PROJECT MANUAL

NEW FIRE STATION BUILDING

For

KERENS VOLUNTEER FIRE DEPARTMENT

Located at: 805 Northeast 2nd Street, Kerens, TX 75144

Architect Project No. 2025.10

Payne & Associates
Architecture, Design, Planning & Construction Services
P. O. Box 131449
Tyler, TX 75713
903.564.1461 Office

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PROJECT TEAM

PROJECT TEAM:

1.01 OWNER:

A. Navarro County Emergency Services District #1
   1. 805 Northeast 2nd Street
   2. Kerens, TX 75144
   3. Attn: Mr. Bret Latta, President NCESD#1
   4. Phone 903.519.8155

1.02 ARCHITECT:

A. Payne & Associates
   1. P.O. Box 131449
   2. Tyler, TX 75713
   3. Phone 903.561.4161

1.03 STRUCTURAL ENGINEER:

A. Holland Engineering LLC
   1. 16291 FM 849
   2. Lindale, TX 75771
   3. Phone 903.882.8503

END OF SECTION

Section 00 11 16

Invitation to Bid

OWNER

Navarro County Emergency Services District #1 (NCESD#1) Kerens, TX 75144

Navarro County Emergency Services District #1 will receive competitive sealed proposals for the construction of the New Fire Equipment Station Building for The Kerens Volunteer Fire Department to be located at 805 Northeast 2nd Street, Kerens Texas 75144.

Bids will be received by USPS – NCESD#1 mail to P.O. Box 177, Kerens Texas 75144 until 2:00 pm on July 14, 2026. Bids not received at USPS box by this date and time will not be accepted.

Hand delivery BY APPOINTMENT ONLY at the office of Navarro County Emergency Services District #1 located at 805 Northeast 2nd Street, Kerens Texas 75144 until 5:00 pm on July 14, 2026.

The bids shall be addressed to Mr. Brett Latta, Navarro County Emergency Services District #1.

Bids received after the date and time indicated above will not be accepted.

Drawings and Specifications may be provided electronically by email request to Mr. Bret Latta, President NCESD#1 at belatta@yahoo.com **A prebid meeting will be held on Tuesday July 07, 2026 at 10:00 am at the project location 805 Northeast 2nd Street, Kerens Texas 75144.**

The Owner reserves the right to waive irregularities and to reject any or all Bids. NESD#1 reserves the right to separate or eliminate any item(s) it deems necessary to accommodate budgetary and/or operational requirement. NESD#1 also reserves the right to reject any or all proposals or parts of the proposals, and waiver all formalities, and to award this proposal in the best interests of the district. NCESD#1 also reserves the right to award other than the lowest proposal under statutory mandate.

END OF SECTION

SECTION 00 41 00

PROPOSAL FORM

THE PROJECT AND THE PARTIES

1.01 TO: **Mr. Bret Lata, President**
Navarro County Emergency Services District #1 (NCESD#1)
805 Northeast 2nd Street
Kerens, TX 75144
Mail Address:
P. O. Box 177
Kerens, TX 75144

1.02 FOR: **NEW FIRE STATION BUILDING for**
KERENS VOLUNTEER FIRE DEPARTMENT
805 Northeast 2nd Street
Kerens, TX 75144

1.03 DATE: _____ (VENDOR TO ENTER DATE)

1.04 SUBMITTED BY: (VENDOR TO ENTER NAME AND ADDRES)

A. Vendor's Full Name _____

Address _____

City, State, Zip_____

1.05 OFFER

A. Having examined the place of the work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Payne & Associates for the above mentioned project, we, the undersigned, hereby offer to enter into a contract to perform the work for a not to exceed price listed in this proposal form of:

B. _____

_____ dollars

($_____), in lawful money of the United States of America.

C. All applicable federal taxes are excluded, and State of Texas taxes are excluded from the Proposal Sum.

1.06 ACCEPTANCE:

A. This offer shall be open to acceptance and is irrevocable for forty-five days from the proposal closing date.

B. If this proposal is accepted by the Owner within the time period stated above, we will:

1. Execute the Agreement within seven days of receipt of Notice of Award.
2. Commence Work within seven days after written Notice to Proceed of this proposal.

C. If this proposal is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the bid bond shall be forfeited as damages to the Owner for reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this proposal and the proposal upon which a Contract is signed.

D. In the event our proposal is not accepted within the time stated above, the required Bid

Bond shall be returned to the undersigned, in accordance with the provisions of the instruction to Vendor; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CHANGE ORDER FEE

For all Change Order work authorized by the Owner a fifteen (15%) fee as indicated in the General Conditions of Agreement.

1.08 CONTINGENCY

The undersigned agrees to provide a 10% Contingency as an integral part of this proposal. The contingency will be reimbursed to the owner as a deductive change order if not used.

1.09 TIME FOR COMPLETION

The undersigned agrees to complete the work in all and every part in 330 calendar days from the date of the executed Contract or from the date of the "Notice to Proceed" issued by the Owner.

1.10 ADDENDA & ADDITIONAL INFORMATION

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Proposal Sum.
   1. Addendum #_____Dated_____
   2. Addendum #_____Dated_____
   3. Addendum #_____Dated_____

1.11 FORM OF PROPOSAL

The final proposal shall include the following forms:

Proposal Form 00.41.00
Disclosure Statement 00.42000
Non-Collusion Bidding Affidavit 00.43.00
Asbestos Containing Building Material 00.43.10
Mandatory Requirements 00.43.50

RESPECTFULLY

SUBMITTED,

CORPORATIONS FILL IN THE FOLLOWING:	**VENDORS OTHER THAN CORPORATIONS** FILL IN THE FOLLOWING:
_____	_____
LEGAL NAME OF CORPORATION	LEGAL NAME OF VENDOR
_____	_____
STATE OF INCORPORATION	
_____	_____
STREET ADDRESS	STREET ADDRESS
_____	_____
CITY/STATE/ZIP CODE	CITY/STATE/ZIP CODE

NAME OF OFFICER (PRINTED OR TYPED)

SIGNATURE OF OFFICER

TITLE OF OFFICER

DATE

NAME OF OFFICER (PRINTED OR TYPED)

SIGNATURE OF OFFICER

TITLE OF OFFICER

DATE

(SEAL OF CORPORATION)

WITNESS:

NAME OF WITNESS (PRINTED OR TYPED)

STREET ADDRESS/CITY/STATE/ZIP

SIGNATURE

DATE

SECTION 00 42 00

DISCLOSURE STATEMENT

DISCLOSURE STATEMENT

The following Disclosure Statement shall become a part of this proposal:

A. By signing this proposal, a Proposer affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the proposal submitted.

B. ALL CONTRACTS AND AGREEMENTS between Proposer and Navarro County Emergency Services District #1 (NCESD#1) shall strictly adhere to the statues as set forth in the Texas Government Code, the Texas Health and Safety Code and other laws of the State of Texas.

C. All out-of-state Proposers are required to submit with proposal a copy of any law from their state of residence which would give a preference to Proposers domiciled in their state over out-of-state Proposers.

D. By signing this proposal, a Proposer affirms that, to the best of his/her knowledge, this proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritisms that would in any way limit competition or give them an unfair advantage over other Proposers in the award of this work.

IN ORDER TO QUALIFY PROPOSAL, THIS DISCLOSURE STATEMENT SHOULD BE SIGNED BY A PERSON AUTHORIZED TO MAKE THE FINANCIAL COMMITMENT FOR THE VENDOR AND RETURNED WITH THIS PROPOSAL.

DATE:_____RESPECTFULLY SUBMITTED BY:_____

AUTHORIZED SIGNATURE:_____

NAME OF PROPOSER:_____

SECTION 00 43 00

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

The undersigned affirms that they are duly authorized to execute this Proposal, that this company, corporation, firm partnership or individual has not prepared this Proposal in collusion with any other Company, Corporation, Firm, Partnership or Individual, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

PROPOSER_____

ADDRESS_____

PHONE_____FAX NUMBER_____

Email address _____

SIGNATURE OF PROPOSER
OFFICAL AUTHORIZING THIS PROPOSAL_____

PROPOSER OFFICAL
(Print Name)_____

PROPOSER OFFICAL POSITION_____

SECTION 00 43 10

ASBESTOS CONTAINING BUILDING MATERIALS

ASBESTOS CONTAINING BUILDING MATERIALS ("ACBM")

It shall be a condition of the NCESD#1 Construction Contract that the Contractor shall not knowingly purchase, incorporate, or install any asbestos or hazardous building material into the Work Upon completion of the Work and prior to final payment, the Contractor shall attest, in writing, that to the best of its knowledge, no ACBM were utilized in the construction of the Work.

IN ORDER TO QUALIFY THE PROPOSAL, THIS ASBESTOS CONTAINING MATERIALS STATEMENT SHOULD BE SIGNED BY A PERSON AUTHORIZED TO MAKE COMMITMENTS FOR THE PROPOSER AND RETURNED WITH THIS PROPOSAL.

DATE:_____RESPECTFULLY SUBMITTED BY:_____

AUTHORIZED SIGNATURE:_____

NAME OF COMPANY:_____

SECTION 00 43 50
MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS

It should be explicitly understood that contractors on construction projects shall adhere to the prevailing wages for Navarro County Emergency Services District #1 (NCESD#1) and shall pay all workers engaged in construction projects accordingly. Enclosed is a copy of the Prevailing Rate Determination, as established by the Department of Labor for the Navarro County Area.

In order to qualify proposal(s) the above compliance statement, as it pertains to the attached Prevailing Wage Determination, should be signed and notarized by a person authorized to make the financial commitment for the vendor(s) and return same with this proposal invitation.

The person signing this proposal invitation certifies and attests that he has fully informed himself regarding the Prevailing Wage Rates schedule as it pertains to construction projects, and under the penalties being applicable to the vendor as well as to the person signing on his behalf.

It should be understood that NCESD#1 Board may at anytime request wage rates from the successful vendor(s) on any and all construction projects.

DATE:_____

RESPECTFULLY SUBMITTED BY:_____

AUTHORIZED SIGNATURE:_____

NAME OF CONTRACTING FIRM:_____

SEAL:

SECTION 00 60 02

INSURANCE REQUIREMENTS

Prior to execution of the Contract Agreement, the Contractor shall submit a Certificate of Insurance reflecting existing insurance coverage. The minimum coverage shown below shall remain in effect for a period of no less than two (2) years after the final payment to the Contractor.

NONCOMPLIANCE WITH INSURANCE SPECIFICATIONS:

The contract may be terminated by the Owner if the Contractor fails to maintain any insurance coverage specified.

MINIMUM LIMITS OF LIABILITY:

The Contractor/Subcontractors shall at least maintain the following limits of liability. The coverage should be issued with an insurance company that is rated by A.M. Best. The rating should not be less than A-VII.

All policies for the Contractor shall contain a provision that the coverage afforded shall not be canceled or non-renewed, nor restrictive modifications or changes added until at least (30) days prior written notice has been given to the Owner.

Commercial General Liability

Liability Limit and Coverage of No Less Than:

General Aggregate	$	2,000,000
Products / Completed Operations Aggregate	$	2,000,000
Personal & Advertising Injury	$	1,000,000
Each Occurrence	$	1,000,000
Fire Legal Liability	$	100,000
Medical Payments	$	5,000

- Additional Insured Endorsement for both "on going" and "completed operations" shall apply in favor of Owner, Architect, and Architect's consultants.
- Waiver of Subrogation Endorsement shall apply in favor of Owner, Architect, and Architect's consultants.
- 30-day Notice of Cancellation shall apply in favor of Owner (applicable to Non-Payment of Premium also)
- The insurance shall be Primary and Noncontributory from other such insurance available to the Owner, Architect, and Architect's consultants.
- Limits must apply per project.

Business Automobile Liability

Liability Limit and Coverage of No Less Than:

Combined Single Limit	$1,000,000

Per Occurrence
Applies to Bodily Injury & Property Damage

- Coverage extends for use of all owned, non-owned, and hired vehicles.
- Additional Insured Endorsement shall apply in favor of Owner, Architect, and Architect's consultants.
- Waiver of Subrogation Endorsement shall apply in favor of Owner, Architect, and Architect's consultants.
- 30-day Notice of Cancellation in favor of Owner (applicable to Non-Payment of Premium also)

Workers' Compensation

Workers' Compensation must apply in accordance with the laws of all jurisdictions that may apply to the work being performed and including Employers Liability.

Employers Liability Limit of No Less Than:

Bodily Injury by Accident	$	1,000,000	Each Accident
Bodily Injury by Disease	$	1,000,000	Policy Limit
Bodily Injury by Disease	$	1,000,000	Each Employee

- Waiver of Subrogation Endorsement shall apply in favor of Owner, Architect, and Architect's consultants.
- 30-day Notice of Cancellation in favor of Owner (applicable to Non-Payment of Premium also)

Excess Umbrella (Applicable to Contractor)

Liability Limit and Coverage of No Less Than:

Per Occurrence	$	5,000,000
Policy Aggregate	$	5,000,000

Policy must extend over the coverage and terms shown above for the following: Commercial General Liability
Business
Automobile
Liability
Employers
Liability

END OF INSURANCE REQUIREMENTS

SECTON 01 13 00
PREVAILING WAGE RATE DETERMINATION

"General Decision Number: TX20250172 07/18/2025

Superseded General Decision Number: TX20240172

State: Texas

Construction Type: Building County:

Navarro County in Texas.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	. Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least $17.75 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	. Executive Order 13658 generally applies to the contract. . The contractor must pay all covered workers at least $13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2025.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at

http://www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/03/2025
1	03/14/2025
2	07/04/2025
3	07/18/2025

ASBE0021-002 06/01/2025

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR	$ 33.23	7.52

BOIL0587-003 01/01/2025

	Rates	Fringes
Boilermaker	$ 33.17	24.92

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* IRON0263-017 06/01/2025

	Rates	Fringes
Ironworker, reinforcing	$ 29.64	8.43

LABO0154-022 05/01/2024

	Rates	Fringes
Laborers: (Mason Tender - Cement/Concrete)	$ 25.27	9.57

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* SUTX2009-059 04/20/2009

	Rates	Fringes
BRICKLAYER	$ 20.00	0.00
CARPENTER, Includes Acoustical Ceiling Installation, and Hardwood Floor Installation	$ 14.30 **	0.00
CEMENT MASON/CONCRETE FINISHER	$ 13.29 **	0.00
ELECTRICIAN	$ 18.06	4.87
IRONWORKER, STRUCTURAL	$ 15.48 **	0.00
LABORER: Common or General	$ 9.43 **	0.00
LABORER: Landscape & Irrigation	$ 8.50 **	0.22
LABORER: Mason Tender - Brick	$ 12.02 **	0.00

LABORER: Mortar Mixer.	$ 12.00	**	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.	$ 11.00	**	0.00
OPERATOR: Bulldozer.	$ 13.00	**	0.31
OPERATOR: Crane.	$ 21.33		0.00
OPERATOR: Forklift.	$ 14.58	**	0.00
OPERATOR: Loader (Front End).	$ 10.54	**	0.00
PAINTER: Brush, Roller and Spray	$ 13.50	**	0.00
PLUMBER.	$ 20.38		4.74
ROOFER.	$ 13.64	**	1.80
SHEET METAL WORKER.	$ 17.00	**	0.00
TILE SETTER.	$ 15.00	**	0.00
TRUCK DRIVER.	$ 12.52	**	0.00

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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** Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 ($17.75) or 13658 ($13.30). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year.
Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at
https://www.dol.gov/agencies/whd/government-contracts.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than ""SU"", ""UAVG"", ?SA?, or ?SC? denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates
in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE:
UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The ""SU"" identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

?SU? wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The ""SA"" identifier indicates that the classifications and prevailing wage rates

set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination.
The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

a) a survey underlying a wage determination
b) an existing published wage determination
c) an initial WHD letter setting forth a position on a wage determination matter
d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys Wage
and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W. Washington, DC
20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations Wage and
Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W. Washington, DC
20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W. Washington, DC
20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board).

Write to: Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W. Washington, DC
20210.

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== END OF GENERAL DECISION"

END OF SECTION

SECTION 01 20 00

PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Procedures for preparation and submittal of applications for progress payments.

B. Documentation of changes in Contract Sum and Contract Time.

C. Change procedures.

D. Procedures for preparation and submittal of application for final payment.

1.02 RELATED SECTIONS

A. Document 00 41 00 – Proposal Form

1.03 SCHEDULE OF VALUES

A. Submit a printed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet. Contractor's standard form or electronic media printout will be considered.

B. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.

C. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Identify site mobilization.

D. Include in each line item, the amount of Allowances specified in this section. For unit cost Allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.

E. Include separately from each line item, a direct proportional amount of Contractor's overhead and profit.

F. Revise schedule to list approved Change Orders, with each Application For Payment.

1.04 APPLICATIONS FOR PROGRESS PAYMENTS

A. Payment Period: Submit at intervals stipulated in the Agreement.

B. Present required information in typewritten form.

C. Form: AIA G702 Application and Certificate for Payment and AIA G703 - Continuation Sheet including continuation sheets when required.

D. For each item, provide a column for listing each of the following:
   1. Item Number.
   2. Description of work.
   3. Scheduled Values.
   4. Previous Applications.
   5. Work in Place and Stored Materials under this Application.

6. Authorized Change Orders.
7. Total Completed and Stored to Date of Application.
8. Percentage of Completion.
9. Balance to Finish.
10. Retainage.

E. Execute certification by signature of authorized officer.

F. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.

G. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.

H. Submit three copies of each Application for Payment.

I. Include the following with the application:
1. Transmittal letter as specified for Submittals in Section 01 30 00.
2. Construction progress schedule, revised and current as specified in Section 01 30 00.

J. When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.05 MODIFICATION PROCEDURES

A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.

B. The Architect/Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time as authorized by the Conditions of the Contract by issuing supplemental instructions on AIA Form G710.

C. Construction Change Directive: Architect/Engineer may issue a document, signed by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. The document will describe changes in the Work, and will designate method of determining any change in Contract Sum or Contract Time.
2. Promptly execute the change in Work.

D. Proposal Request: The Architect/Engineer may issue a document which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 7 days.

E. Computation of Change in Contract Amount:
1. For change requested by Architect/Engineer for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
2. For pre-determined unit prices and quantities, the amount will based on the fixed unit prices.

F. Substantiation of Costs: Provide full information required for evaluation.
1. On request, provide following data:
a. Quantities of products, labor, and equipment.

b. Taxes, insurance, and bonds.
c. Overhead and profit.
d. Justification for any change in Contract Time.
e. Credit for deletions from Contract, similarly documented.

2. Support each claim for additional costs with additional information:
   a. Origin and date of claim.
   b. Dates and times work was performed, and by whom.
   c. Time records and wage rates paid.
   d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.

G. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract on AIA G701.

H. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.

I. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

J. Promptly enter changes in Project Record Documents.

1.06 APPLICATION FOR FINAL PAYMENT

A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Administration of Contract: Provide administrative requirements for the proper coordination and completion of work including the following:

1. Supervisory personnel.
2. Preconstruction conference.
3. Project meetings, minimum of two per month; prepare and distribute minutes.

B. Reports: Submit daily and special reports.

C. Work Schedule: Submit progress schedule, updated monthly.

D. Submittal Schedule: Prepare submittal schedule; coordinate with progress schedule.

E. Schedule of Values: Submit schedule of values.

F. Schedule of Tests: Submit schedule of required tests including payment and responsibility.

G. Perform Surveys: Lay out the work and verifying locations during construction. Perform final site survey.

H. Emergency Contacts: Submit and post a list of emergency telephone numbers and address for individuals to be contacted in case of emergency.

I. Record Documents: Submit record drawings and specifications; to be maintained and annotated by Contractor as work progresses.

1.2 SUBMITTALS

A. Types of Submittals: Provide types of submittals listed in individual sections and number of copies required below.

1. Warranties - 4 copies.
2. Closeout submittals - 2 copies.

B. Warranties: Provide warranties as specified; warranties shall not limit length of time for remedy of damages Owner may have by legal statute. Contractor, supplier or installer responsible for performance of warranty shall sign warranties.

PART 2 PRODUCTS - Not applicable to this Section

PART 3 EXECUTION - Not applicable to this Section

END OF SECTION