The undersigned, Contractor on _____ (PBC Contract No. _____) certifies that all laborers, mechanics, apprentices and trainees employed by it or by a Subcontractor performing Work under the Contract have been paid wages at rates not less than those required by the Contract provisions, and that the Work performed by each such laborer, mechanic, apprentice or trainee conformed to the classifications set forth in the Contract or training program provisions applicable to the wage rate paid.

Signature and Title of Authorized Officer

Name Title

Contractor:_____

Project:_____

EXHIBIT Q
PROJECT GUARANTEE FORM

I, (name) _____,

(title) _____

of (Contractor) _____, herewith guarantee the (description of the project) _____ against defects in materials and workmanship for a period of _____ year (s) from the date of final acceptance _____ as defined in the Contract Documents and agree to correct any defects within this period at no cost to the Public Building Commission and to pay for any damages to other work resulting from the defects or the repair of the same.

_____

Request for Subcontractor/Supplier Approval

Public Building Commission of Chicago • Richard J. Daley Center • 50 West Washington, Room 200 • Chicago, Illinois 60602 • Tel: 312-744-3090 • Fax: 312-744-8005

Request No. _____

Project No. _____ Specification No. _____ Contract No. _____

Project Name _____

Total Contract Value $ _____ 75% of Total Contract Value $ _____

Prime Contractor	Subcontractor/Supplier
Federal I.D. #	Federal I.D. #
Street or P.O. Box	Street or P.O. Box
City State Zip Code	City State Zip Code
Telephone Fax #	Telephone Fax #
Est. Start Date Est. Completion Date	Est. Start Date Est. Completion Date

Item No.	Item Description	Quantity	Unit Price	Total Amount

Value of above proposed subcontract _____
Value of all work sublet previously _____
Total value of all work proposed to be sublet to date _____

The subcontract documents will incorporate all requirements of the prime contract, including Equal Employment Opportunity and the minimum wage for labor provisions. The subcontract will in no way hinder the subcontractor from maintaining his progress on any other work on which he is either a subcontractor or principal contractor. This request is made with the understanding that the prime contractor is not under any circumstances relieved of his abilities and obligations, and is responsible for the organization, performance, and quality of work obtained.

The above named Subcontractor/Supplier meets the Quality Requirements of Specification Section _____ for the following (attach a copy of certification):

Qualifications (circle one):	*Yes*	*No*	*N/A*	***Source Quality Control:***	*Yes*	*No*	*N/A*
AISC / PCI Certification:	*Yes*	*No*	*N/A*	***Single Source Responsibility:***	*Yes*	*No*	*N/A*
Experience:	*Yes*	*No*	*N/A*				

The above subcontractor/supplier is a: MBE WBE Non-Minority
The above subcontractor/supplier will provide on-site labor: Yes No
The subcontract agreement/purchase order is attached: Yes No (If no, must be provided at a later date)

RECOMMENDED:

Contractor Signature Date	Commission Representative Date
Name and Title (please print or type)	

APPROVED:

Executive Director	Director of Procurement Date

EXHIBIT R