



CONSTRUCTION MANAGER'S MANUAL

Project: Steele Plastics- Building Expansion

Issue Date: 10/19/2026

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1.00 INVITATION TO BID

Nabholz Construction Corporation (herein after referred to as “Nabholz” or “Construction Manager”) is accepting specialty contractor and supplier proposals for the below referenced project. All proposals or bids received shall be submitted in accordance with the requirements of the Construction Manager’s Manual (the “CM Manual”). Plans and bidding documents will be available via internet link, or at various reprographic locations. Bidders should contact Nabholz for access to bidding documents.

Bid Packages will be due at the time and date listed below. Additional instructions and details pertaining to bid submission are listed herein.

NOTICE: Beginning January 1, 2026, Nabholz will require all workers on our job sites to be outfitted with Type 2 construction helmets with chin straps. Traditional Type 1 hard hats will no longer be permitted. Please begin to plan for this transition. Visit nabholz.com/head-protection-requirements for more information.

.01 Project Information

Project Name:	Steele Plastics- Building Expansion
Nabholz Job Number:	01-26-2387
Jobsite Address:	1280 Sturgis Rd. Conway, AR 72034
Job Description:	Metal building expansion to provide additional storage and renovation on existing breakroom.
LEED Certification:	
Approximate Construction Start:	November 2026
Approximate Construction Finish:	May 2027
Are BIM/VDC Practices Required?	No
Is this a “Nothing Hits the Floor” Project?	Yes
Is this a CCIP Project? (Contractor Controlled Insurance Program)	No
Is this an OCIP Project? (Owner Controlled Insurance Program)	No
Is this job prevailing wage?	No
Is this job taxable?	Yes

.02 Bidding Procedure

Bid Date:	10/29/2026
Bid Time:	2:00PM
Bid Submission Procedure:	Bids should be emailed to ryan.oscar@nabholz.com or submitted via the building connected website.
Private or Public Opening:	Private
Bid Bond Required:	Bid Security for proposals greater than \$50,000 – 5% Bid Bond. Obligee is Nabholz Construction Corporation.
Bid Opening Location:	N/A
RFI/Bid Question Deadline:	4:00 PM on 10/22/2026

RFI/Bid Question Process:	Bidders shall submit questions in writing (email is preferred) by the established deadline. Questions should reference specific details, plan sheets, specifications, or bid manual sections.
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.03 Prebid Meeting

Prebid Meeting Date:	N/A
Prebid Meeting Time:	N/A
Prebid Meeting Location:	N/A
Is the Prebid Mandatory?	N/A

.04 Project Team Information

Nabholz Office:	612 Garland Street, Conway AR, 72032
Nabholz Project Manager:	Ryan Oscar (ryan.oscar@nabholz.com)
Nabholz Superintendent:	TBD
Nabholz Estimator(s):	N/A
Architect:	SCM Architects PLLC
Architect Contact:	Britt Talley
Architect Address:	1400 Kirk Rd. Suite 220 Little Rock, AR 72223

.05 Site Specific Safety Considerations

Project Safety Considerations	1. PPE Compliance (Hard hats/safety glasses/high visibility)
(in addition to Nabholz Safety Standards)	2. Elevated Work
	3. Properly Trained Personnel for Equipment
	4. Electrical Safety
	5. Overhead Work
	6. Existing building is in use

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Construction Manager will use the standard Master Contract, Project Contract, and any amendments thereto, collectively, (the “Subcontract”), for all Subcontractors. Construction Manager will use standard Purchase Order (“PO”) for all Suppliers. Copies of these documents are available in electronic or hard copy upon request. We may also require performance and payment bonds for Subcontractors using Consensus 706 and 707 by an acceptable surety company or require other forms of surety.

Job Conditions and Job Safety in accordance with all safety regulations, including, federal (OSHA), state, and local, Construction Manager policy, and Subcontract or Purchase Order shall be required of all personnel on the Project including Subcontractors, Suppliers, and second tier Subcontractors and Suppliers. Reference Site-Specific Safety Considerations (Section 1.05 of this Manual) and Nabholz Safety Standards (Section 5.02 of this Manual). In addition, Construction Manager will enforce a NO SUBSTANCE ABUSE policy, and will not permit the use of tobacco on the Project site.

Construction Manager is an AA/EOE. All Women Owned Businesses (WBE), Minority Owned Businesses (MBE), and Disadvantaged Business Enterprises (DBE), including women, minority, disabled or veteran-owned business, are encouraged to submit a proposal or bid.

2.00 BIDDING INSTRUCTIONS AND SUPPLEMENTAL INFORMATION

.01 Instructions to Bidders

The following instructions apply to all proposals.

1. All bids shall be submitted on the bid form found in section 3.00 of this manual, inclusive of the scope of work specified in the applicable bid package.
2. Bid bonds are required for subcontractor proposals over \$100,000, unless stated otherwise in section 1.02.
3. Bidders must fulfill prequalification requirements in accordance with CM's trade contractor procurement policy prior to the award of any Bid Package contract. Prequalification Questionnaires and applicable supporting documents are required annually and are available at <https://www.nabholz.com/trade-contractors/> or by contacting the Construction Manager's ("CM's") office.
4. Modification to Bid Packages may be cause for rejection of proposal.
5. Bidders warrant they have visited the Project site prior to submission of proposals or have attended the pre-bid meeting(s) for the purpose of understanding and accepting all conditions in and around the Project site.
6. Bidders warrant that proposals are submitted in accordance with the requirements of CM Manual and Contract Documents. Bidders also warrant that proposals are submitted in accordance with the specification sections and drawings relating to the scope of the Bid Package.
7. Bidders must submit questions in writing to the CM no later than seven (7) days prior to the Bid Date or by the established RFI deadline. Responses to Bidders' RFI(s) will be distributed in the form of an Addendum or Clarification to all Bidders. Addenda may be issued during the bidding period. Bidders must acknowledge all addenda on the Form of Proposal. Addenda become part of the Contract Documents.
8. Bidders must, immediately notify CM in writing of errors, omissions, discrepancies, or noncompliance with applicable codes and regulations within the Contract Documents or any work which will not fit or properly function if installed as indicated in the drawings and specifications. This requirement does not relieve the Architect of design or professional service responsibilities.
9. Bidders must comply with all federal, state, local laws, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Subcontract or Purchase Order ("PO") throughout. Statutes will be deemed to be included in the Subcontract or PO, the same as though herein written out in full.

10. Subcontracts and PO will be awarded based on the lowest responsible qualified proposal, provided it is in the best interest of the Owner and/or CM. The Owner and/or CM reserves the right to reject any and all proposals and to waive any informality in the proposals.
11. To determine the lowest responsible qualified proposal, the CM will evaluate proposals based on the following considerations:
 - a. Total amount of Bidders' proposal, including Base Bid and Alternate Bids;
 - b. Acknowledgement of issued Addenda;
 - c. Bidders' bonding rate and capacity;
 - d. Sufficiency of Bidders' financial resources;
 - e. Evaluation of Bidder's labor rates;
 - f. Bidders' ability to perform in accordance with the Contract Documents;
 - g. Bidders' ability to perform without delay or interference to other trades or scopes of work;
 - h. Bidders' history of performance on previous projects with CM or Owner;
 - i. Responsibility and reputation of Bidders;
 - j. Evaluation of Bidders' safety record;
 - k. Bidder's history of compliance with applicable laws, codes, and regulations;
 - l. Quality and availability of Bidders' personnel and resources; and
 - m. Amount and nature of Bidders' current or pending litigation.
12. Bidders bonding capacity and rate will be evaluated by CM and Owner. The cost of providing Bidders Performance and Payment Bonds may be added to Base Bid to assist in evaluating the lowest responsible qualified proposal. Bidders will be required to use the ConsensusDocs 706 and 707 for bonds, as provided at <https://www.nabholz.com/bidding-and-contract-documents/>
13. CM may perform an investigation of Bidders' financial condition. Bidders agree to assist in any such investigation, which may include a request for Bidders most recent audited or reviewed financial statements, a review of Bidders "Business Information Report" as prepared by Dun & Bradstreet, Inc., or discussions with Bidders' surety and banking agents.
14. Bidders are required to provide a price for each specified Alternate Bid, Unit Price, or Price Breakout that affects Bidders' Bid Package.
15. Bidders are required to provide unit prices for all labor classifications that apply to Bidder's Bid Package. Labor unit prices will be used to calculate labor for all change order requests.
16. The Contract Documents will include all documents identified as Contract Documents in the Agreement between the Construction Manager and Owner, The Master Contract & Project Contract between Construction Manager and Subcontractor, as well as the following attachments and any Addenda and Supplementary Conditions.
 - a. Exhibit A – Bid Package Description
17. All attachments and exhibits to the Contract between Construction Manager and Owner shall be recognized by Subcontract or PO between Bidders and Construction Manager.
18. Bidders' proposal shall include, but not limited to, the following costs:

- a. All applicable Sales Tax and Freight on Board to Project site unless stated otherwise in the trade specific Bid Package.
- b. Prevailing wage rates and documentation if required by Contract Documents.
- c. Employee orientation, safety training, infection control training, and photo ID badging, as required.
- d. Attendance at preconstruction and project coordination meetings, as required by specifications and Construction Manager's Quality Management System ("QMS"). Subcontractor is required to send foreman, project manager or owner to all weekly Project site coordination meetings pertaining to the Scope of Work and/or as required by Construction Manager's Project Superintendent. Employees attending meetings must have the authority to make commitments on Subcontractor's resources (manpower, equipment, tools, etc.) to maintain Project Schedule or meet milestone dates.
- e. Delivery of submittals, including but not limited to shop drawings, product data, samples, mock-ups, operating service and maintenance manuals, Material Safety Data Sheets (MSDS), and other documents and submittal materials required by the specifications.
- f. All product testing documentation required by specifications, including test certificates
- g. Coordination for field testing and inspections required by specifications and Construction Manager's QMS. Laboratory testing by others; any re-testing required due to initial failed testing under Scope of Work is the responsibility of Subcontractor. This requirement does not apply to air test & balance tests
- h. Hook-up and consumption charges for temporary utility and telephone services for Bidders' trailers and sheds, including maintenance of temporary services and removal of services when no longer needed.
- i. Task lighting and special electrical service requirements, including but not limited to:
 - i. Electrical Subcontractor will provide temporary power to accommodate the use of power tools, lighting, and masonry saws.
 - ii. Temporary electrical outlets will be spaced so that the entire area of construction can be reached by power tools on a single 100-foot extension cord; and
 - iii. General temporary illumination will be maintained at a level of 5 foot-candles.
- j. Telephones, computers, and internet access.
- k. Drinking water and ice.
- l. Storage sheds, office trailers, and labor sheds.
- m. Portable, gas-driven welders.
- n. All parking for employees shall be coordinated with Construction Manager's Project Superintendent at Bidders' expense.
- o. All material handling equipment, including but not limited to hoisting with certified operators, bracing, shoring, scaffolding as necessary to move materials and complete Scope of Work.
- p. Daily clean up and removal of all identifiable debris, including but not limited to:

- i. Site Cleanup. Subcontractor shall keep the Project site and work areas clean at all times and must sweep each work area and remove all debris prior to discontinuing work in each area. If the Subcontractor fails to immediately commence compliance with cleanup duties within forty-eight (48) hours after written notification from the Contractor of noncompliance, the Contractor may implement appropriate cleanup measures without further notice and deduct the cost thereof from any amounts due or to become due the Subcontractor under this Contract. Unless otherwise specified or required by law or regulation, all debris will be sorted as required and deposited on the Project site at a location designated by the project superintendent. Subcontractor shall comply with Contractor's on-site recycling and refuse programs. Subcontractors shall follow any Nabholz sustainability plans and programs regardless of whether the job is certified by the U.S. Green Building Council, Green Globes, or any other building certification entity. Temporary protection of work and stored materials. Protect adjacent materials and finishes. Damage caused by performing this work will be the responsibility of this trade contractor.
 - q. Weather protection as required to protect and perform the Work unless specifically excluded in Bid Package.
 - r. All applicable trade permits, licenses, and inspection fees, including bonds required for the Scope of Work.
 - s. Engineering layout, professional surveys, grade control and field dimensions associated with the Scope of Work.
 - t. Touch-up painting of any prefinished items as required.
 - u. Dewatering of all excavations associated with the Scope of Work, as required, preserving structural integrity and workability.
 - v. Provide enclosures, temporary heat, blankets, additives, etc. as needed to protect Work and materials from cold weather conditions.
 - w. Removal of existing materials in existing facilities, if considered part of the Scope of Work and legally dispose of offsite.
 - x. Provide and install firestopping at penetrations in fire walls resulting from Work in accordance with specifications and code requirements. Allow 5-10% destructive testing. Obtain approved submittal before installing firestopping.
- 19. Bidders shall strictly comply with Construction Manager's safety policies and OSHA safety regulations. Construction Manager's complete Safety Standards can be reviewed at Construction Manager's offices or <https://www.nabholz.com/bidding-and-contract-documents/> Hard hats and safety glasses, and high-visibility clothing are mandatory for all Project site employees during all phases of the project and must be worn at all times. Prior to working on a Construction Manager's Project, the viewing of Construction Manager's Safety Video by the construction personnel of all Bidders is a mandatory requirement. Hardhat stickers will be given to those construction workers who are confirmed to have viewed the

safety video. All workers must have the current calendar year hard hat sticker on their hard hats in order to perform work on Construction Manager's Project.

20. Compliance with and weekly updating of Construction Manager's Site Specific Combustibles Storage Plan.
21. Compliance with all requirements of Construction Manager's substance abuse and security policies.
22. Compliance with Construction Manager's insurance requirements. Reference Section 5.01 of the CM Manual.
23. Bidders' work shall strictly comply with all adopted Building Codes. Any code-related conflict in drawings and specifications shall be clarified and approved by the local Code Authority prior to installation.
24. Bidders shall be held responsible for submission of all submittals within three weeks of Notice of Intent to Award, including but not limited to shop drawings, product data, samples, mock-ups, operating, service and maintenance manuals, material safety data sheet information, and other submittals required by the specifications and Construction Manager's QMS. Submittals to be checked and signed off on by Bidders' representative indicating a review has been completed. Shop Drawings should be started upon Notice of Intent to Award and completed expeditiously to not delay construction. Coordinate with existing conditions and other Subcontractors as needed for locations, sizes and penetrations required. Color samples to be treated as part of the submittal process.
25. Bidders shall provide closeout documents per Contract Documents and Master Contract including, but not limited to, attic stock, as built drawings, testing, warranties and equipment operation manuals before Substantial Completion as a prerequisite to Final Payment. Provide equipment operation instructions to Owner representative, as required.
26. Bidders shall provide warranty from date of Substantial Completion of Subcontractor's Work and for the duration per specification. All Warranty and call-back Work resulting from the Scope of Work shall be at no cost to the Owner or Construction Manager. Temporary use of equipment during construction will not affect the Warranty or call-back periods required by the specifications.
27. Bidders may not remove or replace its Superintendent or Foreman without prior written consent from Construction Manager.
28. Bidders shall coordinate delivery of required materials associated with the Bid Package. Bidders shall provide equipment and personnel necessary to unload, stack, protect, and store materials on Project site. Bidders shall inventory all delivered items and inspect for damage or missing items. Note damaged or missing items on the bill of lading. Construction Manager is not responsible for damaged or misplaced materials or equipment. Bidders shall file all damage claims with insurance carrier(s). Placement of staged items shall be coordinated with Construction Manager's Project Superintendent.
29. Stored materials are to be protected from heat and humidity as required by the manufacturer. All materials must be tagged with Project and Construction Manager's name. The items above are subject to the specifications and Owner requirements. Coordinate location of Project site storage containers with Project Superintendent.

30. Bidders shall coordinate Work with the Construction Manager and other trades affecting their Scope of Work.
31. Bidders shall contact the Project Superintendent if the substrate is unacceptable before installation of the Scope of Work. Installation of materials over substrate implies acceptance of substrate.
32. Time is of the essence. Provide a detailed schedule in bar chart format for the Scope of Work within 10 days of receiving Notice of Intent to Award. Comply with the Project Schedule furnishing necessary resources, including overtime, to maintaining project schedule. Should Bidders fall behind schedule due to conditions within Bidders' control, Bidder shall implement whatever means are necessary to accelerate the Bidders' Scope of Work until it is in compliance with the schedule. The cost of accelerating the Work shall be borne by the Bidders. Certain areas may be completed earlier than originally indicated on schedule. Subcontractor must be prepared for any minor adjustments to the schedule as Work progresses.
33. Time lost due to weather conditions must be made up by Bidders.
34. Bidders shall comply with the established work hours or Owner-specified durations necessary to minimize impact on Owner operations.
35. Construction Manager maintains ownership of all schedule free float.
36. Bidders shall sequence Work as directed by Construction Manager.
37. Bidders must be and have been regularly engaged in Work to be performed for the past 5 years using at least partially their own workforce skilled in that type of work. Project site foreman must be employed directly by Subcontractor and professionally qualified for Work to be performed with at least 10 years' experience.
38. Bidders must participate and comply with the Construction Manager's QMS as relevant to the Scope of Work.
39. Punch lists issued by Construction Manager, Architect, or Owner will be completed within fourteen (14) calendar days from the date of issue. If Bidders fails to comply with this requirement, Construction Manager reserves the right to perform the Work for the Bidders and back-charge the Bidders for the cost of the Work.
40. Prior to commencing work, bidders must provide company specific safety plan and silica exposure plan to superintendent, in either digital or physical copy.

3.00 BID PACKAGES AND BID FORMS

.01 General Scope Requirements

All trade specific bid packages shall be inclusive of the General Scope Requirements listed below.

1. Refer to Instructions for Bidders, for general requirements.
2. Subcontractor agrees to follow all safety procedures and safety regulations of Nabholz, including those that are more stringent than Subcontractor's own safety policy or OSHA standards.
3. All employees must wear hard hats, eye protection, and high visibility vests at all times on site.
4. Subcontractor is responsible for the protection of the SWPPP devices in place. If Subcontractor is required to move a SWPPP device in order to complete work, Subcontractor must replace that device as installed. Coordinate removal and replacement of SWPPP device with Project Superintendent.
5. Construction Manager will provide layout to building corners. Subcontractor is responsible for layout beyond these points.
6. Coordinate on-site employee parking with Project Superintendent.
7. Coordinate location of on-site storage containers with Project Superintendent
8. Employees shall avoid harassment of students, faculty, or staff. Employees who violate this requirement may be removed from the jobsite by Project Superintendent.
9. Subcontractor will actively participate in the Nabholz Quality Management System.
10. Subcontractor agrees to follow the Project Schedule and meet the milestone dates. Certain areas may be made earlier than originally indicated on Schedule. Subcontractor must be prepared for any minor adjustments to the Schedule as work progresses.
11. Subcontractor must attend weekly coordination meetings. Employees attending meetings must have the authority to make commitments on manpower to maintain Project Schedule or meet milestone dates.
12. All Subcontractors and Suppliers will be required to write a site-specific safety plan to address Nabholz 12 Commitments To Live By (C2LB).
13. The Project will be staged on an existing, occupied, operating facility. Avoid interaction with owner's employees and staff. Any harassment of personnel listed above will not be tolerated. All questions or comments from such should be referred to Project Superintendent. Violation of this requirement will not be tolerated and may be grounds for immediate dismissal from Project and/or legal action.
14. Construction activities that generate high decibel noise levels must be scheduled and coordinated with Construction Manager's Project Superintendent.

.02 Bid Form (Steele Plastics- Building Expansion)

Date of Bid _____

Submitting Company ("Bidder")

Company Name _____

Legal Name _____

Project State License Number _____

Company Representative

Name _____

Email Address _____

Cell Phone _____

Scope of Work

Bid Package Number _____

Bid Package Description _____

Addenda

Bidder acknowledges receipt of the following addenda:

Addendum # _____ Dated _____

Addendum # _____ Dated _____

Base Bid

By submitting this proposal form, bidder acknowledges receipt of and compliance with Nabholz minimum insurance requirements, Master Contract Agreement, Project Contract Agreement, Performance and Payment Bond requirements, Purchase Order, CCIP Program Addendum, and Safety Standards.

Bidder agrees to complete the Scope of Work listed below for a lump sum of:

\$ _____

Alternates

1. Exclude all supply and install of heaters (HVAC TP only) Deduct \$ _____

Voluntary Alternates

2. _____ Add/Deduct \$ _____
3. _____ Add/Deduct \$ _____

Unit Pricing: Where applicable to Scope of Work, provide the following unit prices, which will be used to adjust contract amount for changes to Scope of Work.

1. **Undercut & Fill: Do not include in base bid.** Nabholz will calculate total undercut allowance based on unit price and control use of stated allowance based on the following details: Payment made based on unit price quoted. Measurement for payment will be based on a cross sectional measurement established by the soil removed below a stripping depth of 8" in fill areas and below planned subgrade in cut areas. Measurements will be according to geotechnical engineer verification. Unit price includes all overhead and profit. \$ _____ / CY
2. Flowable Fill: Furnish and install flowable at locations directed by Nabholz. Unit price includes all overhead and profit: \$ _____/CY
3. Excavate unsuitable material under footings and replace with compacted fill bridge lift. Measurement for payment will be based on a cross sectional measurement as verified by the geotechnical engineer. Unit price includes all overhead and profit: \$ _____ / CY
4. Excavate and remove from jobsite mass rock. Measurement for payment will be based on a cross sectional measurement as verified by the geotechnical engineer. Unit price includes all overhead and profit. Mass rock is classified as any rock that cannot be removed with a D7 dozer: \$ _____ / CY
5. Excavate and remove from jobsite trench rock. Measurement for payment will be based on a cross sectional measurement as verified by the geotechnical engineer. Unit price includes all overhead and profit. Trench Rock is classified as any rock that cannot be removed with a Caterpillar 245 Excavator: \$ _____ / CY

Completion Time

All Work shall be completed within the schedules prepared by and agreed to by Nabholz. Bidder shall provide adequate manpower and submit documentation for approval necessary to work within the timeframe scheduled. Estimated time period for construction is November 2026 through May 2027.

Bonding

Bond Rate Cost in Percent _____

Bidder can provide a Performance and Payment Bond and can meet the requirements set forth in the "Project Contact".

(circle one)

Yes/No

Name of Surety Agent _____

Surety Agent Phone

Number _____

Acceptance of Contract Forms

Bidder acknowledges that they have reviewed and accept the Contract Performance and Administration, Sample Master Contract, Sample Project Contract, Payment and Performance Bonds, Sample Purchase Order, Contractor-Controlled Insurance Program Addendum to Master Contract and the Nabholz Safety Standards forms linked in Section 5.02. Proposed modifications must be submitted with bid.

Signature

Bidder agrees that this proposal remains valid for a period of 60 days. Bidder understands that Nabholz and the Owner reserve the right to reject any or all bids. Bidder acknowledges Nabholz minimum insurance requirements and understands that the Master Contract shall be the basis of any contract offered by Nabholz Construction to Bidder. Proposed modifications of Master Contract language must be submitted with bid. Attach additional sheets if necessary. Upon receipt of notice of acceptance of bid, Bidder agrees to execute and return the contract and required insurance certificates within two weeks of notification.

By _____

Title _____

Printed name of individual signing this
proposal _____

Contact phone
number _____

Date _____

END OF PROPOSAL FORM

TP #01 Concrete

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 03 10 00 - Concrete Forms and Accessories
- 03 20 00 - Concrete Reinforcement
- 03 30 00 - Cast-In-Place Concrete
- 03 35 00 - Concrete Floor Finishing
- 03 39 00 - Concrete Curing
- 31 31 16 - Soil Treatment for Termite Control
- 32 13 13 - Portland Cement Concrete Paving
- 32 11 23 – Aggregate Base Course

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Prepare and construct all building concrete assemblies, including but not limited to wall foundations, footings and mats, grade beams, slabs on grade, ramps, trenches, pits, equipment pads, below-grade walls, structural slabs, columns, and beams as indicated in the construction documents. Prepare and construct all site concrete assemblies, including but not limited to concrete paving, drainage swales, curbs and gutters, curb inlet caps, pedestrian paving, steps, ramps, stoops, equipment and transformer pads, light pole bases, light bollard bases, site foundations and slabs as indicated in the construction documents.
2. Furnish and install all expansion and construction joints including keyways, dowels and saw cutting as required.
3. Include all associated excavation, backfill, and compaction (both interior and exterior perimeters). Move spoils off-site or to area designated by Contraction Manager.
4. Backfill compaction must meet requirements of specifications.
5. Include formwork, notching, bedding and leveling materials, reinforcing steel and mesh, tie wire, bolsters and supports, void forms, board insulation, concrete ready-mix, methods of conveyance (i.e. pumps, buggies), admixtures, curing and hardening compounds, concrete accessories, joints and weeps, sleeves, drain boxes and covers, filter fabrics and moisture membranes, finishing, and rubbing.
6. Install all embedded items (including bollards, sleeves, bolts) furnished by others.
7. Furnish, install, and compact gravel base at concrete flatwork where required.
8. Provide termite treatment in accordance with specifications.
9. Grout all base plates as required.

10. Install and maintain a designated concrete wash down area.
11. Provide all cold weather and/or hot weather protection as required to maintain Project Schedule in accordance with ACI standards.
12. Provide generator power if electric is not readily available.
13. Unless more stringent requirements are specified, maintain maximum flatness tolerance of 1/8 inch in 10 feet for all floor slabs.
14. Final surfaces shall be as specified and free from cracks, voids, and spalls. Positive drainage of water shall be provided on traffic surfaces, without ponds or water stands. Should final surfaces contain any of the above mentioned, items shall be repaired at no additional cost to the Owner.
15. Replace grades to original condition in affected areas adjacent to work performed.
16. Concrete curing shall be in accordance with the construction documents and ACI.
17. Include foundation layout with base line established by professional surveyor. Check and maintain survey control points and layout anchor bolts.
18. Coordinate with plumbing and electrical trades regarding work that is under or in concrete.
19. Coordinate city inspections.

Section B: Project Specific Requirements:

1. Provide haul off for any spoils accumulated during excavation necessary to get the concrete scope completed.
2. Provide and install all gravel base (under apron, sidewalks, and building pad), concrete apron, and sidewalks at all man doors as identified on C3.00.
3. Provide and install reinforcement for heavy duty concrete paving on C3.00.
4. Installation of steel bollards with infilled concrete per detail G3 on A1.01, bollards provided by others.
5. Include necessary core drilling for bollards installed in existing building. A1.01
6. Provide all layout for this scope of work from provided benchmarks.
7. Provide and install all slab underlayments from subgrade to finish floor elevation including but not limited to gravel base, drainage rock, vapor barrier, etc.
8. Provide soil treatment for termite control under slab immediately prior to vapor barrier installation.
9. Include all reinforcement associated with the concrete scope of work.
10. Provide and install all reinforcing steel and dowel bars associated with the concrete scope of work.
11. Provide and install all grout fill at column bases.
12. Coordinate with Construction Manager on slab placement schedule.
13. Include all concrete and reinforcement for footings as shown on S1.1 and S2.1
14. Include any and all excavation required for slab and footings.
15. Include installation of embeds and anchor bolts provided by others.

Section C: Project-Specific Exclusions:

1. Not Applicable.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

End of Bid Package

TP #02 Millwork

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 06 20 00 – Finished Carpentry and Custom Millwork
- 07 90 00 - Joint Sealers
- 06 10 00 - Rough Carpentry (As Applicable)

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Provide samples of any exposed wood grain product and all millwork hardware with shop drawings submittal. Specifically request approval of color and finish selections of all laminate and hardware on shop drawings.
2. Visit project site and take field measurements before fabrication. Coordinate and schedule site visit with Project Superintendent.
3. Coordinate all material deliveries and sequence of installation with Project Superintendent no later than 30 days prior to start of work.
4. Furnish and install all cabinet units, shelving units, vanity units, countertops, and splashes as indicated in the construction documents.
5. Provide a sufficient amount of scribes and/or fillers as necessary for a complete installation of millwork.
6. Include all associated brackets and supports.
7. Furnish and install finish hardware for millwork and cabinetry including key locks per construction documents.
8. Furnish and install solid surface tops, sills and treads per contract documents.
9. Provide all necessary cut outs for plumbing and electrical fixtures as required, and all cut outs as required for appliances. Provide grommets at cut-outs for power or data cords.
10. Furnish and install approved and matching colored caulking for each color of plastic laminate or solid surface material supplied.
11. Set and adjust all door and drawer margins after installation at the project site.
12. Remove glues and resins, clean out wood and plastic laminate shavings from inside drawers and compartments, and wipe all dust from all millwork immediately after installation.
13. Provide protection of countertops after installation, to be removed at the direction of the Construction Manager.
- 14.

Section B: Project Specific Requirements:

1. Provide and install all cabinets, doors, shelves, hardware, pulls, solid surface, side splashes, and backsplashes as identified in the drawings.(A2.00)
2. Provide adjustable shelving in cabinets.
3. Provide melamine and plastic laminate where noted.
4. Include caulking of solid surface where it meets flooring, walls, etc.
5. Coordinate with plumber and plumbing submittals for sink openings.
6. Include base frame for all floor mounted millwork.
7. Coordinate with GC where blocking needs to be for wall mounted cabinets.

Section C: Project-Specific Exclusions:

1. Not Applicable.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #03 Joint Sealer

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 07 90 00 - Joint Sealers

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Provide weather-tight storage and heat to protect materials from freezing.
2. Provide all necessary surface preparation.
3. Clean surfaces prior to commencement of work per construction documents.
4. Provide joint sealants and incidentals as necessary and per the bid documents at building exterior to secure a water-tight building envelope.
5. Include joint sealants in and surrounding site paving and existing slab.
6. Confirm that materials furnished for this Bid Package are compatible with other materials furnished for other Bid Packages.

Section B: Project Specific Requirements:

1. Provide and install joint sealant at expansion joint where existing and the new slab meet.

Section C: Project-Specific Exclusions:

1. N/A

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #04 Doors, Frames, and Hardware (Supply)

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 08 11 13 - Hollow Metal Doors and Frames
- 08 31 13 – Interior access panels and frames
- 08 71 00 -Door Hardware
- 08 80 00 - Glazing

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. This is an all-inclusive bid package. Supplier agrees to furnish ALL items covered by the Sections referenced above and described herein.
2. Coordinate with superintended for multiple shipments of materials throughout the duration of the project and as required by the project.

Doors, Frames and Hardware

3. Include cost of freight to jobsite. Coordinate all lay down and staging areas with Project Superintendent at least 48 hours in advance of all material deliveries.
4. Any discrepancy between the hollow metal, hardware and wood door schedules shall be immediately brought to the attention of Project Superintendent.
5. Furnish and deliver all hollow metal frames and mullions, including all anchors and accessories.
6. Furnish and deliver all hollow metal doors, wood doors and accessories.
7. All materials must be individually wrapped and protected, and clearly labeled and tagged.
8. All frames and doors must be rated as required and carry the appropriate underwriters label.
9. All doors must be pre-machined for finish hardware, undercut (as required), and pre-finished (if required by construction documents).
10. Include door cutouts, view lite kits, grilles, and stops.
11. Include all transoms and side panels as required.
12. Furnish and deliver all finish hardware, including cylinders for aluminum or glass doors.
13. Furnish and deliver temporary construction cores.
14. Include provisions for final keying. Include cost for coordination meeting with Owner Representative(s).

Section B: Project Specific Requirements:

1. Include all doors, hardware, and accessories that are referenced in door schedule and specs.
2. Include hollow metal frame for windows. (Ref. Door Schedule on A10.01)
3. Include all hollow metal door frames and accessories required for installation.
4. Provide appropriate fire rating for doors and frames. (Ref. Door Schedule on A10.01)
5. Provide fire rated access panel. (Ref. 2F on A2.00 and specs)

Section C: Project-Specific Exclusions:

1. Exclude coiling overhead door.
2. Exclude glass in door "100" for door type B. (Ref. Door Schedule and 4F on A10.01)

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #05 Overhead Coiling Doors

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 –
- Division 1 – General Requirements
- 08 33 00 – Rolling Overhead Doors

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Furnish and install all overhead doors, frames, controls, and accessories for a fully functional, completely operating system.
2. Include all necessary materials to connect doors to structure.
3. Provide all necessary blocking or supports that may be required for this work that is not shown on drawings.

Section B: Project Specific Requirements:

1. Provide and install all insulated overhead doors. Include motors, sensors, track, gasketing, and any additional framing required for a fully operational and functional overhead door system.
2. Provide shop drawings for overhead doors.
3. Any deviation from plans/specifications must be approved in writing prior to bid.
4. Provide and install open, close, stop button for controls.
5. Coordinate with electric contractor for requirements for sensor and button so conduit can be roughed in accordingly.

Section C: Project-Specific Exclusions:

1. Not Applicable.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #06 Glass & Glazing

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 07 90 00 - Joint Sealers
- 08 80 00 - Glazing

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Verify actual field measurements from installed rough openings.
2. Clearly identify all tolerance requirements on dimensioned shop drawings. Initiate on-site coordination meetings with the Project Superintendent to ensure the proper fit and scheduling of this work with the work of others.
3. Clearly dimension stile heights and widths on shop drawings.
4. Provide hoisting and material handling.
5. Provide all related hardware not specifically provided by others.
6. Furnish and install glass at hollow metal window frames and doors. Include all sealants and gaskets.
7. Include final adjusting per contract documents.
8. Remove all labels and stickers from all components after installation.

Section B: Project Specific Requirements:

1. Furnish and install glass for hollow metal frame window.
2. Furnish and install 1 hr fire rated door lite on door specified in door schedule.

Section C: Project-Specific Exclusions:

1. Exclude hollow metal frames for windows. They will be provided and installed by others.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #07 Light Gauge Framing & Acoustical Ceiling

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 07 21 16- Building Insulation
- 09 22 16 – Non-Structural Metal Framing
- 09 51 13 – Suspended Acoustical Ceilings

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Except where found to be in conflict with contract documents, adhere to requirements of the latest edition of the U.S. Gypsum Handbook for installation of gypsum board materials. Advise Construction Manager of all such discrepancies or conflicts in writing immediately.
2. Coordinate with steel erection contractor for all miscellaneous steel installations that are integral with light gauge framing systems. Coordinate with other trades for installations encapsulated by drywall or drop ceilings. Coordinate any and all framing inspections with local jurisdictions.
3. Include layout for metal stud walls and ceilings.
4. Inspect all penetrations through the weather barriers system for proper sealing and bring all non-conforming penetrations to the attention of the superintendent.
5. Provide complete suspended ceiling framing systems, hanger rods, flat hangers, wire, grid system, grid wires for light fixtures and other accessories.
6. Maintain true and level ceilings at heights indicated in the construction documents.
7. Coordinate installation of sprinkler heads, light fixtures, speakers, HVAC devices, access doors, and other appurtenances in ceilings.

Section B: Project Specific Requirements:

1. Install all access panels (provided by respective trade packages) as needed for TP #10, TP #11, and TP #12.
2. Install hollow metal frame for door number 103B. The hollow metal door and hardware will be installed by others.
3. Provide and install all interior wall framing, bracing, and sound batt wall insulation.(Ref building insulation specs 07 21 16 and wall types A2.00)
4. Provide layout of walls according to plans.
5. Provide and install all acoustical ceilings as specified on sheet A4.01.

Section C: Project-Specific Exclusions:

1. Exclude Installing Hollow Metal Frame and access panel in CMU wall
2. Exclude furring channels and interior metal wall panels these will be picked up by pre-engineered metal building contractor.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #08 Painting

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 03 39 50 – Concrete Sealer
- 07 90 00 - Joint Sealers
- 09 90 00 - Paints and Coatings

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Include surface preparation.
2. Preparation – before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of various coatings, remove oil and grease before cleaning. Do not begin to apply paint until unsatisfactory conditions have been corrected and surfaces are thoroughly dry. Remove efflorescence before painting cementations and masonry materials. Prepare and paint all miscellaneous metals include handrails, stairs, and metal flashing which are not pre-finished.
3. Protect all adjacent surfaces against painting.
4. Provide all interior and exterior painting and staining of all surfaces shown to be field finished. Scope includes, but is not limited to doors, frames, metals, and CMU.
5. Paint conduit, and piping as required.
6. Include painting of open structure ceilings as noted on finish schedule.
7. Includes touch up of walls, ceilings, and all other painted surfaces as required by industry standards.
8. Include interior caulking at hollow metal frames, window frames, storefront frames, sills and other beauty caulking as needed.
9. Tint each undercoat a lighter shade to simplify identification of each coat when multiple coats of the same material are applied. Tint undercoats to match the color of the finish coat but provide sufficient difference in the shade of undercoats to distinguish each separate coat.

Section B: Project Specific Requirements:

1. Prep and paint all hollow metal frames and doors.
2. Prep and paint all bollards.
3. Prep and paint existing ceiling and piping in existing break room. (Ref A2.00 and A4.01)
4. Prep and paint “C” channel on exterior door jambs and overhead door jambs. (Ref. 9/A8.04)
5. Prep and paint 1x2 wood trim shown on 2A/A2.00.
6. Install sealant and backer rod all door frames to wall and floor.
7. Prep and seal concrete floor.

8. Provide and install 4" cove base. (Ref detail 5A/A2.00)
9. Include prep and painting of exterior gas lines.

Section C: Project-Specific Exclusions:

1. Not Applicable

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #09 Pre-Engineered Metal Building (Supply and Install)

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 –
- Division 1 – General Requirements
- 05 50 00 - Metal Fabrications
- 09 90 00 - Paints and Coatings
- 13 12 10 - Pre-Engineered Metal Building System

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. All steel work shall be fabricated from approved shop drawings and design engineering calculations. It is incumbent upon this Supplier to confirm that he has the latest approved “field use” drawings prior to start of his work.
2. Engineering to include, but is not limited to loads for misc. steel items, catwalks, stairs, flag poles, sprinklers, scoreboards, and any other items attached to the building.
3. Fabricate and deliver all pre-engineered primary steel framing members, secondary framing members, bracing, bridging, joists, decking, edge and other angles, bent plates, connectors, studs, and fasteners as indicated in the construction documents and as required for a complete, sound structural system.
4. Furnish miscellaneous framing/support for mechanical, plumbing, and electrical equipment.
5. Fabricate and deliver all rough hardware, bearing and leveling plates, miscellaneous steel trim, shelf and relief angle, tread plate and supports, railings and handrails.
6. Fabricate and supply anchor bolts, loose lintels, railings, and pipe bollards as indicated in the construction documents.
7. Furnish wall and roof insulation as noted in the Construction Documents.
8. Furnish rigid insulation at beam voids if required.
9. Furnish soffit insulation if required.
10. Furnish metal wall, roof, and soffit panels as noted in the Construction Documents. Include all flashing, trims and gutters and downspouts necessary for a complete, fit, finished product.
11. Furnish flashing and boots at all roof penetrations. Include prefinished metal flashing around wood blocking at louvers if required.
12. Anchor bolt layout and bolts will require early approval and delivery to accommodate concrete phase of work.
13. Furnish snow guards as required by contract documents.
14. All steel exposed to view shall be oil free, have welds ground smooth, and be of sufficient quality for an exposed and finished surface.

15. Include prime painting (galvanized where required by the bid documents) and touch-up (where required) as indicated in the construction documents.
16. Provide copies of current welder's certifications prior to the start of any work. Keep those records on file at the job trailer and keep them current at all times.
17. Include all freight to jobsite. Coordinate all lay down and staging areas with Project Superintendent at least 48 hours in advance of all material deliveries. Coordinate delivery schedule with steel erection subcontractor for offloading.
18. Include the roof warranty per construction documents when it exceeds the manufacturer's standard warranty.
19. All steel work shall be erected and installed from approved shop drawings furnished by the PEMB fabricator. Confirm that you are working from the latest approved "field use" drawings prior to start of your work.
20. Provide copies of current welder's certifications prior to the start of any work. Keep those records on file at the job trailer and keep them current at all times.
21. Include off-loading of materials. Coordinate all lay down and staging areas with Project Superintendent at least 48 hours in advance of all material deliveries.
22. All steel exposed to view shall be oil free, have welds ground smooth, and be of sufficient quality for an exposed and finished surface.

Section B: Project Specific Requirements:

1. Provide demo needed for openings on existing structure that are tied to addition. (Ref. 5E/A1.00)
2. Provide and install all PEMB and structural steel structure, steel columns, wall girts, roof perkins, metal j trim, metal c girt, steel beams, bent plate, angles, and any other misc. steel items shown.
3. Provide all pipe bollards shown. Pipe bollards to be installed by the concrete contractor.
4. Provide and install all metal panels on interior and exterior.
5. Provide and install all furring channel needed for metal wall panels.
6. Provide anchor bolts to be installed by concrete contractor.
7. Coordinate with concrete contractor on anchor bolts plan.
8. Provide and install all necessary flashing and trim metal for metal building.
9. Standing seam metal roof to be provided and installed under this trade package.
10. Provide and install R-13 vinyl backed blanket insulation on the walls and roof.
11. Provide and install all pre-finished gutters and downspouts at standing seam roof locations.
12. Provide and install prefinished metal ridge and metal rake trim where shown.
13. Provide and install misc. steel as required for installation of new wall panels and roofing. (Ref. 9/A8.04)
14. Provide and install all Rod X-brace where shown in the drawings.
15. Install all exterior hollow metal frames along with the hollow metal frame for door 103C. Include any blocking and framing required to install. Hollow metal frames will be provided by others.
16. Coordinate with HVAC contractor for dimensions needed for framing exhaust fans and louvers.
17. Provide and install 3"x 3" angle framed opening for exhaust fan and louvers. (Ref. detail 1/M1.1)
18. Provide and install misc. steel as required shown on 5D/A8.04 and 9/A8.04.
19. Provide 8' prefinished metal liner panel around the perimeter of the storage area. (3A/A7.02)

Section C: Project-Specific Exclusions:

1. Not Applicable.

Section D: Project Alternates:

2. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #10 Plumbing

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 02 20 00 – Site Preparation
- 07 90 00 - Joint Sealers (as Applicable)
- 22 01 00 – General Plumbing Provisions
- 22 05 53 – Identification for Plumbing Piping and Equipment
- 22 07 19 – Piping Insulation
- 22 10 05 – Plumbing Piping
- 22 10 06 – Plumbing Specialties
- 22 10 08 – Plumbing Solder
- 22 40 00 – Plumbing Fixtures
- 31 23 17 - Trenching for Site Utilities
- 31 23 23 - Fill and Backfill
- 32 11 23 – Aggregate Base Course

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. In the case of discrepancy between drawings, specifications, codes, local and state laws, ordinances, or contract documents, the most stringent governs.
2. Because of the drawing scales it is not possible to indicate all fittings and accessories that may be required. Include any and all fittings, offset, valves, etc., for a complete system.
3. Include temporary water supply.
4. Plumbing contractor is to lay out all lines and elevations associated with this scope of work.
5. It is the responsibility of the plumbing contractor to verify the locations of all existing utilities and services as indicated on the drawings that are to be tied into prior to submitting a bid proposal. Failure to do so will result in the plumbing contractor assuming responsibility for any deviations of existing utilities from the construction documents.
6. Furnish all pipe bedding and cushion materials per construction documents.
7. Provide gradation plan if required. Check all sewer line gradations with existing utilities prior to installation to ensure the required flow is achieved.
8. Upon completion of plumbing contractor's underground work, plumbing contractor is responsible to re-grade area, back fill and compaction to restore slopes and elevations to prevent standing water. Remove all spoils off site. Restore areas to the same state or better before work was commenced.

9. Include removal and replacement of concrete and masonry as required to tie into existing services and utilities.
10. Prior to placement of the concrete slab, all stub ups are to be capped to prevent any concrete debris from falling into sanitary waste and vent lines. After installation of all concrete slabs on grade provide camera inspections of all sanitary sewer and vent lines to verify that lines are free and clear of debris.
11. Furnish and install complete plumbing system per construction documents.
12. Include complete sanitary sewer system.
13. Include all natural gas piping required for this scope of work.
14. Furnish and install all domestic water piping required to complete this scope of work.
15. Include any utility company fees, impact costs, metering or vault costs Include penetration sleeves, saw cutting, and coring required for this scope of work.
16. Furnish on site storage as required by the construction manager for the storage of fixtures and equipment.
17. Include a plumbing representative to be on site during slab pours to ensure plumbing lines remain in place.
18. Furnish and install all plumbing fixtures including but not limited to urinals, urinal carriers, toilets, sinks and drinking fountains.
19. Include backflow preventers and tests.
20. Include all associated blocking, anchors, stenciling and tagging for this scope of work.
21. Include pipe supports associated with this scope of work. All miscellaneous steel, uni-strut, all thread rod and accessories required for pipe support, wall or floor penetrations and blocking as required.
22. Coordinate with other trades to locate sleeves and to ensure plumbing does not interfere with any other items.
23. Include all plumbing identification including color coding, stencil, labels tags, etc. per construction documents.
24. Install flashing or sealant at each exterior weather barrier penetration per weather barrier manufacturer's recommendation.
25. Include all final connections to Owner-furnished equipment.
26. Include final plumbing connections to laboratory equipment, food service equipment and casework. Coordinate with those trades for tie-in of plumbing items relating to those trade.
27. Furnish and install all appliance related plumbing as required.
28. Include sealants (color selected by Architect) around all plumbing fixtures, sinks and lavatories.
29. Provide video scoping of all sanitary sewer lines to the outside of building prior to substantial completion and correct any blockages or deficient piping found.
30. Include cleaning, purging and flushing of all lines when complete as related to this scope of work.
31. Ensure all equipment has adequate maintenance access when in place.
32. Clean up waste and debris generated by this scope of work and dispose on a daily basis and as directed by the construction manager.
33. Include documented instructional training to the owner's representative regarding the operation and maintenance of the plumbing systems.
34. All warranties for fixtures, devices, and equipment begin at date of Substantial Completion of Project.
35. Contractor is required to submit med-gas certification with shop drawings.

Section B: Project Specific Requirements:

1. Include disposal of spoils from underground rough-in.
2. Include sink drain line from sink to the existing sanitary sewer it gets tied into. Provide and install necessary cleanouts shown.
3. Include all plumbing associated with adding sink.
4. Provide and install all fixtures associated with this.

5. Include all insulation associated with this scope of work.
6. Furnish access panels for this scope of work. Installation of access panels by others.
7. Coordinate stub-outs with millwork contractor as necessary.
8. Include connections to mechanical units.
9. Include all building gas work to be provided by plumbing contractor, reference site plans.
10. Include connection to existing gas lines.
11. Include any applicable fees for connecting to existing gas line.
12. Coordinate with Summit Utilities for connection to existing gas line.
13. Contractor to seal all penetrations in exterior walls as required to achieve a watertight product.

Section C: Project-Specific Exclusions:

1. Painting of gas piping by others.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #11 Heating, Ventilation, Air Conditioning

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 07 90 00 - Joint Sealers (as Applicable)
- 23 01 00 – General HVAC Provisions
- 23 05 53 – Identification for HVAC Piping and Equipment
- 23 05 93 – Testing, Adjusting, and Balancing
- 23 07 13 – Duct Insulation
- 23 31 00 – Ducts
- 23 33 00 – Duct Accessories
- 23 33 30 – Air Duct Sealants
- 23 34 23 – Power Ventilators
- 23 37 00 – Air Outlets and Inlets
- 23 51 23 – Breechings, Chimney, and Stacks for Condensing Appliances
- 23 55 32 – Fuel Fired Unit Heaters
- 23 55 34 – Electric Heaters

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. HVAC contractor to provide equipment and ductwork shop drawings for coordination with other trades. Shop drawings are to include the locations and sizes of all duct work, equipment and equipment maintenance access.
2. In the case of discrepancy between drawings, specifications, codes, local and state laws, ordinances, or contract documents, the most stringent governs.
3. Furnish and install a complete HVAC system.
4. Scope includes, but is not limited to equipment, supports, anchors, curbs, flashings, piping, duct work, insulation, controls, stenciling and labeling, equipment disconnect switches, air venting devices, air exhausting devices, flow switches, condensation lines, dampers, diffusers, detectors, interconnection of instrumentation I/O control wiring systems, fuels, refrigerants and lubricants, supports for mechanical equipment, and other materials and devices as required for a complete HVAC system as per plans and specifications.
5. Because of the drawing scales it is not possible to indicate all fittings and accessories that may be required. Include any and all fittings, offset, valves, etc., for a complete system.

6. Provide conditioned air at the earliest possible date, as directed by Construction Manager, including all temporary and final air filters as required.
7. Furnish and install motor controllers and starters for mechanical equipment as specified.
8. Furnish and install louvers, access doors, grilles, and vents as required for this scope of work.
9. Include condensate piping.
10. Provide air filters including spare air filters for HVAC equipment.
11. Duct detectors are to be furnished by the electrical contractor, installed by this scope of work, and terminated by the electrical contractor. Coordinate with the electrical contractor for wiring and terminations.
12. Coordinate with the electrical contractor for the location, size and installation of disconnects. The electrical contractor is to furnish and install disconnects. The locations are to be provided by the HVAC contractor.
13. Furnish and install supports for return air boots as necessary.
14. Include all final connections to Owner-furnished equipment.
15. Include testing, adjusting and balancing per contract documents.
16. Include documented instructional training to the owner's representative regarding the operation and maintenance of the plumbing systems.
17. All warranties for fixtures, devices, and equipment begin at date of Substantial Completion of Project.
18. Include warranty per construction documents on all equipment regardless if used temporarily during construction for climatization.

Section B: Project Specific Requirements:

1. Provide and install all mechanical equipment as scheduled on mechanical schedules.
2. Include all insulation associated with this scope of work.
3. Include all mechanical controls associated with this scope of work as identified in the Contract Documents.
4. Provide and install all vents, louvers, and associated accessories (bug screen, caulking, etc.) to provide a weather tight envelope.
5. Furnish access panels necessary for this scope of work. Installation of access panels by others.
6. Coordinate with TP #09 to verify dimensions needed for framing on exhaust fans.
7. Include sealing of any penetration from ductwork, piping, and fasteners on the building exterior.
8. Coordinate exhaust fans to run by light switch with electrician.
9. Provide and install all roof boots, clamps, and sealant for any roof penetrations associated with the installation of heater exhaust vents.
10. Include all mechanical equipment shown on M1.1 and M2.1.

Section C: Project-Specific Exclusions:

1. Disconnects for HVAC equipment, to be provided by electrical contractor.
2. Gas connection to HVAC equipment by plumbing contractor.

Section D: Project Alternates:

1. Provide deductive alternate for deleting supplying and installing ceiling heaters and unit heaters from scope of work.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #12 Electrical, Communication and Electronic Safety

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 07 90 00 - Joint Sealers (as Applicable)
- 26 00 10 – General Electrical Provisions
- 26 05 19 – Wires and Cables
- 26 05 26 – Grounding
- 26 05 29 – Supporting Devices
- 26 05 34 – Conduit
- 26 05 37 – Outlet and Pull Boxes
- 26 05 53 – Identification
- 26 05 73 – Overcurrent Protective Devices
- 26 24 16 – Panelboards
- 26 27 26 – Wall Switches, Receptacles, and Plate Covers
- 26 28 18 – Motor and Circuit Disconnects
- 26 51 00 – Interior Building Lighting
- 26 56 00 – Exterior Lighting
- 27 10 05 – Conduit for Telephone/Data and TV Raceway System
- 28 31 06 – Existing Fire Alarm System

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Provide all temporary lighting and power distribution in buildings as required for construction activities.
2. Provide any conduit, pull strings, j-boxes etc. for any TP #11 empty raceway systems as required per plans and specifications.
3. Provide any grounding systems, and certifications as required per plans and specifications.
4. Provide all final connections and terminations for Owner Furnished Equipment.
5. Provide all final electrical connections and terminations as required to equipment furnished and installed by other bid packages.
6. Provide equipment and device testing, checkout and/or load studies as required per plans and specifications.
7. Provide training of Owner's staff on electrical equipment.

8. In the case of difference between drawings, specification, codes local & state laws, ordinances or contract documents, the most stringent governs.
9. All warranties for fixtures, devices, equipment and gear begin at the date of the Project's Substantial Completion.

Section B: Project Specific Requirements:

1. Provide and install all light fixtures and associated conduit and power as scheduled on electrical drawings.
2. Provide and install all conduit and power to any mechanical equipment identified on mechanical drawings.
3. Provide and install all panels, breakers, wiring, receptacles, conduits, photocell, life safety, and trim plates called for in the plans.
4. Include all low-voltage, systems, raceways, and fire alarm components as shown in the Contract Documents.
5. Furnish and install all final connections to owner provided equipment.
6. Contractor to seal all penetration in exterior walls as required to achieve a watertight product.
7. Provide and install all ground rods according to E2.2.
8. Coordinate with concrete contractor for when to install ground rod so that is tied into rebar.
9. Include disconnects for all HVAC equipment.
10. Provide and install necessary power needed for roll up door motor. Verify power requirements with overhead door contractor before install.
11. Provide access panels as required, panels to be installed by other.
12. Verify connection requirements for owner furnished equipment prior to making final connection.
13. Provide and install all conduit, pull strings, and backboxes needed for the fire alarm.
14. Coordinated with overhead door contractor on where conduits for sensors and operation controls need to be roughed in.
15. Provide and install conduits for the overhead door contractor for sensors and operation controls

Section C: Project-Specific Exclusions:

1. Exclude all fire alarm besides conduit and backboxes.
2. \$1,200 allowance for fans. Nabholz will carry this allowance.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

TP #13 Earthwork

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements
- 02 20 00 – Site Preparation
- 02 41 13 – Selective Site Demolition
- 31 00 00 – Earthwork
- 31 22 00 – Grading
- 31 23 16 – Excavation
- 31 23 23 – Fill and Backfill
- 31 25 00 – Erosion and Sediment Control
- 32 11 23 – Aggregate Base Course

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

Earthwork and Storm Drainage

1. Coordinate the procurement of all paperwork, permits, fees, and bonds necessary for the work covered under this agreement, bearing all cost associated.
2. Professional surveyor to establish benchmarks, set lines and levels to layout building(s) and parking under this scope of work. Provide all site layout and engineering required including maintenance of such.
3. Maintain storm water prevention plan in accordance with requirements of the local jurisdiction(s).
4. Provide erosion control, maintenance of positive site drainage, and dewatering as it relates to the work. Maintain positive site drainage.
5. Provide all barricades, excavation protection, traffic control, and flagmen as necessary for the work.
6. Include all applicable taxes for this scope of work.
7. Locate existing utilities and structures prior to commencement of work. Damage to existing utilities and structures as a result of this work will be paid for by the sitework contractor.
8. Do not interrupt existing utility serving occupied or operating facilities, except when authorized in writing by Owner and authorities having jurisdiction. Provide temporary services during interruptions to existing utilities, as acceptable to Owner and to governing authorities.
9. Provide demolition of all abandoned or terminated underground utility lines and structures.
10. Provide all site clearing, grubbing, tree and stump removal, hauling, and dumping.
11. Strip, store, and protect topsoil. Replace and grade to within (±) .10 feet. Remove excess topsoil from site or stockpile in a location as directed by Construction Manager.
12. Provide watering/water trucks as required to provide compaction and to control dust.

13. All grading, cut, fill, disking and or processing, compaction to 95% standard optimum density (or as otherwise specified). Grades to be provided to (+/-) .10 feet of specified subgrade. Provide import of necessary fill or hauling of excess cut if necessary. Excessive slopes shall be laid back at a 2:1 slope as required.
14. Coordinate soils testing with Project Superintendent and testing agency.
15. Pay for any retesting in the event of failed compaction test.
16. Provide test certificates for offsite fill if used.

Section B: Project Specific Requirements:

1. Include all silt fence and inlet protection installation and removal as shown C2.00
Maintenance of the silt fence throughout the project will be done by others.
2. Include all site demolition and haul off as necessary. (Sidewalk C1.00)
3. Include building pad and gravel pavement.
4. Include any haul off and fill needed to complete this scope.

Section C: Project-Specific Exclusions:

1. Not Applicable.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. See bid form for unit pricing.

END OF BID PACKAGE

TP #14 Landscaping

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 & 1- General Requirements

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Coordinate the procurement of all paperwork, permits, and bonds necessary for the work covered under this agreement, bearing all cost associated with the same, including impact fees.
2. Provide barricades, excavation protection, traffic control, and flagmen as necessary for this work.
3. Provide all material and perform all work to provide a complete landscaping system in strict accordance with the Contract Documents.
4. Provide final machine/hand grading of topsoil as required to ensure proper drainage away from buildings and walks. Remove deleterious materials and rocks from topsoil.
5. Furnish and install all sleeves.
6. Provide initial and continuing maintenance as required by the Contract Documents.
7. Kill existing vegetation prior to the installation of sod or seed.
8. Provide all plantings and ground treatments (grass seed and or/ sod) and protection as outlined in the Contract Documents.
9. Provide all road clean-up required by activities of this work.

Section B: Project Specific Requirements:

1. Provide and install all plants shown on sheet L1.00.
2. Provide means of excavation for planting holes.
3. Include hauling off any spoils incurred as a result of installing plants.
4. Provide and install all things associated with installation of plants. (planting soils, gravel, stakes, wire, mulch, rubber hose, ect.)
5. Provide 1 year warranty for complete coverage of landscape and irrigation as stated on landscape note 11 on L1.00.
6. Provide 1 year warranty for maintenance of landscape and irrigation as stated on landscape note 12 on L1.00.

Section C: Project-Specific Exclusions:

1. Not Applicable.

Section D: Project Alternates:

1. Not Applicable.

Section E: Unit Pricing:

1. Not Applicable.

END OF BID PACKAGE

4.00 SCHEDULE

1. All activities related to Bidder's Scope of Work shall be completed within the schedules prepared by and agreed to by Construction Manager. All Subcontractors and Suppliers shall procure materials and provide the manpower necessary to meet the Project Construction Schedule. Estimated time periods for construction are:
 - a. Earthwork November/December 2026
 - b. Building Structure Feb 2027
 - c. Interior Finishes March/April 2027
 - d. Project Completion May 2027
2. A Preliminary Construction Schedule will be provided to all Subcontractors and Suppliers with Project Contracts. Meetings will then be held with all Subcontractors and Suppliers for the purpose of receiving and coordinating input relating to duration and scheduling of project activities, which will be used to produce the actual Project Construction Schedule.
3. All Subcontractors and Suppliers shall be ready to commence work as required by the Project Construction Schedule and immediately upon receiving Notice to Proceed; and receipt from Subcontractor of executed Master and Project Contract Documents, Insurance that complies with Nabholz requirements, and Performance and Payment bonds (if required). In addition, all Subcontractors and Suppliers shall be prepared to provide shop drawings and/or submittals immediately upon award of contract and in no case no later than 30 days after award of contract.

5.00 OTHER FORMS

.01 Insurance Requirements

CONSTRUCTION MANAGER WILL NOT AUTHORIZE PAYMENTS TO SUBCONTRACTOR UNLESS SUBCONTRACTOR'S CURRENT CERTIFICATE OF INSURANCE AND CERTIFICATE OF SAFETY AND HEALTH IS ON FILE AND APPROVED.

FOLLOWING ARE MINIMAL INSURANCE REQUIREMENTS FOR SUBCONTRACTORS. WHERE THESE GENERAL REQUIREMENTS ARE LESS THAN THE REQUIREMENTS SET BY THE CONTRACT DOCUMENTS, THE CONTRACT DOCUMENTS WILL PREVAIL.

1. Commercial General Liability, with limits, no less than:

Each occurrence:	\$2,000,000
General aggregate (project specific):	\$2,000,000
Products/completed operations aggregate:	\$2,000,000

Policy shall contain no less than the following:

- a. Policy form ISO CG 00 01, or equivalent.
- b. Coverage shall be primary and non-contributory.
- c. ISO standard severability of interest's clause and separation of insureds clause.
- d. Claims-made policies are not acceptable
- e. ISO CG 24 04 10 93, or equivalent endorsement form waiving subrogation.
- f. ISO CG 20 10 and CG 20 37, or equivalent endorsement(s) for ongoing and completed operations. Unless prohibited by law, additional insured status shall not be limited to comparative negligence or vicarious liability of the Construction Manager.
- g. Additional insured endorsements shall accompany Certificate of Insurance.

2. Automobile Liability Insurance, no less than:

Combined single limit:	\$2,000,000
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Policy shall contain no less than the following:

- a. Coverage for "any auto," including owned, non-owned, and hired motor vehicles.
- b. Additional insured endorsement or omnibus clause.
- c. Waiver of subrogation endorsement.

3. Workers' Compensation and Employer's Liability Insurance, with limits no less than:

Workers' Compensation:	Per Statute
EL Each Accident	\$1,000,000

EL Disease – EA Employee	\$1,000,000
EL Disease – Policy Limit	\$1,000,000

- a. Other States coverage shall be included.
- b. Jones Act coverage shall be included, if applicable.
- c. USL&H coverage shall be included, if applicable.
- d. Workers' compensation policy shall contain a waiver of subrogation endorsement, if permitted by law.

4. Umbrella Liability or Excess Liability Insurance

OPTIONAL

Limits may be used to obtain the required limits for commercial general liability, automobile liability, and employer's liability insurance. Such insurance shall follow-form with any primary policies.

5. Other Insurance

Other Insurance coverages may be required based on Scope of Work.

6. Additional Insured Entities.

Each insurance policy (except for workers' compensation and employer's liability insurance) shall include the following entities as additional insured parties:

- a. Nabholz Construction Corporation, its parent and affiliated companies;
- b. Project Owner;
- c. Project Architect and Engineers;
- d. Each of their respective employees, agents, and principals; and,
- e. Others as required by the Contract Documents

7. Subcontractor must maintain insurance throughout the duration of the Project and such time Subcontractor may be held legally liable for its Work, including the warranty period, or for such longer period as may be required under the terms of the Contract Documents.
8. If permitted by law, the certificate of insurance must include a 30-day written cancellation notice.
9. See sample certificate of insurance at <https://www.nabholz.com/bidding-and-contract-documents/>

.02 Example Contracts, Forms, and Other Documents

Effective March 1, 2022, Nabholz began using an updated form of the Master Contract. If you previously had a Master Contract with Nabholz that is dated prior to March 1, 2022, you will need to execute a new Master Contract for subcontracts issued after March 1, 2022. Any subcontract issued prior to March 1, 2022, will be governed by the previous Master Contract form. Executing this new Master Contract will not affect projects already completed or currently under subcontract with Nabholz.

The following documents are available at <https://www.nabholz.com/bidding-and-contract-documents/> and should be reviewed prior to bid submission:

1. Contract Performance and Administration
2. Sample Master Contract
3. Sample Project Contract
4. Sample Performance and Payment Bonds
5. Sample Purchase Order
6. Sample Certificate of Insurance
7. Contractor-Controlled Insurance Program Addendum to Master Contract
8. Safety Standards