

BRUNSWICK COUNTY

INVITATION TO BID

Electrical Services Connection for Longwood Rd. Sewer Project

DWI PROJECT NO. SRP-W-ARP-0297

ISSUE DATE: **February 12, 2026**

DUE DATE: **March 17, 2026**



BRUNSWICKCOUNTYNC.GOV/BID

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INVITATION TO BID

Pursuant to North Carolina General Statutes § 143-129 et. seq. and 2 C.F.R. § 200.320(b)(1), Brunswick County (“County” or “Owner”) is soliciting sealed bids for: **ELECTRICAL SERVICES CONNECTIONS FOR THE LONGWOOD ROAD SEWER, DWI PROJECT NO. SRP-W-ARP-0297**. Sealed bids must be received by **2:00 PM ET on TUESDAY, March 17, 2026**, in the Brunswick County Public Utilities Operations Center located at 250 Grey Water Road NE, Supply, NC 28462. Bids will be for the furnishing of all labor and materials, including all equipment required, as detailed in the technical specifications and summary of work contained herein. Any changes to the specifications or summary of work or clarifications to the bidding documents will be made in the form of an Addendum hereto and will be supplied to all known prospective bidders and posted on the County’s website. Notwithstanding the foregoing, bidders will be responsible for ensuring that they have all Addenda.

Each bid must be made on the forms provided. Brunswick County will not be responsible for the failure of any mail or delivery service to deliver a bid by the aforementioned date and time. Regardless of the manner of submission, bids received after the aforementioned date and time, incomplete bids, or bids not submitted at the correct location or in the designated manner will not be accepted. Sealed bids will be opened publicly and read aloud on **TUESDAY, March 17, 2026 at 2:00 PM ET** in the Brunswick County Public Utilities Operations Center located at 250 Grey Water Road NE, Supply, NC 28462.

A general description of the work includes, without limitation: Connecting the County-installed grinder pump system to the homeowner’s electrical system. This involves preparing the homeowner’s panel by installing the necessary breakers and wiring. If the existing panel lacks capacity, a new exterior panel may be added. The contractor is responsible for obtaining all required permits and securing approvals from the County’s permitting departments. All work will be coordinated with the homeowner and County as needed, and will continue through the successful operation of the grinder pump system.

Pre-Bid Meeting: An open optional pre-bid meeting will be held for all interested bidders and vendors on **THURSDAY, February 26, 2026, at 2:00 PM ET** at the Brunswick County Public Utilities Operations Center (UOC) located at 250 Grey Water Road NE, Supply, NC 28462. Directions are as follows: From Wilmington, follow US 17 toward Supply. Turn right onto Hwy. 211 heading toward Bolton. In approximately 1 mile turn right beside the Lockwood Folly District Park onto Grey Water Road. In approximately ¼ mile the Utilities Operations Center will be on the right.

The pre-bid meeting will address project specific questions, issues, and bidding procedures. Additional information and Addenda will be supplied to all known prospective bidders and posted on the County’s website. Notwithstanding the foregoing, bidders are responsible for ensuring that they have all addenda.

Site Visitation: Approximately 200 homes will require electrical work under this contract. While the County is finalizing the list of properties, limited site visits may be scheduled in coordination with the County. To schedule a site visit, contact Regina Quintos-Pascual by email regina.quintos@brunswickcountync.gov.

Bidding Documents will be posted or linked for download at the following locations:

- Brunswick County Public Utilities Operations Center (8:30 a.m. – 4:00 p.m. business days)
- Brunswick County Website, <https://www.brunswickcountync.gov/bid/>

- NC DOA Historically Underutilized Businesses (HUB) “Solicitation Opportunities” (<https://www.doa.nc.gov/divisions/historically-underutilized-businesses-hub>)
- NC DOA Electronic Vendor Portal (eVP) website: <https://evp.nc.gov/solicitations/>

County will not be responsible for full or partial sets of Contract Documents, including any addendum, obtained from any other source.

Brunswick County reserves the unqualified right to reject any and all bids. Pursuant to N.C.G.S. § 143-128.2, contractors are required to exhibit good-faith efforts to solicit minority business subcontractors. In addition to the foregoing, contractors are required to comply with 2 C.F.R. § 200.321 to ensure that small businesses, minority businesses, women’s business enterprises, veteran-owned businesses, and labor surplus area firms are considered. Contractors must be properly licensed. Additional instructions to bidders are included in the Contract Documents.

All bidder questions and/or clarifications must be submitted in writing to Regina Quintos-Pascual at regina.quintos@brunswickcountync.gov no later than **5:00 PM ET on TUESDAY, February 24, 2026**. Bidder questions and/or clarifications received after this date and time will not receive a response. Questions and/or clarifications will be answered in the form of an Addendum and supplied to all known prospective bidders and posted on the County’s website. Notwithstanding the foregoing, bidders will be responsible for ensuring that they have all Addenda.

Contractors are expressly prohibited from contacting any Brunswick County official or employee regarding this Invitation to Bid, except in the manner noted in this section. A violation of this provision is grounds for the immediate disqualification of the bidder.

NOTICE TO BIDDERS

Sealed bids will be received until **2:00 PM ET on TUESDAY, March 17, 2026**, in the Brunswick County Public Utilities Operations Center located at 250 Grey Water Road NE, Supply, NC 28462 for the furnishing of labor, material, and equipment for: **ELECTRICAL SERVICES CONNECTIONS FOR THE LONGWOOD ROAD SEWER, DWI PROJECT NO. SRP-W-ARP-0297**. Shortly thereafter, the sealed bids will be opened publicly and read aloud.

Sealed bids may only be received by mail or hand delivery. Sealed bids shall be labeled with the project name, Contractor's name, address, and license number and must be marked "SEALED BID, DO NOT OPEN." Bids shall be sent to:

Alternate Shipping Service or Hand Delivery
Brunswick County Public Utilities
Utilities Operations Center
Attention: Regina Quintos-Pascual
250 Grey Water Road NE
Supply, NC 28462
(910) 253-1714

US Post Office
Brunswick County Public Utilities
Attention: Regina Quintos-Pascual
P. O. Box 249
Bolivia, NC 28422

Brunswick County will not be responsible for the failure of any mail or delivery service to deliver a bid. Regardless of the manner of submission, bids received after the aforementioned date and time, incomplete bids, or bids not submitted at the correct location or in the designated manner will not be accepted.

Project Description: Connecting the County-installed grinder pump system to the homeowner's electrical system. This involves preparing the homeowner's panel by installing the necessary breakers and wiring. If the existing panel lacks capacity, a new exterior panel may be added. The contractor is responsible for obtaining all required permits and securing approvals from the County's permitting departments. All work will be coordinated with the homeowner and County as needed, and will continue through to the successful operation of the grinder pump system.

All bids shall be lump sum with provisions for unit prices as indicated in the Form of Proposal. The project shall be completed within **180 days from the Notice to Proceed issued by Brunswick County, but in no event later than December 11, 2026**. Funding for the project is provided by Federal funds from the State Reserve Funds grant as part of the American Rescue Plan Act and by Brunswick County funds, as more particularly set forth below.

Project Funding and Requirements: Brunswick County has received an award of federal funds from the State Reserve Program ("SRP") grant from the American Rescue Plan Act ("ARPA") (the "SRP-ARPA Funds") through the North Carolina Department of Environmental Quality ("DEQ") - Division of Water Infrastructure ("DWI") as approved under the State Water Infrastructure Authority ("SWIA").

Project Number SRP-W-ARP-0297 has been assigned to this Longwood Road Sewer Project by DEQ-DWI. The maximum amount of SRP-ARPA Funds from DEQ-DWI is \$14,956,200, a portion of which is expected to fund approximately 100% of the electrical services covered by this contract.

In using such SRP-ARPA Funds, County must comply with the DEQ-DWI grant award terms and conditions, the ARPA award terms and conditions applicable to the use of SRP-ARPA Funds, regulations issued by the U.S. Department of the Treasury (“Treasury”) governing the expenditure of monies distributed pursuant to ARPA (including, without limitation, the Interim Final Rule (86 Fed. Reg. 26,786 (May 17, 2021) and Final Rule (87 Fed. Reg. 4,338 (January 27, 2022))), and such other guidance as Treasury has issued or may issue governing the expenditure of monies distributed pursuant to ARPA (collectively, the “Regulatory Requirements”). Pursuant to the Regulatory Requirements, County must also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury has determined or may determine are applicable to the SRP-ARPA Funds.

In accordance with the foregoing requirements, Contractors interested in being considered for this work must agree to strictly adhere to all terms and conditions contained herein, including, without limitation, the Regulatory Requirements incorporated by reference as if fully set forth herein, and in the Construction or Repair Agreement, as may be amended from time to time, as required by Treasury. Contractors not agreeing to all terms and conditions are expressly prohibited from submitting a bid for consideration.

Liquidated Damages: There are liquidated damages associated with this project. Liquidated damages will be in the amount of One Thousand and No/100 Dollars (\$1,000.00) per day for each calendar day beyond the Substantial Completion date set from the Notice to Proceed.

Site Visitation: Inspection of the proposed construction site may be allowed outside of the pre-bid meeting by approval of Brunswick County. Telephone or email the above noted contact person to schedule a visit.

Pre-Bid Meeting: An open optional pre-bid meeting will be held for all interested bidders and vendors on **THURSDAY, February 26, 2026, at 2:00 PM ET** at the Brunswick County Public Utilities Operations Center: 250 Grey Water Road NE, Supply, NC 28462. Directions are as follows: From Wilmington, follow US 17 toward Supply. Turn right onto Hwy. 211 heading toward Bolton. In approximately 1 mile turn right beside the athletic park onto Grey Water Road. In approximately ¼ mile the Utilities Operations Center will be on the right.

The pre-bid meeting will address project specific questions, issues, and bidding procedures. Additional information and Addenda will be supplied to all known prospective bidders and posted on the County’s website. Notwithstanding the foregoing, bidders are responsible for ensuring that they have all addenda. The bidder is responsible for ensuring that their contact information is correct and on file with the person designated below. All bidder questions and/or clarifications must be submitted in writing no later than **TUESDAY, February 24, 2026, at 5:00 PM ET**. Bidder questions and/or clarifications received after this date and time will not receive a response. Bidder questions and/or clarifications will be answered in the form of an Addendum and supplied to all known prospective bidders and posted on the County’s website. Notwithstanding the foregoing, bidders are responsible for ensuring that they have all Addenda.

Questions or requests for clarification shall be directed to:

Regina Quintos-Pascual

Project Manager Engineering

regina.quintos@brunswickcountync.gov

910-253-1714

Contractors are expressly prohibited from contacting any Brunswick County official or employee regarding this Invitation to Bid, except in the manner noted. A violation of this provision is grounds for the immediate disqualification of the bidder.

The Contract Documents will be posted or linked for download at the following locations:

- Brunswick County Public Utilities Operations Center (8:30 a.m. – 4:00 p.m. business days)
- Brunswick County Website, <https://www.brunswickcountync.gov/bid/>
- NC DOA Historically Underutilized Businesses (HUB) “Solicitation Opportunities” (<https://www.doa.nc.gov/divisions/historically-underutilized-businesses-hub>)
- NC DOA Electronic Vendor Portal (eVP) website: <https://evp.nc.gov/solicitations/>

County will not be responsible for full or partial sets of Contract Documents, including any addendum, obtained from any other source.

INSTRUCTIONS TO BIDDERS

For a proposal to be considered it must be in accordance with the following instructions. Capitalized terms used but not defined herein shall have the meaning(s) ascribed to them in the General Conditions of the Contract.

1. Bids: Bids must be made in accordance with the Form of Proposal provided, and all blank spaces for bids, alternates, and unit prices applicable to Bidder's Work shall be properly filled in. When requested alternates are not bid, the proposal may be considered non-responsive. The Bidder agrees that a bid on the Form of Proposal detached from specifications will be considered and will have the same force and effect as if attached thereto. Faxed bids will not be considered. Numbers shall be stated both in writing and in figures for the base bids and alternates. Words shall take precedence over numerical symbols.

The proposal shall include the following:

- a. Form of Proposal
- b. Socioeconomic Contracting Affidavit

For items c. through e. see the enclosed "NC Division of Water Infrastructure MBE/WBE (DBE) Compliance Supplement – Instructions" (Instructions Pages 1 and 2).

- c. "Good Faith Efforts Form" (Good Faith Efforts Form, Pages 1 and 2)
- d. Table A: Prime Contractor and list of selected subcontractors
- e. Table B: Subcontract Solicitation List (in applicable/required).

If Table B is applicable/required the contractor shall submit documentation of efforts to solicit proposals from DBEs

Any modifications to the Form of Proposal (including alternates and/or unit prices) will disqualify the bid and may cause the bid to be rejected.

The Bidder shall fill in the Form of Proposal as follows:

- a. If the documents are executed by a sole owner, that fact shall be evidenced by the word "Owner" appearing after the name of the person executing them.
- b. If the documents are executed by a partnership, that fact shall be evidenced by the word "Co-Partner" appearing after the name of the partner executing them.
- c. If the documents are executed on the part of a corporation, they shall be executed by either the president or the vice president and attested by the secretary or assistant secretary in either case, and the title of the office of such persons shall appear after their signatures. The seal of the corporation shall be placed on each signature page of the documents.

- d. If the proposal is made by a joint venture, it shall be executed by each member of the joint venture in the above form for sole owner, partnership or corporation, whichever form is applicable.
- e. All signatures shall be properly witnessed.
- f. If the Contractor's license of a Bidder is held by a person other than an owner, partner, or officer of a firm, then the licensee shall also sign and be a party to the proposal. The title "Licensee" shall appear under his/her signature.

Unless otherwise noted, bids shall be addressed as indicated in the Notice to Bidders and shall be delivered, enclosed in an opaque sealed envelope, marked "SEALED BID, DO NOT OPEN" and bearing the project name, name of the Bidder, address of the Bidder, and the Contractor's license number. Bidders shall clearly mark on the outside of the bid envelope which Contract(s) they are bidding.

Bidder shall identify on the bid the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts or an affidavit indicating Work under Contract will be self-performed, as required by NCGS 143-128.2(c) and NCGS 143-128.2(f). Failure to comply with these requirements is grounds for rejection of the bid. Upon notification of being the apparent low Bidder, the apparent low Bidder and any other Bidder so requested, will within seventy-two (72) hours of the notification submit an affidavit that includes a description of the portion of Work to be executed by minority businesses, which is equal to or more than the applicable goal (Affidavit C), or submit an affidavit documenting the Contractor's good faith efforts to meet the goal (Affidavit D).

For projects bid in the single-prime alternative, the names and license numbers of major Subcontractors shall be listed on the proposal form. **Brunswick County reserves the right to accept or reject any proposed Subcontractor in its sole and absolute discretion. All decisions of Brunswick County shall be final and binding.**

It shall be the specific responsibility of the Bidder to deliver the bid to the proper official at the designated place and prior to the announced time for the opening of bids. Brunswick County will not be responsible for the failure of any mail or delivery service to deliver a bid prior to the stated date and time. Regardless of the manner of submission, any bid received after the stated date and time will not be considered. Incomplete bids or bids inconsistent with the required format may be disqualified from consideration.

Modifications of previously deposited bids will be acceptable only if delivered in writing prior to the bid opening.

Unit prices quoted in the proposal shall include overhead and profit and shall be the full compensation for the Contractor's cost involved in the Work. See General Conditions, Article 38 - "Changes in the Work" Paragraph (C 1).

2. Examination and Conditions of Contract Documents: It is understood and mutually agreed that by submitting a bid the Bidder acknowledges that it has carefully examined all documents pertaining to the Work; the location, accessibility, and general character of the site of the Work and all existing buildings, structures, and utility facilities within and adjacent to the site; and has satisfied itself as to the nature of the Work; sequences or procedures of construction (if any); the condition of existing buildings and structures; the conformation of the ground; the character, quality, and quantity of the material to be encountered; the subsurface conditions (including type and depth of rock and soil layers); the character of the equipment, machinery, plant and any other facilities needed preliminary to and during prosecution of the Work; the general and local conditions; federal, state, and local laws and regulations; the construction hazards; and all other matters, including, but not limited to, the labor situation which can in any way affect the Work under the Contract; and including all safety measures required by the Occupational Safety and Health Act of 1970 and all rules and regulations issued pursuant thereto. It is further mutually agreed that by submitting a proposal the Bidder acknowledges that it has satisfied itself as to the feasibility and meaning of the plans, drawings, specifications, and other Contract Documents for the construction of the Work and that it accepts all the terms, conditions, and stipulations contained therein; and that it is prepared to Work in cooperation with other Contractors performing Work on the site. Neither the Owner nor Designer, as applicable, assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Contract Documents.

Reference is made to Contract Documents for the identification of any surveys and investigation reports of subsurface or latent physical conditions at the site or otherwise affecting performance of the Work which may have been relied upon by the Designer or Owner in preparing the documents. In no event shall these surveys and investigation reports be considered part of the Contract Documents. The Owner will make copies of all such surveys and reports available to the Bidder upon request. Neither the Owner nor the Designer assumes any responsibility for the accuracy or completeness of the information provided.

Each Bidder may, at their own expense, make such additional surveys and investigations as it may deem necessary to determine the bid price for the performance of the Work. Any on-site investigation shall be done at the convenience of the Owner. Reasonable requests for access to the site will be honored by the Owner. It is the responsibility of the Bidder to clean up and restore the site to its former condition upon completion of such explorations, investigations, tests, and studies. Such Work shall be done in a manner that in no way hinders or complicates normal operation and maintenance of existing facilities.

The Contractor performing excavation Work shall be responsible for locating underground utilities prior to excavation. The utility locations shown in the plans are approximate and for information only. The Contractor shall obtain the services of a commercial utilities locator and/or call the various utility companies who may have lines in the area.

3. Availability of Lands for Work: The lands upon which the Work is to be performed, rights-of-way, and easements for access thereto and other lands designated for use by the Contractor in performing the Work are identified in the Contract Documents. All additional lands and access thereto required for temporary construction facilities, construction equipment, or storage for materials and equipment to be incorporated into the Work are to be obtained and paid for by the Contractor. Easements for permanent structures or permanent changes in existing facilities are to be obtained and paid for by the Owner unless otherwise provided in the Contract Documents.

4. Pre-Bid Conference: Prior to the date set for receiving bids, the Designer or Owner may arrange and conduct a pre-bid conference for all prospective Bidders. The purpose of this conference is to review project requirements and to respond to questions from prospective Bidders and their Subcontractors or material suppliers related to the intent of Bidding Documents. Attendance by prospective Bidders shall be as required by the "Notice to Bidders." Brunswick County strongly encourages attendance at the pre-bid meeting. It should be noted that attendance may help to fulfill necessary MBE requirements.

5. Substitutions: In accordance with the provisions of NCGS 133-3, material, product, or equipment substitutions proposed by the Bidders to those specified herein can only be considered during the bidding phase until ten (10) days prior to the receipt of bids when submitted to the Designer or Owner with sufficient data to confirm material, product, or equipment equality. Proposed substitutions submitted after this time will be considered only as potential change orders.

Submittals for proposed substitutions shall include the following information:

- a. Name, address, and telephone number of manufacturer and supplier as appropriate.
- b. Trade name, model, or catalog designation.
- c. Product data including performance and test data, drawings with dimensions, specifications, catalog cut-sheets, electrical requirements and schematic diagrams, materials of construction of all components, reference standards, and technical descriptions of material, product, or equipment. Include color samples and samples of available finishes as appropriate.
- d. Detailed comparison with specified products including performance capabilities, warranties, maintenance schedule, and test results. Any deviations to the specified product requirements shall be noted.

- f. Other pertinent data including data requested by the Designer or Owner to confirm product equality. This may include examples of the substitutes in use on other projects along with performance records. The Contractor shall demonstrate that the Substitution will function equally or better than the specified product, taking into account the Owner's need of standardization and compatibility with other infrastructure components.
- g. Listing of spare parts to be included with Substitution.
- h. A comparison of the impact on the Contractor's schedule between using the proposed Substitution item and the specified product.

If a proposed material, product, or equipment substitution is deemed adequate by the Designer or Owner, all Bidders of record will be notified by Addendum.

6. Bulletins and Addenda: Any addenda to specifications issued prior to the bid opening shall be considered covered in the Proposal and in closing a Contract they will become a part thereof. Addenda may include, but are not limited to, answers to questions, clarifications, and amendments of the Contract Documents. It shall be the Bidder's responsibility to ascertain prior to bid time the addenda issued and to see that the bid includes any changes thereby required.

Should the Bidder find discrepancies, errors, conflicts, ambiguities, or omissions from the drawings or documents, conflicts between Bidder's observations and the Contract Documents; or should it be in doubt as to the meaning of the Contract Documents, it shall at once notify the Designer or Owner who will provide written instructions in the form of addenda. The Bidder shall submit all questions or requests for clarifications in writing as set forth in the Notice to Bidders no later than the date established in the Invitation to Bid and Notice to Bidders. **Bidders are expressly prohibited from contacting any Brunswick County official or employee except in the manner noted in the Notice to Bidders. A violation of this provision is grounds for the immediate disqualification of the bidder.** A copy of all questions, further clarifications and answers will be made in the form of an addendum. Such addendum will be provided to all known bidders and posted on the County's website. Notwithstanding the foregoing, bidders will be responsible for ensuring that they have all addenda. All addenda shall be acknowledged by the Bidder(s) on the Form of Proposal. The Owner shall endeavor to issue addenda approximately three (3) days prior to the date set for receipt of bids. Neither the Owner nor the Designer will be responsible for any oral instructions.

In the event that discrepancies, errors, conflicts, ambiguities, or omissions are discovered by the Bidder that have not been resolved by the Designer or Owner prior to submitting the bid, the Bidder shall include in the bid the greater quantity or better quality of Work, or compliance with the more stringent requirement resulting in greater cost. Such greater cost shall be included in the bid.

7. Bid Security: If applicable, each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, or a bid bond in an amount equal to not less than five percent (5%) of the Bidder's maximum bid price, said deposit to be retained by the Owner as liquidated damages in event of failure of the successful Bidder to execute the Contract within ten (10) days after the award or to give satisfactory surety as required by law (NCGS 143-129).

The bid bond shall be conditioned that the surety will, upon demand, immediately make payment to the obligee upon said bond if the Bidder fails to execute the Contract. The Owner may retain bid securities of any Bidder(s) who may have a reasonable chance of award of Contract until the 101st day after the bid opening. Other bid securities may be released sooner, at the discretion of the Owner. All bid securities (cash or certified checks) shall be returned to the Bidders within ten (10) days after award of Contract. Standard Form of Bid Bond is included in the Bidding Documents.

8. Receipt of Bids: Bids shall be received in accordance with requirements of the General Statutes of North Carolina and Brunswick County policy. Bid security shall be required as prescribed by statute. Prior to the deadline for receipt of bids, the Bidder will be permitted to change or withdraw his or her bid.

9. Opening of Bids: Upon opening, all bids shall be opened publicly and read aloud. Once any bid is opened, no bids may be returned by the Designer or Owner to any Bidder. After the bid opening, a Bidder may request that its bid be withdrawn from consideration without forfeiture of the bid security only in accordance with the provisions of the NCGS 143-129.1. In accordance with NCGS 143-129.1, a request for withdrawal of a bid must be made in writing to the Owner within seventy-two (72) hours after the bid opening (excluding Saturdays, Sundays, Brunswick County holidays, and other days in which the Brunswick County government offices are closed). Except under the provisions of NCGS 143-129.1, all bids shall remain valid a minimum of ninety (90) days from the opening of bids. Award shall be made to the lowest responsive, responsible bidder unless otherwise specified. Approval of the proposal by the Brunswick County Board of Commissioners at a public meeting or a signed "Notice of Award" shall constitute acceptance of the bidder's proposal. Notwithstanding the foregoing, Brunswick County shall not be deemed to have finally selected a bidder, and no bidder may begin performing any Work until a Contract has been successfully negotiated and signed by both parties. Should the successful Bidder default and fail to execute a Contract, the Contract may be awarded to the next lowest responsive, responsible Bidder.

The Owner reserves the unqualified right to reject, without prejudice or explanation, any and all bids. Reasons for rejection may include, but shall not be limited to, the following:

- a. If the Form of Proposal furnished to the Bidder is not used or is altered.
- b. If the Bidder fails to insert a price for all bid items, alternate and unit prices requested.
- c. If the Bidder adds any provisions reserving the right to accept or reject any award.
- d. If there are unauthorized additions or conditional bids, or irregularities of any kind which tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- e. If the Bidder fails to complete the proposal form where information is requested so the bid may be properly evaluated by the Owner.
- f. If the unit prices contained in the bid schedule do not appear to fall within a competitive range, in Owner's sole judgment.
- g. If the Bidder fails to comply with other instructions stated herein.
- h. If the Owner suspects the Bidder of collusion or fraud.
- i. If the Bidder does not submit all the required proposal forms.
- j. If the Bidder does not execute the complete Contract (with performance and payment bonds) within ten (10) days of receipt of the Notice of Award or by such other time as the Owner may designate.

10. Bid Evaluation and Bidder Qualifications: The award of the Contract will be made to the lowest responsive, responsible Bidder as soon as practical. The Owner may award on the basis of the base bid, unit prices, any alternates the Owner chooses, as well as meeting the requirements for consideration as a responsible Bidder. Discrepancies on the Bidder's proposal shall be resolved based on the Owner's inspection and interpretation of the proposal as a whole. In cases where it is not evident what portion of a proposal is errant, discrepancies shall be resolved as follows:

- Words shall take precedence over numerical symbols.
- Unit prices shall take precedence over the associated extended price (quantity multiplied by the unit price).
- The correct sum of any column of figures shall take precedence over the indicated sum.

Before awarding a Contract, the Owner may require the apparent low Bidder to qualify himself or herself to be a responsible Bidder by furnishing any or all of the following data:

- a. The latest financial statement showing assets and liabilities of the company or other information satisfactory to the Owner.
- b. A listing of completed projects of similar size and type.
- c. Project references.
- d. Permanent name and address of place of business.
- e. The number of regular employees of the organization and length of time the organization has been in business under its present name.

- f. The name and home office address of the surety proposed and the name and address of the responsible local claim agent.
- g. The names of members of the firms who hold appropriate trade licenses, together with license numbers and the corporate officer who will give his or her personal attention to the Work.
- h. Qualifications and references of the resident project superintendent.
- i. Other commitments scheduled within the project's projected timeframe.
- j. The Contractor shall perform Work amounting to at least fifty percent (50%) of the Contract using their own personnel and equipment (owned). No portion of the Contract shall be sublet, assigned, or otherwise disposed of without the express written consent of the Owner. If the Contractor fails to demonstrate to the Owner that they have the ability to perform the specified percentage of the Work with their own personnel and equipment, the bid may be considered nonresponsive.
- k. An experience statement with pertinent information as to similar projects and other evidence of the qualifications for each subcontractor, person, equipment manufacturer, or organization that will furnish labor or materials. If the Owner or Designer, after investigation, has reasonable objection to any such entity, it may request an acceptable substitute without any increase in the bid price. This does not remove any responsibilities for the substitute to comply with the Contract specifications.

Requested information shall be furnished to the Owner within five (5) days after bid opening. Failure or refusal to furnish any of the above information, if requested, shall constitute a basis for disqualification of any Bidder.

In determining the lowest responsive, responsible Bidder, the Owner shall take into consideration the quality, performance, and time specified in the proposal for the performance of the Contract.

11. Contract, Performance Bond, Payment Bond, Insurance, E-Verify: The successful Bidder, within twelve (12) days of receipt of the "Notice of Award," shall sign and deliver the required number of Contract counterparts, a performance bond in an amount equal to one hundred percent (100%) of the Contract Price, a payment bond in an amount equal to one hundred percent (100%) of the Contract Price, all necessary certificates of insurance, and any other conditions precedent set forth in the Notice of Award. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes. An additional performance guarantee with the North Carolina Department of Transportation may be required for work performed in the right-of-way. In this event, the successful Bidder, within twelve (12) days of receipt of the "Notice of Award," shall supply the Owner with a copy of the executed performance guarantee and evidence of acceptance by the NCDOT. See the General Conditions sections "Terminology and Instructions to Bidders

Intent of Documents,” “Execution of Documents,” “Performance Bond and Payment Bond,” “Minimum Insurance Requirements,” and any applicable Supplementary General Conditions.

12. Payments: Unless otherwise specified, payments to the successful Bidders (Contractors) will be made on the basis of monthly estimates. See Article 52 - “Requests for Payment,” General Conditions.

13. Minority Business Participation: Bidders are notified that NCGS 143-128.2 and the “Brunswick County Minority Enterprise Policy” shall be observed in receiving and awarding Contracts. As noted in Section 1, appropriate forms and affidavits must be submitted with the bids. Please refer to Section 14 for additional requirements that apply to federal or grant funded projects. The state document entitled “Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts” may be used for reference. It may be obtained from the State Construction Office website (<http://www.nc-sco.com>). A listing of Historically Underutilized Businesses may be obtained through the North Carolina Department of Administration Office for Historically Underutilized Businesses at <http://www.doa.state.nc.us/HUB/>. Brunswick County promotes the notification and use of Brunswick County based businesses.

14. Federal or Grant Funded Projects: If any portion of a project is funded with federal and/or grant funding, whether in whole or in part, the requirements of this Section 14 also apply. In the event the requirements between or among state and federal statutes differ, the most restrictive requirements will govern. Bidders interested in being considered for federal or grant funded Work must agree to strictly adhere to all federal requirements as well as any applicable grant award terms and conditions, as more particularly set forth in the Invitation to Bid and/or Notice to Bidders. These requirements shall also apply to Contractors and Subcontractors, as applicable, under an awarded Contract.

- a. Compliance. In performing Work under any Contract funded with federal and/or grant funds, whether in whole or in part, the Bidder must comply with applicable grant award terms and conditions, applicable federal laws, regulations, executive orders, federal government policies, procedures, directives, or guidance that the federal government and/or the grantor agency has issued or may issue governing the expenditure of such funds. The Bidder must also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, which include, without limitation, applicable provisions described in Appendix II to 2 C.F.R. Part 200. Further, pursuant to 2 C.F.R. § 200.327, applicable provisions described in Appendix II to 2 C.F.R. Part 200, shall be included in the Contract Documents, with the Bidder’s express agreement to adhere to same. The County’s payment of funds to the Bidder under any such Contract shall be contingent upon Bidder’s compliance.

- b. Minority Business Participation. In addition to the requirements of Section 13, pursuant to 2 C.F.R. § 200.321, Bidders shall ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered. Such consideration includes: (1) these business types are included on solicitation lists; (2) these business types are solicited whenever they are deemed eligible as potential sources; (3) dividing procurement transactions into separate procurements to permit maximum participation by these business types; (4) establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types; (5) utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) requiring a contractor under a Federal award to apply this section to subcontracts. For the purposes of this section, an entity shall qualify (1) as a "minority business" or "women's business enterprise" if it is currently certified as a North Carolina "historically underutilized business" under Chapter 143, Section 128.4(a) of the North Carolina General Statutes, and (2) as a "small business" if it is independently owned and operated and is qualified under the Small Business Administration criteria and size standards at 13 C.F.R. Part 21.

In addition to the Proposal submittal requirements set forth in Section 1, the Bidder must also include the Socioeconomic Contracting Affidavit with its submission.

- c. Utilization of Small Business Concerns. The Bidder must agree to adhere to the requirements of 48 C.F.R. § 52.219-8, as applicable.
- d. Disclaimer of Federal Government Obligations or Liability. If applicable, the Bidder and any Subcontractors, acknowledge and agree that, notwithstanding any concurrence by the federal government in or approval of the solicitation or award of a contract in connection with this Invitation to Bid, absent the express written consent by the federal government, the federal government is not a party to this solicitation or any subsequent agreement and shall not be subject to any obligations or liabilities to the Bidder, or any other party (whether or not a party to this solicitation or an awarded Contract) pertaining to any matter resulting from the solicitation or an awarded Contract. It is further agreed that this clause shall be included in each subcontract, if applicable, and shall not be modified, except to identify the Subcontractor who will be subject to its provision.
- e. SAM.gov Registration. Interested Bidders must have an active registration in the federal System for Award Management (SAM.gov). In addition to the Proposal submittal requirements set forth in Section 1, the Bidder must also provide proof of such registration with its submission.

- f. Energy Conservation Requirements. Pursuant to 42 U.S.C. 6321 et seq., the Bidder agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- g. Americans With Disabilities Act (ADA). The Bidder agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), as amended, 42 USC § 12101 et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794; 49 USC § 5301(d); and any implementing requirements of the federal government. These regulations provide that no handicapped individual, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity included in or resulting from this bid.
- h. Privacy Act. The Bidder agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. The Bidder agrees to obtain the express consent of the federal government before the Bidder or its employees operate a system of records on behalf of the federal government. The Bidder understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract. The Bidder also agrees to include these requirements in each subcontract, if applicable, to administer any system of records on behalf of the federal government financed, in whole or in part, with federal assistance.
- i. Drug-Free Workplace. The Bidder shall adhere to the federal Drug Free Workplace requirements as outlined in 2 C.F.R. § 182. The Bidder shall make good faith efforts to maintain a drug-free workplace, publish a workplace statement, and establish drug-free awareness programs for employees. The Bidder should take action concerning employees who are convicted of violating drug statutes in the workplace. The Bidder shall contact Brunswick County if the Bidder cannot adhere to the requirements of the federal regulations noted above. Failure to comply with said provisions shall be considered a breach of Contract.
- j. Additional Federal Provisions. The Bidder shall agree to comply with the following additional provisions and regulations, which are incorporated by reference to the extent permitted by applicable statute:
- Equal Employment Opportunity (41 C.F.R. Part 60)
 - Davis-Bacon Act (40 U.S.C. 3141-3148; 29 C.F.R. Part 5)
 - Copeland “Anti-Kickback” Act (40 U.S.C. 3145; 29 C.F.R. Part 3)

- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708; 29 C.F.R. Part 5)
- Clean Air Act (42 U.S.C. 7401 et seq.)
- Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)
- Debarment and Suspension (2 C.F.R. § 200.214; 2 C.F.R. Part 3000; Executive Orders 12549 and 12689)
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352 et seq.)
- Domestic Preference for Procurements (2 C.F.R. § 200.322)
- Build America, Buy America Act (2 C.F.R. Part 184; Pub. L. 117-58 §§ 70901-52)
- Procurement of Recovered Materials (2 C.F.R. § 200.323)
- Record Retention Requirements (2 C.F.R. § 200.334; 2 C.F.R. § 200.337)
- Prohibition on Contracting for Covered Telecommunications Equipment or Services (2 C.F.R. § 200.216)
- No Obligation by Federal Government (2 C.F.R. § 200.318(k))
- Program Fraud and False or Fraudulent Statements or Related Acts (31 U.S.C. §§ 3729-3733)
- Socioeconomic Contracting (2 C.F.R. § 200.321)
- Providing Good, Safe Jobs to Workers (FEMA Information Bulletin No. 520)
- Buy Clean (Inflation Reduction Act)
- Copyrights (2 C.F.R. § 200.315)
- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975

SCOPE OF WORK

The Scope of Work includes, but is not necessarily limited to, the following:

- 1.1 **Grinder Station Electrical Connection to House** –These services shall be paid on a unit cost (Each/EA) basis. The quantity in the bid documents is an estimated quantity only. The County does not guarantee any minimum or maximum number of connections under an awarded contract. The Contractor shall only be paid for the actual number of installed and completed units per the unit price at bid. These services include the following: 1 – two pole 30 Amp and 1- single pole 15 Amp circuit breaker to match the existing home's electrical panel, provided the existing panel has capacity and available space to add. Provide THHN wiring and schedule 40 PVC conduit from the panel to the external NEMA 3R 2P/30 Amp disconnect and 1P/15 Amp disconnect. Then provide conduit and wiring (up to 50 LF) to utility owned disconnects and duplex pump control panel.
- 1.2 **Additional Electrical Wiring Between Grinder Panel and Structure Electrical Panel** – These services shall be paid on a unit cost (LF) basis. This work will only be required or approved when the existing house electric panel is located more than 50 LF from the grinder pump panel, and only if it is determined to be safe to extend wiring this distance. In such an event, the Contractor must notify the County to review and authorize the services, prior to commencing work. Once completed, the Contractor must provide detailed invoicing and related forms to validate claimed expenses prior to payment. The quantity in the bid documents is an estimated quantity only. The County does not guarantee any minimum or maximum number of wiring services under an awarded contract. The Contractor shall only be paid for the actual length of wire installed and completed per the unit price at bid. These services shall provide THHN wiring and schedule 40 PVC conduit.
- 1.3 **Supplemental Structure Electrical Panel** These services shall only be paid on a unit cost (Each/EA) basis. This work will only be required or approved when the existing house electrical panel does not have space to add the grinder service. In such an event, the Contractor must notify the County to review and authorize the services, prior to commencing work. The quantity in the bid documents is an estimated quantity only. The County does not guarantee any minimum or maximum number of supplemental services under an awarded contract. The Contractor shall only be paid for the actual number of units installed and completed per the unit price at bid. This line item is required where the existing structure electrical panel does not have capacity to add the 2-Pole 30 Amp and 1-Pole 15 Amp circuit breaker for the panel. Provide a 2-pole 60 Amp breaker to install in the existing electrical panel which is manufactured by the existing panel manufacturer. Provide the necessary tandem single pole breakers to accommodate the 2-pole 60 Amp breaker. Provide THHN wiring and conduit between the existing panel and the new 60 Amp rated NEMA 3R Loadcenter on the exterior of the home. Final mounting locations will be determined in the field with the homeowner and the County. Provide the 2-pole 30 Amp and 1-pole 15 Amp circuit breakers as in the standard panel arrangement by not having to add an additional panel.
- 1.4 **Electrical Service Upgrade** – These services shall only be paid on a unit cost (Each/EA) basis. This work will only be required or approved if the existing house electrical panel cannot safely handle the additional load (ampacity) for the grinder service. In such an event, the Contractor must notify the County to review and authorize the services, prior to commencing work. The quantity in the bid documents is an estimated quantity only. The

County does not guarantee any minimum or maximum number of upgrade services under an awarded contract. The Contractor shall only be paid for the actual number of units installed and completed per the unit price at bid. This line item shall include upgrading the residential electrical service to one of the following capacities, depending on existing conditions and as approved by the County:

- **Option A** – Upgrade to 100 Amp service: For residences with undersized panels or outdated service, furnish and install a new 100 Amp service-rated panel with main breaker, grounding, bonding, and all required accessories.
- **Option B** – Upgrade to 150 Amp service: Where load calculations or field conditions require greater capacity, furnish and install a new 150 Amp service-rated panel with main breaker, grounding, bonding, and all required accessories.
- **Option C** – Upgrade to 200 Amp service: For larger residences or higher electrical demand, furnish and install a new 200 Amp service-rated panel with main breaker, grounding, bonding, and all required accessories.

In all cases, the Contractor shall replace or modify the meter base, service entrance conductors, and grounding electrode system as required by code and by Brunswick Electric Membership Corporation (BEMC). The Contractor shall also complete service load calculation (if needed), coordinate with BEMC for temporary disconnection and reconnection, cover applicable BEMC fees, and complete all inspections required to energize the upgraded service.

- 1.5 Contractor shall include in the bid price all costs for mobilization, overhead, insurance, cleanup, obtaining all required permits and coordination for same, utility/service coordination and fees, and all ancillary items required to provide a complete and operational service. Contractor shall ensure that no debris is left at the site.
- 1.6 Contractor shall be responsible for providing any materials, tools, and equipment necessary to complete the work that are not explicitly listed herein.
- 1.7 Contractor shall be responsible for initiating utility locates with NC811 prior to each assignment.
- 1.8 Contractor shall adhere to all applicable Brunswick County Design Manual, Technical Specification and Standard Details, located on the Brunswick County website: <https://www.brunswickcountync.gov/245/Engineering-Design-Manual>.

Any changes to the foregoing Scope of Work or Specifications will be made in the form of an Addendum to this Invitation to Bid and will be supplied to all known prospective contractors and posted on the Brunswick County website. Notwithstanding the foregoing, contractors will be responsible for ensuring that they have all addenda. Brunswick County may negotiate and refine final specifications and Scope of Work with the selected contractor.

2. LICENSING

Electrical contractors and subcontractors must hold appropriate North Carolina electrical licenses and certifications. The contractor will be required to provide proof of applicable licensure.

NORTH CAROLINA
BRUNSWICK COUNTY

CONSTRUCTION OR REPAIR AGREEMENT
[ARPA Funding]

THIS CONSTRUCTION OR REPAIR AGREEMENT (hereinafter referred to as the “Agreement” or “Contract”) is made and entered into by and between Brunswick County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as the “County” or the “Owner”), party of the first part, and {Vendor Name}, (hereinafter referred to as the “Contractor”), party of the second part.

WHEREAS, the County has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds (the “Fiscal Recovery Funds”) established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (“ARPA”), as amended; and

WHEREAS, Project Number SRP-W-ARP-0297 has been assigned to this Longwood Road Sewer Project by DEQ-DWI; and

WHEREAS, the maximum amount of SRP-ARPA Funds from DEQ-DWI is \$14,956,200, which is expected to fund approximately 100% of the electrical services covered by this Agreement; and

WHEREAS, the County intends to fund this Agreement, in whole or in part, using monies received from the Fiscal Recovery Funds; and

WHEREAS, in using such funds, the County must comply with the terms of ARPA, regulations issued by the U.S. Department of the Treasury (“Treasury”) governing the expenditure of monies distributed from the Fiscal Recovery Funds (including, without limitation, the Interim Final Rule (86 Fed. Reg. 26,786 (May 17, 2021) and Final Rule (87 Fed. Reg. 4,338 (January 27, 2022))), the Award Terms and Conditions applicable to the Fiscal Recovery Funds, and such other guidance as Treasury has issued or may issue governing the expenditure of monies distributed from the Fiscal Recovery Funds (collectively, the “Regulatory Requirements”); and

WHEREAS, pursuant to the Regulatory Requirements, the County must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury has determined or may determine are applicable to the Fiscal Recovery Funds; and

WHEREAS, pursuant to 2 C.F.R. § 200.327, the County must include within this Agreement applicable provisions described in Appendix II to 2 C.F.R. Part 200, each of which is contained herein; and

WHEREAS, the County shall not enter into this Agreement or make any distributions of funds to the Contractor using monies from the Fiscal Recovery Funds absent the Contractor’s agreement and adherence to each term and condition contained herein.

NOW THEREFORE, the Contractor and the County do mutually agree as follows:

1. DEFINITIONS

Unless otherwise defined herein, capitalized terms shall have the meanings ascribed to them below:

- (1) “Administering Agency” shall have the meaning specified in 41 C.F.R. § 60-1.3.
- (2) “Applicant” shall have the meaning specified in 41 C.F.R. § 60-1.3, which is provided here for ease of reference: (“An applicant for Federal assistance involving a construction contract, or other participant in a program involving a construction contract as determined by regulation of an Administering Agency. The term also includes such persons after they become recipients of such Federal assistance.”).
- (3) “Construction Work” shall have the meaning specified in 41 C.F.R. § 60-1.3, which is provided here for ease of reference: (“[T]he construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.”).
- (4) “Federally Assisted Construction Contract” shall have the meaning specified in 41 C.F.R. § 60-1.3, which is provided here for ease of reference: (“[A]ny agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the government of the United States of America for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.”).
- (5) “Laborer” or “Mechanic” shall have the meaning specified in 29 C.F.R. § 5.2(m), which is provided here for ease of reference: (“The term *laborer* or *mechanic* includes at least those workers whose duties are manual or physical in nature (including those workers who use tools or who are performing the work of a trade), as distinguished from mental or managerial. The term *laborer* or *mechanic* includes apprentices, trainees, helpers, and, in the case of contracts subject to the Contract Work Hours and Safety Standards Act, watchmen or guards. The term does not apply to workers whose duties are primarily administrative, executive, or clerical, rather than manual. Persons employed in a bona fide executive, administrative, or professional capacity as defined in part 541 of [Title 40 of the United States Code] are not deemed to be laborers or mechanics. Working foremen who devote more than 20 percent of their time during a workweek to mechanic or laborer duties, and who do not meet the criteria of [Title 40 of the United States Code], are laborers and mechanics for the time so spent.”).

- (6) “Subcontract” shall mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of this Agreement or a Subcontract. It includes, but is not limited to, purchase orders and changes and modifications to purchase orders.
- (7) “Subcontractor” shall mean an entity that receives a Subcontract.
- (8) “Tier” shall have the meaning indicated in 2 C.F.R. Part 180 and illustrated in 2 C.F.R. Part 180, Appendix II.

2. PROJECT

The Contractor shall furnish and deliver all materials and perform all work in the manner and form as provided by enumerated plans, specifications and documents, including, without limitation and as applicable: the Invitation to Bid; Notice to Bidders; Instructions to Bidders; General Conditions of the Contract; Supplementary General Conditions; Specifications; Addenda; Accepted Proposal; Notice to Proceed; Performance Bond; Payment Bond; MBE forms; Power of Attorney; Workers’ Compensation, Public Liability, Property Damage and Builder’s Risk Insurance Certificates; Approval by the Board of Commissioners; Tax Statement and Certification; Notice of Substantial Completion; Notice of Final Completion and Acceptance; and Drawings (collectively, the “Bid Documents”) titled:

Project: {Project Title}

Consisting of the following sheets **{Sheet Labels}**

dated **{Sheet Date or Dates}**

And the following addenda:

Addendum No. {Addendum No. 1}	Dated: {Date of Addendum No. 1}
Addendum No. {Addendum No. 2}	Dated: {Date of Addendum No. 2}
Addendum No. {Addendum No. 3}	Dated: {Date of Addendum No. 3}
Addendum No. {Addendum No. 4}	Dated: {Date of Addendum No. 4}
Addendum No. {Addendum No. 5}	Dated: {Date of Addendum No. 5}
Addendum No. {Addendum No. 6}	Dated: {Date of Addendum No. 6}

The Bid Documents are incorporated by reference and made an integral part of this Agreement. To the extent the terms of such documents conflict with the terms of this Agreement, the terms of this Agreement shall prevail.

3. TERM OF AGREEMENT; TIME OF COMPLETION; LIQUIDATED DAMAGES

- (1) *Term.* Pursuant to Sections 602(c)(1) and 603(c)(1) of ARPA, all Fiscal Recovery Funds must be obligated or costs incurred for the use of such funds between March 3,

2021, and December 31, 2024, and all Fiscal Recovery Funds must be fully expended by December 31, 2026 (hereinafter referred to as the “Period of Performance”). A cost shall be considered to have been incurred if a contract, agreement, or obligation with respect to such cost has been entered into by December 31, 2024. The term of this Agreement begins one (1) business day after approval by the Brunswick County Board of Commissioners (the “Effective Date”) and continues in effect until Final Completion of the Project, as more particularly set forth in the Bid Documents, or the expiration of the Period of Performance, whichever occurs first, unless the Agreement is sooner annulled or terminated as provided for herein or in the Brunswick County General Conditions of the Contract or Supplementary General Conditions, as applicable.

(2) *Time of Completion.* Notwithstanding the foregoing, the duration of the Project is expected to be **{Project Duration Number of Days - Alpha} ({Project Duration Number of Days - Numeric})** consecutive calendar days from issuance of a Notice to Proceed by Brunswick County (the “Time of Completion”), unless extended as provided for in the Brunswick County General Conditions of the Contract or Supplementary General Conditions, as applicable. **Notwithstanding the foregoing, in no event may the term of this Agreement or the Time of Completion extend beyond December 11, 2026. No work may commence under this Agreement until the Agreement has been fully executed by both parties and the County issues a Notice to Proceed.**

(3) *Liquidated Damages.* There are Liquidated Damages, as defined in the General Conditions of the Contract, associated with this Project. Liquidated Damages shall be in the amount of **ONE THOUSAND DOLLARS} Dollars (\$1,000.00)** per day for each calendar day beyond the Time of Completion.

4. TERMINATION

This Agreement may be annulled or terminated as set forth herein or in the General Conditions of the Contract or Supplementary General Conditions, as applicable.

5. BRUNSWICK COUNTY GENERAL/SUPPLEMENTARY CONDITIONS OF THE CONTRACT

This Agreement, in addition to any construction documents prepared hereunder, shall be subject to the Brunswick County, North Carolina General Conditions of the Contract (for construction contracts) and any Supplementary General Conditions, as applicable, unless the County directs otherwise. In the event of a conflict between the General Conditions of the Contract, the Supplementary General Conditions, and this Agreement, this Agreement shall govern in all respects.

6. NONAPPROPRIATION

If the Board of County Commissioners does not appropriate the funding needed by the County to make payments under this Agreement for a given fiscal year, the County will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were

appropriated. In such event, the County will promptly notify the Contractor of the non-appropriation, and this Agreement will be terminated at the end of the last fiscal year for which funds were appropriated. No act or omission by the County which is attributable to non-appropriation of funds shall constitute a breach of or default under this Agreement.

7. COMPENSATION

The County agrees to pay the Contractor the total amount of **{Contract Amount - Alpha} Dollars (\$ {Contract Amount - Numeric})** for the Project. Payment shall be subject to additions and deductions as provided in the specifications or Bid Documents. The County shall make monthly progress payments to the Contractor on the basis of a duly certified and approved estimate of work performed during a given calendar month, less five percent (5%) of the amount of such estimate which is to be retained by the County until all work has been performed strictly in accordance with this Agreement and such work has been accepted by the County. The County shall not require further retainage after fifty percent (50%) of the work has been satisfactorily completed on schedule as more fully set forth in the General Conditions of the Contract or any Supplementary General Conditions, as applicable, included with the Bid Documents. The County shall make full and final payment to the Contractor within thirty (30) days after completion of the Project and acceptance of such work by the County and upon the Contractor's submittal of satisfactory evidence that all payrolls, material bills and other costs incurred in connection with the Project have been paid in full. Notwithstanding the foregoing, the County will not pay late fees on any charges under this Agreement. If the County disputes any portion of the charges, the County shall inform the Contractor in writing of the disputed charges.

8. INDEPENDENT CONTRACTOR

Both the County and the Contractor agree that the Contractor shall act as an independent contractor and shall not represent itself as an agent or employee of the County for any purpose in the performance of its duties under this Agreement. The Contractor represents that it has or will secure, at its own expense, all personnel required in performing the work under this Agreement. Accordingly, the Contractor shall be responsible for payment of all federal, state, and local taxes arising out of its activities in accordance with this Agreement, including, without limitation, federal and state income tax, social security tax, unemployment insurance taxes and any other taxes or business license fees as required. The Contractor shall not be entitled to participate in any plans, arrangements, or distributions by the County pertaining to or in connection with any pension, stock, bonus, profit sharing or other benefit extended to County employees.

In the event the Internal Revenue Service should determine that the Contractor is, according to Internal Revenue Service guidelines, an employee subject to withholding and social security contributions, then the Contractor hereby acknowledges that all payments hereunder are gross payments, and the Contractor is responsible for all income taxes and social security payments thereon.

9. CONTRACTOR REPRESENTATIONS

- (1) The Contractor is a duly organized entity or corporation qualified to do business and in good standing under the laws of the State of North Carolina;
- (2) The Contractor has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement;
- (3) No approval, authorization, or consent of any governmental or regulatory authority is required to be obtained or made by it in order for the Contractor to enter into and perform its obligations under this Agreement;
- (4) The Contractor shall not violate any agreement with any third party by entering into or performing the work under this Agreement;
- (5) The Contractor will perform all work in conformity with the specifications and requirements of this Agreement;
- (6) Unless otherwise agreed by the parties, the Contractor agrees that all materials will be new and of good quality;
- (7) The work provided by the Contractor under this Agreement will not violate, infringe, or misappropriate any patent, copyright, trademark, or trade secret rights of any third party, or any other third-party rights (including without limitation non-compete agreements);
- (8) The Contractor will perform the work in a professional and workmanlike manner exercising reasonable care and diligence and will ensure that it adheres to the highest generally accepted standards in the industry when performing said work;
- (9) The Contractor acknowledges that if any specific licenses, certifications, or related credentials are required in its performance of the work, it will ensure that such credentials remain current and active and not in a state of suspension or revocation; and
- (10) The Contractor shall ensure that whenever its employees or agents are on County property, they will strictly abide by all instructions and directions issued by the County with respect to rules, regulations, policies, and security procedures applicable to work on the County's premises. Such rules, regulations, policies, and security procedures shall include, but not be limited to: (i) not possessing any controlled substances; (ii) smoking only in designated smoking areas, if any; and (iii) not possessing weapons, except for weapons possessed by law enforcement officials.

10. NON-ENDORSEMENT AND PUBLICITY

The County is not endorsing the Contractor or its work, and the Contractor is not permitted to reference this Agreement or the County in any manner without the prior written consent of the County. Notwithstanding the foregoing, the parties agree that the Contractor may list the County as a reference in response to requests for proposals and may identify the County as a customer in

presentations to potential customers.

11. NON-EXCLUSIVITY

The Contractor acknowledges that the County is not obligated to contract solely with the Contractor for the work covered under this Agreement.

12. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL

The Contractor hereby certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.80 *et seq.*

13. COMPLIANCE WITH FEDERAL LAWS, REGULATIONS, AND EXECUTIVE ORDERS

This is an acknowledgment that federal financial assistance may be used to fund all or a portion of the Agreement. The Contractor will comply with all applicable federal laws, regulations, executive orders, policies, procedures, and directives.

14. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED)

- (1) The Contractor certifies to the County, and the Contractor shall cause each Tier below it to certify to the Tier directly above such Tier, that it has not used and will not use federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. The Contractor shall, and shall cause each Tier below it, to disclose any lobbying with non-federally appropriated funds that takes place in connection with obtaining any federal award. Such disclosures (to be set forth on Standard Form-LLL, contained in 31 C.F.R. Part 21, Appendix B) shall be forwarded from Tier to Tier up to the County, which will, in turn, forward the certification(s) to Treasury. The Contractor shall cause the language of this section to be included in all Subcontracts. This certification is a material representation of fact upon which the County has relied when entering into this Agreement, and all liability arising from an erroneous representation shall be borne solely by the Contractor.
- (2) Contractors that bid or apply for a contract exceeding \$100,000 (including this Agreement, if applicable) also must file the required certification with the County.
- (3) The Contractor also shall cause any Subcontractor with a Subcontract (at any Tier) exceeding \$100,000 to file with the Tier above it the required certification.

15. PROCUREMENT OF RECOVERED MATERIALS

- (1) The provisions of this section shall apply if: (1) this Agreement involves the purchase of an item designated by the Environmental Protection Agency (“EPA”) in 40 C.F.R.

Part 247 that exceeds \$10,000, or (2) the total value of such designated items acquired during the County's preceding fiscal year exceeded \$10,000.

- (2) In the performance of this Agreement, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items, as set forth in 40 C.F.R. Part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, unless the product cannot be acquired –
 - i. Competitively within a timeframe providing for compliance with the Agreement performance schedule;
 - ii. Meeting Agreement performance requirements; or
 - iii. At a reasonable price.
- (3) The Contractor shall establish an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. Information about this requirement, along with the list of EPA-designated items, is available on EPA's website and in 40 C.F.R. Part 247.
- (4) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6962). This shall include, without limitation, procuring solid waste management services in a manner that maximizes energy and resource recovery.
- (5) The Contractor should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. See Executive Order 14057, section 101, Policy.

16. PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES

- (1) *Definitions.* Unless otherwise defined in this Agreement, capitalized terms used in this section shall have the meanings ascribed to them below:
 - i. *Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).
 - ii. *Covered Foreign Country* means the People's Republic of China.
 - iii. *Covered Telecommunications Equipment or Services* means (a) telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); (b) for the purpose of public safety, security

of federal government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); (c) telecommunications or video surveillance services provided by such entities or using such equipment; or (d) telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a Covered Foreign Country.

- iv. *Critical Technology* means (1) defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; (2) items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations and controlled (a) pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology, or (b) for reasons relating to regional stability or surreptitious listening; (3) specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); (4) nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); (5) select agents and toxins covered by part 331 of title 7, Code of Federal Regulations; part 121 of title 9 of such Code; or part 73 of title 42 of such Code; or (6) emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. § 4817).
- v. *Interconnection Arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.
- vi. *Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.
- vii. *Substantial or Essential Component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.
- viii. *Telecommunications Equipment or Services* means telecommunications or video surveillance equipment or services, such as, but not limited to, mobile phones, land lines, internet, video surveillance, and cloud services.

(2) *Prohibitions.*

- i. Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after August 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
- ii. Unless an exception in paragraph (3) of this section applies, the Contractor and its Subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds (including, without limitation, Fiscal Recovery Funds) received from a federal government to:
 - a. Procure or obtain any equipment, system, or service that uses Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system, or as Critical Technology of any system;
 - b. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system, or as Critical Technology of any system;
 - c. Enter into, extend, or renew contracts with entities that use Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system, or as Critical Technology as part of any system;
or
 - d. Provide, as part of its performance of this Agreement, Subcontract, or other contractual instrument, any equipment, system, or service that uses Covered Telecommunications Equipment or Services as a Substantial or Essential Component of any system, or as Critical Technology as part of any system.

(3) *Exceptions.*

- i. This clause does not prohibit the Contractor from providing:
 - a. A service that connects to the facilities of a third-party, such as Backhaul, Roaming, or Interconnection Arrangements; or
 - b. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- ii. By necessary implication and regulation, the prohibitions also do not apply to:
 - a. Covered Telecommunications Equipment or Services that:
 1. *Are not used* as a Substantial or Essential Component of any system;
and

2. Are *not used* as Critical Technology of any system.

- b. Other telecommunications equipment or services that are not considered Covered Telecommunications Equipment or Services.

(4) *Reporting requirement.*

- i. In the event the Contractor identifies Covered Telecommunications Equipment or Services used as a Substantial or Essential Component of any system, or as Critical Technology as part of any system, during its performance under this Agreement, or the Contractor is notified of such by a Subcontractor at any Tier or by any other source, the Contractor shall report the information in paragraph ii. of this section to the County, unless procedures for reporting the information are established elsewhere in this Agreement.
- ii. The Contractor shall report the following information pursuant to paragraph (4)i. of this section:
 - a. Within one (1) business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
 - b. Within ten (10) business days of submitting the information in paragraph (4)ii.a. of this section: Any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of Covered Telecommunications Equipment or Services, and any additional efforts that will be incorporated to prevent future use or submission of Covered Telecommunications Equipment or Services.

(5) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (5), in all Subcontracts and other contractual instruments.

17. DOMESTIC PREFERENCE FOR PROCUREMENTS

As appropriate, and to the extent consistent with law, the Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to, iron, aluminum, steel, cement, and other manufactured products. The Contractor shall further cause any Subcontractor to include the requirements of this section in any Subcontracts.

For purposes of this clause:

Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

18. BUILD AMERICA, BUY AMERICA ACT

Contractor and its subcontractors who apply or bid for an award for an infrastructure project subject to the domestic preference requirement in the Build America, Buy America Act (“BABAA”) shall file a required certification to the County with each bid or offer for an infrastructure project, unless a domestic preference requirement is waived by the federal government. Contractor and its subcontractors certify that no federal financial assistance funding for infrastructure projects will be provided unless all the iron, steel, manufactured projects, and construction materials used in the project are produced in the United States. BABAA, Pub. L. No. 117-58, §§ 70901-52. Contractor and its subcontractors shall also disclose any use of federal financial assistance for infrastructure projects that does not ensure compliance with BABAA domestic preference requirements. Such disclosures shall be forwarded to the County who, in turn, will forward the disclosures to applicable federal agency. Subrecipients will forward disclosures to the pass-through entity, who will, in turn, forward the disclosures to the applicable federal agency.

19. ACCESS TO RECORDS

- (1) The Contractor agrees to provide the County, the Department of the Treasury, the Treasury Office of Inspector General, the Government Accountability Office, and the Comptroller General of the United States, or any other authorized representatives of these entities, access to any books, documents, papers, and records (electronic or otherwise) of the Contractor which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, transcriptions, or other investigations.
- (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The Contractor agrees to retain all records covered by this section through December 31, 2031, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit, or other inquiry involving this Agreement.
- (4) The Contractor agrees to provide authorized representatives of the federal government access to construction or other work sites pertaining to the work being completed under this Agreement.

- (5) In compliance with Section 1225 of the Disaster Recovery Act of 2018, the County and the Contractor acknowledge and agree that no language in this Agreement is intended to prohibit audits or internal reviews by authorized representatives of the federal government.

20. LICENSE AND DELIVERY OF WORKS SUBJECT TO COPYRIGHT

If the Contractor or its subcontractors produce copyrightable subject matter for the County under this Agreement, the Contractor and its subcontractors shall comply with the obligations set forth in 2 C.F.R. § 200.315(b) and (d). If applicable, the Contractor grants to the County a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this Agreement to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the Agreement but not first produced in the performance of this Agreement, the Contractor will identify such data and grant to the County, or acquire on its behalf, a license of the same scope as for data first produced in the performance of this Agreement. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the termination or expiration of this Agreement, the Contractor will deliver to the County data first produced in the performance of this Agreement and data required by the Agreement but not first produced in the performance of this Agreement in formats acceptable to the County.

21. RIGHTS TO INVENTIONS

- (1) The federal government reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for “Government purposes,” any subject data or copyright described below. “Government purposes” means use only for the direct purposes of the federal government. Without the copyright owner’s consent, the government may not extend its federal license to any other party.
 - i. Any subject data developed under this Agreement, whether or not a copyright has been obtained, and
 - ii. Any rights of copyright purchased by the Contractor using federal assistance funded in whole or in part by the Department of the Treasury.
- (2) Unless Treasury determines otherwise, a Contractor performing experimental, developmental, or research work required as part of this Agreement agrees to permit Treasury to make available to the public either (1) Treasury’s license in the copyright to any subject data developed in the course of the Agreement, or (2) a copy of the subject data first produced under the Agreement for which a copyright has not been obtained. If the experimental, developmental, or research work which is the subject of this Agreement is not completed for any reason whatsoever, all data developed under

the Agreement shall become subject data as defined herein and shall be delivered as the federal government may direct.

- (3) Unless prohibited by North Carolina law, upon request by the federal government, the Contractor agrees to indemnify, save, and hold harmless the federal government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Contractor of proprietary rights, copyrights, or right of privacy arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Agreement. The Contractor shall be required to indemnify the federal government for any such liability arising out of the wrongful act of any employee, official, or agent of the Contractor.
- (4) Nothing contained in this clause shall imply a license to the federal government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the federal government under any patent.
- (5) Data developed by the Contractor and financed entirely without using federal assistance provided by the federal government that has been incorporated into work required by the underlying Agreement is exempt from the requirements herein, provided that the Contractor identifies that data in writing at the time of delivery of the work. The Contractor agrees to include these requirements in each Subcontract for experimental, developmental, or research work financed in whole or in part with federal assistance.
- (6) For the purposes of this section, “subject data” means “recorded information, whether or not copyrighted, . . . that is delivered or specified to be delivered as required by the contract.” Examples of “subject data” include, but are not limited to, “computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, catalog item identifications, and related information, but do not include financial reports, cost analyses or other similar information used for performance or administration of the contract.”

22. CONFLICTS OF INTEREST; GIFTS AND FAVORS

- (1) The Contractor understands that: (1) the County will use Fiscal Recovery Funds to pay for the cost of this Agreement, in whole or in part, and (2) the expenditure of Fiscal Recovery Funds is governed by the County’s Conflict of Interest Policy, Regulatory Requirements (including, without limitation, 2 C.F.R. § 200.318(c)(1)), and North Carolina law (including, without limitation, G.S. 14-234(a)(1) and -234.3(a)).
- (2) The Contractor certifies to the County that as of the date hereof, to the best of its knowledge after reasonable inquiry, no employee, officer, or agent of the County involved in the selection, award, or administration of this Agreement (each a “Covered Individual”); no member of a Covered Individual’s immediate family; no partner of a Covered Individual; and no organization (including the Contractor) which employs or is about to employ a Covered Individual has a financial or other interest in, or has received a tangible personal benefit from, the Contractor. Should the Contractor obtain knowledge of any such interest or any tangible personal benefit described in the

preceding sentence after the date hereof, the Contractor shall promptly disclose the same to the County in writing.

- (3) The Contractor certifies to the County that it has not provided, nor offered to provide, any gratuities, favors, or anything of value to an officer, employee, or agent of the County. Should the Contractor obtain knowledge of the provision, or offer of any provision, of any gratuity, favor, or anything of value to an officer, employee, or agent described in the preceding sentence after the date hereof, the Contractor shall promptly disclose the same to the County in writing.

23. ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Contractor and any Subcontractor, or the successor, transferee, or assignee of the Contractor or any Subcontractor, shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. §§ 2000d *et seq.*), as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. Part 22, which are herein incorporated by reference and made a part of this Agreement. Title VI also provides protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. §§ 2000d *et seq.*, as implemented by Treasury's Title VI regulations, 31 C.F.R. Part 22, and herein incorporated by reference and made a part of this Agreement.

24. OTHER NON-DISCRIMINATION STATUTES

The Contractor acknowledges that the County is bound by and agrees, to the extent applicable to the Contractor, to abide by the provisions contained in the federal statutes enumerated below and any other federal statutes and regulations that may be applicable to the expenditure of Fiscal Recovery Funds:

- (1) The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- (3) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- (4) Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 *et seq.*), which prohibits discrimination on the basis of disability in programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

25. MISCELLANEOUS

- (1) *Increasing Seat Belt Use in the United States*. Pursuant to Executive Order 13043, 62 Fed. Reg. 19,216 (Apr. 18, 1997), the County encourages the Contractor to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company-owned, rented, or personally owned vehicles.
- (2) *Reducing Text Messaging While Driving*. Pursuant to Executive Order 13513, 74 Fed. Reg. 51,225 (Oct. 6, 2009), the County encourages the Contractor to adopt and enforce policies that ban text messaging while driving.

26. SUSPENSION AND DEBARMENT

- (1) Due to its receipt of Fiscal Recovery Funds, the County is a participant in a nonprocurement transaction (defined at 2 C.F.R. § 180.970) that is a covered transaction pursuant to 2 C.F.R. § 180.210 and 31 C.F.R. § 19.210. Therefore, this Agreement is a lower-Tier covered transaction for purposes of 2 C.F.R. Part 180 and 31 C.F.R. Part 19 if: (1) the amount of this Agreement is greater than or equal to \$25,000 (2 C.F.R. § 180.220(b)(1); 31 C.F.R. § 19.220(b)(1)); (2) the Agreement requires the consent of an official of the Department of the Treasury (2 C.F.R. § 180.220(b)(2); 31 C.F.R. § 19.220(b)(2)); or (3) this Agreement is for federally required audit services (2 C.F.R. § 180.220(b)(3); 31 C.F.R. § 19.220(b)(3)).
- (2) If this Agreement is a covered transaction as set forth above, the Contractor hereby certifies as of the date hereof that the Contractor, the Contractor's principals (defined at 2 C.F.R. § 180.995), and the affiliates (defined at 2 C.F.R. § 180.905) of both the Contractor and the Contractor's principals are not excluded (defined at 2 C.F.R. § 180.935) and are not disqualified (defined at 2 C.F.R. § 180.935). If any of the foregoing persons are excluded or disqualified and the Secretary of the Treasury has not granted an exception pursuant to 31 C.F.R. § 19.120(a), (1) this Agreement shall be void, (2) the County shall not make any payments of federal financial assistance to the Contractor, and (3) the County shall have no obligations to the Contractor under this Agreement.
- (3) The Contractor must comply with 2 C.F.R. Part 180, Subpart C and 31 C.F.R. Part 19 and must include a requirement to comply with these regulations in any lower-Tier covered transaction into which it enters. This certification is a material representation of fact relied upon by the County, and all liability arising from an erroneous representation shall be borne solely by the Contractor.
- (4) If it is later determined that the Contractor did not comply with 2 C.F.R. Part 180, Subpart C and 31 C.F.R. Part 19, in addition to remedies available to the County, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

27. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Agreement.

28. NO OBLIGATION BY FEDERAL GOVERNMENT

The federal government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-federal entity, the Contractor, or any other party pertaining to any matter resulting from the Agreement.

29. SOCIOECONOMIC CONTRACTING

The Contractor is encouraged to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered when possible.

30. WORKERS' COMPENSATION

To the extent required by law, the Contractor shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. In the event the Contractor is excluded from the requirements of such Act and does not voluntarily carry workers' compensation coverage, the Contractor shall carry or cause its employees to carry adequate medical/accident insurance to cover any injuries sustained by its employees or agents while fulfilling the Contractor's obligations under this Agreement. The Contractor agrees to furnish the County proof of compliance with said Act or adequate medical/accident insurance coverage upon request.

31. REMEDIES

- (1) *Right to Cover.* If the Contractor fails to commence work on the Project within the time specified, fails to meet any completion date or resolution time specified, fails to perform the work with sufficient workmen, equipment and materials, discontinues the prosecution of the work, performs the work unsuitably, or if the Contractor is otherwise in default under this Agreement, the County may take any of the following actions with or without terminating this Agreement, and in addition to, and without limiting, any other remedies it may have:
 - i. Require the surety to promptly take over and complete the Project in the manner and within the timeframe specified.
 - ii. If the surety fails to promptly take over and complete the Project in the manner specified and within fifteen (15) days of being notified by the County to do so, the County may employ such means as it may deem advisable and appropriate to perform itself or obtain the work from a third party until the matter is resolved and the Contractor is again able to resume performance under this Agreement.

- iii. Deduct any and all expenses incurred by the County in obtaining or performing the work from any money then due or to become due the Contractor and, should the County's cost of obtaining or performing the work exceed the amount due the Contractor, collect the amount due from the Contractor and surety.
- (2) *Right to Withhold Payment.* The County reserves the right to withhold any portion, or all, of a scheduled payment if the Contractor fails to perform under this Agreement until such breach has been fully cured.
- (3) *Setoff.* Each party shall be entitled to set off and deduct from any amounts owed to the other party pursuant to this Agreement all damages and expenses incurred or reasonably anticipated as a result of the other party's breach of this Agreement.
- (4) *Other Remedies.* Upon breach of this Agreement, each party may seek all legal and equitable remedies to which it is entitled. The remedies set forth herein shall be deemed cumulative and not exclusive and may be exercised successively or concurrently in addition to any other available remedy.
- (5) *No Suspension.* In the event that the County disputes in good faith an allegation of breach by the Contractor, notwithstanding anything to the contrary in this Agreement, the Contractor agrees that it will not terminate this Agreement or suspend or limit any work or warranties, unless: (i) the parties agree in writing; or (ii) an order of a court of competent jurisdiction determines otherwise; provided, however, this dispute period shall be limited to ninety (90) days.

32. TAXES

The Contractor shall be responsible for paying all taxes, fees, assessments, and premiums of any kind payable on its employees and operations. The Contractor shall substantiate, on demand by the County, that all taxes and other charges are being properly paid.

33. EQUAL EMPLOYMENT OPPORTUNITY

If this is a Federally Assisted Construction Contract exceeding \$10,000, during the performance of this Agreement, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places,

available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (1) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.
- (4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The Contractor will furnish to the Administering Agency, as defined in 41 C.F.R. § 60-1.3, and the Secretary of Labor all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Administering Agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further federal government contracts or Construction Work in accordance with procedures authorized in Executive Order 11246 of September 24, 1965. Such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every Subcontract or

purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each Subcontractor or vendor. The Contractor will take such action with respect to any Subcontract or purchase order as the Administering Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or vendor as a result of such direction by the Administering Agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The County further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted Construction Work: *Provided*, that if the County so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under this Agreement.

The County agrees that it will assist and cooperate actively with the Administering Agency and the Secretary of Labor in obtaining the compliance of contractors and Subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the Administering Agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the Administering Agency in the discharge of the agency's primary responsibility for securing compliance.

The County further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, federal government contracts and Construction Work pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and Subcontractors by the Administering Agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the County agrees that if it fails or refuses to comply with these undertakings, the Administering Agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the County under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from the County; and refer the case to the Department of Justice for appropriate legal proceedings.

34. COMPLIANCE WITH THE COPELAND "ANTI-KICKBACK" ACT

- (1) *Contractor*. The Contractor and any Subcontractor performing work under this Agreement shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements

of 29 C.F.R. Part 3, as may be applicable, which are incorporated by reference into this Agreement. The County shall report all suspected or reported violations to Treasury.

(2) *Subcontracts.* The Contractor or Subcontractor shall insert in any Subcontracts the clause above and such other clauses as Treasury may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower Tier Subcontracts. The prime contractor shall be responsible for the compliance by any Subcontractor or lower Tier Subcontractor with all of these contract clauses.

(3) *Breach.* A breach of the Agreement clauses above may be grounds for termination of the Agreement, and for debarment as a contractor and Subcontractor as provided in 29 C.F.R. § 5.12.

35. COMPLIANCE WITH THE DAVIS-BACON ACT

If applicable, the Contractor shall comply with the provisions of 40 U.S.C. §§ 3141-3144 and 3146-3148, as amended, which are set forth below.

Davis-Bacon Act

“(a) The Agency head shall cause or require the contracting officer to insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in § 5.1, the following clauses (or any modifications thereof to meet the particular needs of the agency, Provided, That such modifications are first approved by the Department of Labor):

(1) *Minimum wages.*

(i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this

section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)

- (A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:
 - (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
 - (2) The classification is utilized in the area by the construction industry; and
 - (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (B) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.
- (C) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree

on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

- (D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.
- (iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (iv) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.
- (2) *Withholding.* The federal agency or loan or grant recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the (Agency) may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) *Payrolls and basic records.*

- (i) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)

- (A) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the Contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency). The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead, the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the Contractor will submit them to the applicant, sponsor, or owner, as the case

may be, for transmission to the (write in name of agency), the Contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The Contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the (write the name of the agency) or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as may be

necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) *Apprentices and trainees* -

(i) *Apprentices.* Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) *Trainees.* Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are

employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (iii) *Equal employment opportunity.* The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.
- (5) *Compliance with Copeland Act requirements.* The Contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.
- (6) *Subcontracts.* The Contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the (write in the name of the Federal agency) may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.
- (7) *Contract termination: debarment.* A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.
- (8) *Compliance with Davis-Bacon and Related Act requirements.* All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) *Disputes concerning labor standards.* Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) *Certification of eligibility.*

- (i) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001."

36. COMPLIANCE WITH THE CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Compliance with the Contract Work Hours and Safety Standards Act:

- (1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek.
- (2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, the Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$32 or the current amount statutorily required by 29 C.F.R. § 5.5(b)(2) as may be amended from time to time, for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty (40) hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.*

- (i) *Withholding Process.* The recipient or subrecipient may, upon its own action, or must, upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor so much of the accrued payments or advances as may be considered necessary to satisfy the liabilities of the prime contractor or any subcontractor for any unpaid wages; monetary relief, including interest; and liquidated damages required by the clauses set forth in this section, any other federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act that is held by the same prime contractor (as defined in § 5.2 thereof). The necessary funds may be withheld from the Contractor under this Agreement, any other federal contract with the same prime contractor, or any other federally assisted contract that is subject to the Contract Work Hours and Safety Standards Act and is held by the same prime contractor, regardless of whether the other contract was awarded or assisted by the same agency, and such funds may be used to satisfy the Contractor liability for which the funds were withheld.
- (ii) *Priority to withheld funds.* The Department of Labor has priority to funds withheld or to be withheld in accordance with this section, over claims to those funds by:
 - (A) A contractor's surety(ies), including without limitation performance bond sureties and payment bond sureties;
 - (B) A contracting agency for its procurement costs;
 - (C) A trustee(s) (either a court-appointed trustee or a U.S. trustee, or both) in bankruptcy of a contractor, or a contractor's bankruptcy estate;
 - (D) A contractor's assignee(s);
 - (E) A contractor's successor(s); or
 - (F) A claim asserted under the Prompt Payment Act, 31 U.S.C. 3901-3907.
- (4) *Subcontracts.* The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section. In the event of any violations of these clauses, the prime contractor, and any subcontractor(s) responsible will be liable for any unpaid wages and monetary relief, including interest from the date of the underpayment or loss, due to any workers of lower-tier subcontractors, and associated liquidated damages and may be subject to debarment, as appropriate.
- (5) *Anti-retaliation.* It is unlawful for any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, or to

cause any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, any worker or job applicant for:

- (i) Notifying any contractor of any conduct which the worker reasonably believes constitutes a violation of the Contract Work Hours and Safety Standards Act (CWHSSA) or its implementing regulations in this part;
- (ii) Filing any complaint, initiating, or causing to be initiated any proceeding, or otherwise asserting or seeking to assert on behalf of themselves or others any right or protection under CWHSSA or this part;
- (iii) Cooperating in any investigation or other compliance action, or testifying in any proceeding under CWHSSA or this part; or
- (iv) Informing any other person about their rights under CWHSSA or this part.

Further Compliance with the Contract Work Hours and Safety Standards Act, as applicable:

- (1) The Contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.
- (2) Records to be maintained under this provision shall be made available by the Contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Homeland Security, the Department of Labor, or any other authorized representatives of the federal government, and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

36. CREATING GOOD JOBS

Pursuant to Information Bulletin No. 520, as applicable, the Contractor will comply with all applicable federal labor and employment laws. To maximize cost efficiency and quality of work, the Contractor commits to strong labor standards and protections for the project workforce by creating an effective plan for ensuring high-quality jobs and complying with federal labor and employment laws. The Contractor acknowledges applicable minimum wage, overtime, prevailing wage, and health and safety requirements, and will incorporate Good Jobs Principles wherever appropriate and to the greatest extent practicable.

37. CLEAN AIR ACT

- (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*
- (2) The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to Treasury and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each Subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by Treasury.

38. FEDERAL WATER POLLUTION CONTROL ACT

- (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.*
- (2) The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to Treasury and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each Subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by Treasury.

37. BUY CLEAN

The County encourages the use of environmentally friendly construction practices in the performance of this Agreement. In particular, the County encourages that the performance of this Agreement include considering the use of low-carbon materials which have substantially lower levels of embodied greenhouse-gas emissions associated with all relevant stages of production, use, and disposal, as compared to estimated industry averages of similar materials or products as demonstrated by their environmental product declaration.

39. COMPLIANCE WITH E-VERIFY PROGRAM

Pursuant to N.C.G.S. § 143-133.3, the Contractor understands that it is a requirement of this Agreement that the Contractor and its Subcontractors must comply with the provisions of Article 2 of Chapter 64 of the North Carolina General Statutes. In doing so, the Contractor agrees that, unless it is exempt by law, it shall verify the work authorization of its employees utilizing the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security, and the Contractor shall require its Subcontractors to do the same. Upon request, the Contractor agrees to provide the County with an affidavit of compliance or exemption.

40. CONFIDENTIAL INFORMATION

For purposes of this Agreement, the party disclosing Confidential Information is the “Discloser,” and the party receiving Confidential Information is the “Recipient.” “Confidential Information” shall mean any nonpublic information concerning the parties’ respective businesses including, but not limited to, all tangible, intangible, visual, electronic, present or future information such as: (a) trade secrets; (b) financial information, including pricing; (c) technical information, including research, development, procedures, algorithms, data, designs and know-how; (d) business information, including operations, planning, marketing interests and products; and (e) the terms of any agreement between the parties and the discussions, negotiations and proposals related thereto. Confidential Information disclosed to the other party must be clearly identified. Written Confidential Information must be clearly marked in a conspicuous place with an appropriate legend identifying the information as “Confidential.” Confidential Information that is not written must be identified as confidential at the time of disclosure and confirmed in writing delivered to Recipient within fifteen (15) days of disclosure.

The restrictions regarding the use and disclosure of Confidential Information do not apply to information that is:

- (1) in the public domain through no fault of the Recipient;
- (2) within the legitimate possession of the Recipient, with no confidentiality obligations to a third party;
- (3) lawfully received from a third party having rights in the information without restriction, and without notice of any restriction against its further disclosure;
- (4) independently developed by the Recipient without breaching this Agreement or by parties who have not had, either directly or indirectly, access to or knowledge of the Confidential Information;
- (5) disclosed with the prior written consent of the Discloser; or
- (6) required to be disclosed by law, regulation or court or governmental order, specifically including requests pursuant to the Public Records Laws of North Carolina contained in Chapter 132 of the North Carolina General Statutes. In the event Recipient receives such a request, it shall notify Discloser and Discloser shall have the opportunity to defend against production of such records at Discloser’s sole expense.

41. NO ASSIGNMENT WITHOUT CONSENT

Neither party shall assign this Agreement (or assign any right or delegate any obligation contained herein whether such assignment is of service, of payment or otherwise) without the prior written consent of the other party hereto. Any such assignment without the prior written consent of the other party hereto shall be void. An assignee shall acquire no rights, and the County shall not recognize any assignment in violation of this provision.

42. GOVERNING LAW AND VENUE

This Agreement shall be governed by applicable federal law and by the laws of the State of North Carolina without regard for its choice of law provisions. All actions relating in any way to this Agreement shall be brought in the General Court of Justice of the State of North Carolina in Brunswick County or in the Federal District Court for the Eastern District of North Carolina, Wilmington division.

43. DISPUTE RESOLUTION

Should a dispute arise as to the terms of this Agreement, both parties agree that neither may initiate binding arbitration. The parties may agree to non-binding mediation, as more fully set forth in the General Conditions of the Contract.

44. GOVERNMENTAL IMMUNITY

The County, to the extent applicable, does not waive its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.

45. NON-WAIVER

Failure by the County at any time to require the performance by the Contractor of any of the provisions of this Agreement shall in no way affect the County's right hereunder to enforce the same, nor shall any waiver by the County of any breach be held to be a waiver of any succeeding breach or a waiver of this Section.

46. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein. There are no other representations, understandings, or agreements between the parties with respect to such subject matter. This Agreement supersedes all prior agreements, negotiations, representations, and proposals, written or oral, related specifically to the Project herein.

47. HEADINGS

The headings in this Agreement are for convenience of reference only and shall not define or limit any of the terms or provisions hereof.

48. SEVERABILITY

The invalidity of one or more of the phrases, sentences, clauses, or sections contained in this Agreement shall not affect the validity of the remaining portion of the Agreement so long as the material purposes of this Agreement can be determined and effectuated. If a provision of this Agreement is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision, but only to the extent that such provision is unenforceable, and this

Agreement shall be deemed amended by modifying such provision to the extent necessary to make it enforceable while preserving its intent.

49. AMENDMENTS

Amendments or changes to this Agreement shall not be valid unless in writing and signed by authorized agents of both the Contractor and the County.

50. NOTICES

(1) *Delivery of Notices.* Unless otherwise specified in the General Conditions of the Contract or any Supplementary General Conditions, as applicable, any notice, consent or other communication required or contemplated by this Agreement shall be in writing, and shall be delivered in person, by U.S. mail, by overnight courier, by electronic mail or by facsimile to the intended recipient at the address set forth below.

(2) *Effective Date of Notices.* Any notice shall be effective upon the date of receipt by the intended recipient; provided that any notice which is sent by facsimile or electronic mail shall also be simultaneously sent by mail deposited with the U.S. Postal Service or by overnight courier.

(3) *Notice Address.*

- a. Communications that relate to any breach, default, termination, amendment, or waiver of any provision of this Agreement shall be sent to:

For the County: Brunswick County Attorney
P.O. Box 249
Bolivia, NC 28422

With a copy to: {County Contact for Notices}
{County Contact Title}
{Contact Address}
{Contact City}, {Contact State} {Contact Zip}

- b. Communications that relate to any delay in performance, prevention of performance, modification or extension of this Agreement shall be sent to:

For the County: {County Contact for Notices}
{County Contact Title}
{Contact Address}
{Contact City}, {Contact State} {Contact Zip}

- c. All communications to the Contractor shall be sent to:

For the Contractor: {Vendor Name}
{Vendor Address}
{Vendor City}, {Vendor State or Territory} {Vendor Zip}

51. SIGNATURES

This Agreement, together with any amendments or modifications, may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be considered one and the same agreement. This Agreement may also be executed electronically. By signing electronically, the parties indicate their intent to comply with the Electronic Commerce in Government Act (N.C.G.S. § 66-58.1 *et seq.*) and the Uniform Electronic Transactions Act (N.C.G.S. § 66-311 *et seq.*). Delivery of an executed counterpart of this Agreement by either electronic means or by facsimile shall be as effective as a manually executed counterpart.

ATTEST:

BRUNSWICK COUNTY

Clerk to the Board /
Deputy Clerk to the Board

By: _____
Chairman, Board of Commissioners

Date: _____

[SEAL]

{VENDOR NAME}

By: _____

Printed Name: _____

Title: _____

Date: _____

“This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.”

Aaron C. Smith, Finance Director
Brunswick County, North Carolina

Date: _____

APPROVED AS TO FORM

Bryan W. Batton, County Attorney /
Ryan S. King, Assistant County Attorney

Date: _____

GENERAL CONDITIONS OF THE CONTRACT

Version date – April 2020

This document is intended for use on Brunswick County capital construction projects and shall not be used on any project that is not reviewed and approved by Brunswick County. Extensive modification to the General Conditions by means of “Supplementary General Conditions” is strongly discouraged.

The use or reproduction of this document or any part thereof is authorized for and limited to use on projects of Brunswick County, North Carolina, and is distributed by, through, and at the discretion of Brunswick County, for that distinct and sole purpose.

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ARTICLE 1 – DEFINITIONS

Addenda shall mean written or graphic instruments issued prior to the opening of Bids which clarify, correct, or change the Bidding Requirements or the Contract Documents.

Approval means written or imprinted acknowledgement that materials, equipment, or methods of construction are acceptable for use in the Work.

Asbestos is any material that contains more than one percent (1%) asbestos and is friable or is releasing asbestos fibers into the air above current action levels established by the United States Occupational Safety and Health Administration.

Bid shall mean the offer or proposal of a bidder submitted on the prescribed form setting forth the prices for the Work to be performed.

Bidding Documents shall mean the Bidding Requirements and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).

Bidding Requirements shall mean the Advertisement or Invitation to Bid, Instructions to Bidders, Bid security form, if any, MBE forms, and the Proposal form with any supplements.

Bonds shall mean performance and payment bonds and other instruments of security.

Change Order, as used herein, shall mean a written order to the Contractor subsequent to the signing of the contract authorizing a change in the contract (addition, deletion, or revision to Contract Price or Time of Completion). The change order shall be signed by the Contractor, Designer, and the Owner, and approved by the County Commissioners, in that order (see Article “Changes in the Work”).

Claim shall mean a demand or assertion by Owner or Contractor seeking an adjustment of Contract Price or Time of Completion, or both, or other relief with respect to the terms of the Contract. A demand for money or services by a third party is not a Claim.

Clarification or Request for Information (RFI) is a request from the Contractor seeking an interpretation or clarification by the Designer relative to the contract documents. The RFI, which shall be labeled (RFI), shall clearly and concisely set forth the issue or item requiring clarification or interpretation and why the response is needed. The RFI must set forth the Contractor’s interpretation or understanding of the contract documents requirements in question, along with reasons for such an understanding.

Contract, as used herein, is the written instrument which is evidence of the agreement between Owner and Contractor covering the Work.

Contract Documents consist of the Invitation to Bid; Notice to Bidders; Instructions to Bidders; General Conditions of the Contract; special conditions if applicable; Supplementary General Conditions; the drawings and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the accepted proposal; the contract; the performance bond; the payment bond; insurance certificates; MBE forms; power of attorney; Notice to Proceed; Written Directives; Work Change Directives; Change Orders; Certificates of Substantial Completion; Notice of Final Completion and Acceptance; and approval of County Commissioners. All of these items together form the contract. Approved shop drawings are **not** contract documents.

Contract Price shall mean the moneys payable by Owner to Contractor for completion of the Work in accordance with the Contract Documents.

Contractor, as referred to hereinafter, shall be deemed to be either of the several contracting parties called the “Party of the First Part” in either of the several contracts in connection with

the total project. Where, in special instances hereinafter, a particular Contractor is intended, an adjective precedes the word "Contractor," as "general," "heating," etc. For the purposes of a single prime contract, the term "Contractor" shall be deemed to be the single contracting entity identified as the "Party of the First Part" in the single Construction Contract. Any references or adjectives that name or infer multiple prime Contractors shall be interpreted to mean the single prime Contractor.

Day shall constitute a calendar day of 24 hours measured from midnight to the next midnight.

Defective, when modifying the word "Work," refers to Work that is unsatisfactory, faulty, or deficient in that it does not conform to the Contract Documents or does not meet the requirements of any inspection, reference standard, test, or approval referred to in the Contract Documents, or has been damaged prior to the Designer's recommendation of final payment.

Designer(s) are those referred to within this contract, or their authorized representatives. The Designer(s), as referred to herein, shall mean architect and/or Engineer or other professional. They will be referred to hereinafter as if each were of the singular number, masculine gender. In instances where the Owner performs functions typically done by the Designer, references to the Designer may also refer to the Owner.

Drawings shall mean that part of the Contract Documents prepared or approved by Designer which graphically shows the scope, extent, and character of the Work to be performed by Contractor. Shop Drawings and other Contractor submittals are not Drawings as so defined.

Effective Date of the Contract shall mean the date indicated in the Contract on which it becomes effective, but if no such date is indicated, it means the date on which the Contract is signed and delivered by the last of the two parties to sign and deliver.

"Equal to" or "Approved Equal" or "Or-Equal" shall mean materials, products, equipment, assemblies, or installation methods considered equal by the Owner in all characteristics (physical, functional, and aesthetic) to those specified in the contract documents.

Hazardous Environmental Condition shall mean the presence at the Site of Asbestos, PCBs, Petroleum, Hazardous Waste, or Radioactive Material in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Work.

Hazardous Waste shall have the meaning provided in the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.

Inspection shall mean examination or observation of Work completed or in progress to determine its compliance with contract documents.

Laws and Regulations; Laws or Regulations shall mean any and all applicable laws, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

Liens, as used herein, shall mean charges, security interests, or encumbrances upon Project funds, real property, or personal property.

Liquidated Damages, as stated in the contract documents, is an amount reasonably estimated in advance to cover the losses incurred by the Owner by reason of failure of the Contractor(s) to complete the Work within the time specified.

Milestone, as used herein, shall mean a principal event specified in the Contract Documents relating to an intermediate completion date or time prior to Substantial Completion of all the Work.

Notice of Award shall mean the Approval of the proposal by the Brunswick County Board of Commissioner's at a public meeting or a signed "Notice of Award" form stating that upon timely compliance by the apparent successful bidder with the conditions precedent listed therein, Owner will execute the Contract.

Notice to Proceed shall mean a written notice given by Owner to Contractor fixing the date on which the time of completion will commence to run and on which Contractor shall start to perform the Work under the Contract Documents.

Owner is Brunswick County or any entity or department thereof. Typically, references to Owner shall refer to the County department responsible for overseeing the Work. However, the context may indicate the specific entity of the County referred to. The "County Commissioners" refers to the specific board in its official duty that governs County affairs and, based on context, may also be synonymous with the term "Owner."

Partial Utilization is use by Owner of a substantially completed part of the Work for the purpose for which it is intended (or a related purpose) prior to Substantial Completion of all the Work.

PCBs are polychlorinated biphenyls.

Petroleum, including crude oil or any fraction thereof, which is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute), such as oil, petroleum, fuel oil, oil sludge, oil refuse, gasoline, kerosene, and oil mixed with other non-Hazardous Waste and crude oils.

Project is the total construction Work to be performed under the contract documents by the several contractors.

Project Expediter, as used herein, is an entity stated in the contract documents, designated to effectively facilitate scheduling and coordination of work activities. See Articles "Construction Supervision" and "Schedule" for responsibilities of a Project Expediter. **For the purposes of a single prime contract, the single prime Contractor shall be designated as the Project Expediter.**

Project Manual shall mean the bound documentary information prepared for bidding and constructing the Work. A listing of the contents of the Project Manual, which may be bound in one or more volumes, is contained in the table(s) of contents.

Radioactive Material shall mean source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954 (42 USC Section 2011 et seq.) as amended from time to time.

Request for Payment shall mean the form acceptable to Designer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract Documents.

Routine Written Communications Between the Designer and the Contractor are any communication other than a "request for information" provided in letter, memo, or transmittal format, sent by mail, courier, electronic mail, hand delivery, or facsimile. Written directives are included in this definition. Such communications cannot be identified as a "request for information."

Samples are physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged.

Shop Drawings are all drawings, diagrams, illustrations, schedules, and other data or information which are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work.

Site means lands or areas indicated in the Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements for access thereto, and such other lands furnished by Owner which are designated for the use of Contractor.

Specifications are that part of the Contract Documents consisting of written technical descriptions of materials, equipment, systems, standards, and workmanship as applied to the Work and certain administrative details applicable thereto.

Subcontractor, as the term is used herein, shall be understood to be one who has entered into a direct contract with a Contractor or another Subcontractor, and includes one who furnishes materials worked to a special design in accordance with plans and specifications covered by the contract, but does not include one who only sells or furnishes materials not requiring work so described or detailed.

Substantial Completion is the time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Designer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.

“Substitution” or “Substitute” shall mean materials, products, equipment, assemblies, or installation methods deviating in at least one characteristic (physical, functional, or aesthetic) from those specified or deviating from the specific manufacturers listed in the Technical Specifications when “Only” the specific manufacturer is indicated as being acceptable. Substitutions shall, in the opinion of the bidder, improve competition and/or enhance the finished installation.

Supplementary Conditions are that part of the Contract Documents which amend or supplement these General Conditions.

Supplier is a manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or any Subcontractor.

Surety, as used herein, shall mean the bonding company or corporate body which is bound with and for the Contractor, and which engages to be responsible for the Contractor and his acceptable performance of the Work.

Time of completion, as stated in the contract documents, is to be interpreted as consecutive calendar days measured from the date established in the written Notice to Proceed, or such other date as may be established herein (Article “Time of Completion, Delays, Extension of Time”).

Underground Facilities are all underground pipelines, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or attachments, and any encasements containing such facilities, including those that convey electricity, gases, steam, liquid petroleum products, telephone or other communications, cable television, water, wastewater, storm water, other liquids or chemicals, or traffic or other control systems.

Unit Price Work is Work to be paid for on the basis of unit prices.

Work, as used herein as a noun, is intended to be the completed construction including materials, labor, and workmanship of the appropriate Contractor as required by the contract documents.

Work Change Directive, as used herein, shall mean a written statement to Contractor issued on or after the Effective Date of the Contract and signed by Owner and recommended by Designer ordering an addition, deletion, or revision in the Work, or responding to differing or unforeseen subsurface or physical conditions under which the Work is to be performed or to emergencies. A Work Change Directive will not change the Contract Price or the Time of Completion but is evidence that the parties expect that the change ordered or documented by a Work Change Directive will be incorporated in a subsequently issued Change Order following negotiations by the parties as to its effect, if any, on the Contract Price or Time of Completion.

Written Notice or Written Directive shall be defined as notice in writing delivered in person to the Contractor, or to a partner of the firm in the case of a partnership, or to a member of the contracting organization, or to an officer of the organization in the case of a corporation, or sent to the last known business address of the contracting organization.

ARTICLE 2 – TERMINOLOGY AND INTENT OF DOCUMENTS

- A. The contract documents are complementary; what is called for by one is as binding as if called for by all. The intent of the contract documents is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a complete job. Any labor, documentation, services, materials, or equipment that may reasonably be inferred from the contract documents or from prevailing custom or trade usage as being required to produce the intended result will be provided whether or not specifically called for at no additional cost to the Owner.
- B. In case of discrepancy or disagreement in the contract documents, the order of precedence shall be: Form of Contract, Instructions to Bidders, Notice to Bidders, Invitation to Bid, Instructions to Bidders, Supplementary General Conditions, Specifications, General Conditions, large-scale drawings, small-scale drawings.
- C. The wording of the specifications shall be interpreted in accordance with common usage of the language except that words having a commonly used technical or trade meaning shall be so interpreted in preference to other meanings.

D. Intent of Certain Terms or Adjectives

Whenever in the Contract Documents the terms “as allowed,” “as approved,” or terms of like effect or import are used, or the adjectives “reasonable,” “suitable,” “acceptable,” “proper,” “satisfactory,” or adjectives of like effect or import are used to describe an action or determination of Designer as to the Work, it is intended that such action or determination will be solely to evaluate, in general, the completed Work for compliance with the requirements of and information in the Contract Documents and conformance with the design concept of the completed Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective shall not be effective to assign to Designer any duty or authority to supervise or direct the performance of the Work or any duty or authority to undertake responsibility contrary to the provisions of the Article “Designer’s Status” or any other provision of the Contract Documents.

E. Furnish, Install, Perform, Provide

- 1. “Furnish,” when used in connection with services, materials, or equipment, shall mean to supply and deliver said services, materials, or equipment to the Site (or some other specified location) ready for use or installation and in usable or operable condition.

2. "Install," when used in connection with services, materials, or equipment, shall mean to put into use or place in final position said services, materials, or equipment complete and ready for intended use.
3. "Perform" or "provide," when used in connection with services, materials, or equipment, shall mean to furnish and install said services, materials, or equipment complete and ready for intended use.
4. When "furnish," "install," "perform," or "provide" is not used in connection with services, materials, or equipment in a context clearly requiring an obligation of Contractor, "provide" is implied.

ARTICLE 3 – EXECUTION OF DOCUMENTS

The Contractor shall execute each copy of the proposal, contract, performance bond and payment bond as follows:

- A. If the documents are executed by a sole owner, that fact shall be evidenced by the word "Owner" appearing after the name of the person executing them.
- B. If the documents are executed by a partnership, that fact shall be evidenced by the word "Co-Partner" appearing after the name of the partner executing them.
- C. If the documents are executed on the part of a limited liability company, they shall be executed by a Manager with authority to commit the company to the contract and the title of the office of such person shall appear after their signature.
- D. If the documents are executed on the part of a corporation, they shall be executed by either the president or the vice president and attested by the secretary or assistant secretary in either case, and the title of the office of such persons shall appear after their signatures. The seal of the corporation shall be impressed on each signature page of the documents.
- E. If the documents are made by a joint venture, they shall be executed by each member of the joint venture in the above form for sole owner, partnership, company, or corporation, whichever form is applicable to each particular member.
- F. All signatures shall be properly witnessed.
- G. If the Contractor's license is held by a person other than an owner, partner or officer of a firm, then the licensee shall also sign and be a party to the contract. The title "Licensee" shall appear under his/her signature.
- H. The bonds shall be executed by an attorney-in-fact. There shall be attached to each copy of the bond a certified copy of power of attorney properly executed and dated.
- I. Each copy of the bonds shall be countersigned by an authorized individual agent of the bonding company licensed to do business in North Carolina. The title "Licensed Resident Agent" shall appear after the signature.
- J. The seal of the bonding company shall be impressed on each signature page of the bonds.
- K. The Contractor's signature on the performance bond and the payment bond shall correspond with that on the contract.

ARTICLE 4 – REVIEW OF CONTRACT DOCUMENTS AND CLARIFICATIONS

- A. **Contractor's Review of Contract Documents:** Before undertaking each part of the Work, Contractor shall carefully study and compare the Contract Documents and check and verify pertinent figures therein and all applicable field measurements. Contractor shall promptly report in writing to Designer any conflict, error, ambiguity, omission, or discrepancy which Contractor may discover and shall obtain a written interpretation or clarification from Designer before proceeding with any Work affected thereby; however, Contractor shall not be liable to Owner or Designer for failure to report any conflict, error, ambiguity, omission, or discrepancy in the Contract Documents unless Contractor knew or reasonably should have known thereof.
- B. In such cases where the nature of the Work requires clarification by the Designer, such clarification shall be furnished by the Designer with reasonable promptness by means of written instructions or detail drawings, or both. Clarifications and drawings shall be consistent with the intent of contract documents, and shall become a part thereof.
- C. The Contractor(s) and the Designer shall prepare, if deemed necessary, a schedule fixing dates upon which foreseeable clarifications will be required. The schedule will be subject to addition or change in accordance with progress of the Work. The Designer shall furnish drawings or clarifications in accordance with that schedule. The Contractor shall not proceed with the Work without such detail drawings and/or written clarifications.
- D. Where needed specifications or details are omitted from the contract documents the Contractor shall promptly report such omissions to the Designer and wait for clarification before proceeding with the work. Brunswick County details and specifications, latest versions, will be used to determine work description, materials, construction methods, and method of measurement, unless directed otherwise by the Designer.

ARTICLE 5 – SITE DOCUMENTATION

The Contractor is required to provide detailed video or photo documentation of site conditions prior to mobilization. The extents of the project site shall be video/photo documented including, but not limited to: all access roads into and out of the site, haul roads, existing utilities, staging and stockpile areas, culverts, bridges, drainage features, adjacent driveways, adjacent structures, existing facilities, stream and floodplains adjacent and immediately downstream of the project area, and any other areas that might potentially be impacted by construction. Videos and photos shall have the dates and times taken digitally indicated.

ARTICLE 6 – REFERENCE TO STANDARDS, CODES, LAWS, AND REGULATIONS

- A. Reference to standards, specifications, manuals, or codes of any technical society, organization, or association, or to Laws or Regulations, whether such reference be specific or by implication, shall mean the standard, specification, manual, code, or Laws or Regulations in effect at the time of opening Bids (or on the Effective Date of the Contract if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.
- B. No provision of any such standard, specification, manual or code, or any instruction of a Supplier shall be effective to change the duties or responsibilities of Owner, Contractor, or Designer, or any of their Subcontractors, consultants, agents, or employees from those set forth in the Contract Documents, nor shall any such provision or instruction be effective to assign to Owner, Designer, or any of Designer's Consultants, agents, or employees any duty or authority to supervise or direct the performance of the Work or any duty or authority to undertake responsibility inconsistent with the provisions of the Contract Documents.

- C. If, during the performance of the Work, Contractor discovers any conflict, error, ambiguity, or discrepancy within the Contract Documents or between the Contract Documents and any provision of any Law or Regulation applicable to the performance of the Work or of any standard, specification, manual or code, or of any instruction of any Supplier, Contractor shall report it to Designer in writing at once. Contractor shall not proceed with the Work affected thereby (except in an emergency) until an amendment or supplement to the Contract Documents has been issued.
- D. The Contractor shall give all notices and comply with all laws, ordinances, codes, encroachment agreements, rules and regulations bearing on the conduct of the Work under this contract. Any necessary changes required after contract award shall be made by change order in accordance with Article “Changes in the Work.” If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, encroachment agreements, rules and regulations, and without such notice to the Designer, he shall bear all cost arising therefrom. Additional requirements implemented after bidding will be subject to equitable negotiations.
- E. All work under this contract shall conform to the North Carolina State Building Code and other State, local and national codes as are applicable. The cost of all required inspections and permits shall be the responsibility of the Contractor.

ARTICLE 7 – PERMITS

Unless otherwise provided in the Supplementary Conditions, Contractor shall obtain and pay for all construction permits and licenses. Owner shall assist Contractor, when necessary, in obtaining such permits and licenses. Contractor shall pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of opening Bids, or, if there are no Bids, on the Effective Date of the Contract. Contractor shall pay all charges of utility owners for connections to the Work.

ARTICLE 8 – COPIES OF DESIGN DRAWINGS AND SPECIFICATIONS

The Designer shall furnish free of charge to the Contractors copies of plans and specifications as follows:

- A. General Contractor and single-prime Contractor - Up to five (5) sets of general Contractor drawings and specifications. One of these sets shall be used by the Contractor to clearly and legibly record all work-in-place that is at variance with the contract documents.
- B. Each other Contractor - Up to five (5) sets of the appropriate drawings and specifications. One of these sets shall be used by the Contractor to clearly and legibly record all work-in-place that is at variance with the contract documents.
- C. Additional sets shall be furnished at cost, including mailing, to the Contractor upon request by the Contractor.

ARTICLE 9 – APPROVING SUBSTITUTES AND “OR EQUAL” ITEMS

- A. Products are generally specified by ASTM or other reference standard and/or by manufacturer’s name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. Whenever an item of material or equipment is specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular Supplier, the specification or description is intended to establish the general style, type, character, function, appearance, and quality required. Equivalent products are acceptable and bidders are not

restricted to the specific brand, make, manufacturer or specific name unless the specification indicates that “only” the specific manufacturer is acceptable or the description contains words reading that no like, equivalent, or substitution is permitted. Other items of material or equipment or material or equipment of other Suppliers may be submitted to Designer for review under the circumstances described below and as outlined in the Instructions to Bidders Article “Substitutions”.

1. **“Or-Equal” Items:** In cases where the technical specification indicate a specific brand, if in the Designer’s and Owner’s discretion an item of material or equipment proposed by Contractor is functionally equal to that named and sufficiently similar so that no change in related Work will be required, it may be considered by Designer as an “or-equal” item, in which case review and approval of the proposed item may, in Designer’s discretion, be accomplished without compliance with some or all of the requirements for approval of proposed substitute items. For the purposes of this paragraph a proposed item of material or equipment will be considered functionally equal to an item so named if:
 - a. in the exercise of reasonable judgment Designer determines that: (i) it is at least equal in quality, durability, appearance, strength, and design characteristics; (ii) it will reliably perform at least equally well the function imposed by the design concept of the completed Project as a functioning whole, and;
 - b. Contractor certifies that: (i) there is no increase in cost to the Owner; and (ii) it will conform substantially, even with deviations, to the detailed requirements of the item named in the Contract Documents.
2. **Substitute Items**
 - a. If in Designer’s and Owner’s discretion an item of material or equipment proposed by Contractor does not qualify as an “or-equal” item under the paragraph above, it will be considered a proposed substitute item.
 - b. Request for substitution of materials, items, or equipment shall be submitted to the Designer for approval or disapproval ten days prior to the opening of bids. Substitution submittals made after this point shall be reviewed at the discretion of the Designer.
 - c. Contractor shall submit sufficient information as provided below and as stated in the Instructions to Bidders to allow Designer to determine that the item of material or equipment proposed is essentially equivalent to that named and an acceptable substitute therefor. Requests for review of proposed substitute items of material or equipment will not be accepted by Designer from anyone other than prime bidders.
 - d. By making requests for substitutions, the Contractor:
 - i. Represents that he has personally investigated the proposed substitute product and determined that it is of equal or superior in all aspects to that specified;
 - ii. Represents that he will provide, at minimum, the same warranty for the substitute that he would for that specified.
 - iii. Certifies that the cost of data presented is complete and includes all related costs under this Contract but excludes costs under separate contracts, and excludes the Designers redesign costs, and waives all claims for additional costs related to the substitution which subsequently becomes apparent; and
 - iv. Will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

- B. **Preferred Brands:** In accordance with the provisions of NCGS 133-3 the Contract Documents may list one or more preferred brands to provide overall cost savings to the Owner and/or to maintain or improve the functioning of any process or system affected by the preferred item or items. The use of Preferred Brands on the project is at the sole discretion of the Owner. In the event that the Contractor's Proposal does not indicate an increased cost for the use of Preferred Brands, the Contractor shall use Preferred Brands on the project, unless notified otherwise in writing by the Owner. The Owner's preference of Preferred Brands for specific items shall be stated in the Contract Documents, typically on an Approved Products List in the Supplementary General Conditions, the Proposal Form, or in the Technical Specifications. A bid alternate may be used on the Proposal Form to determine the cost difference between Preferred Brands and other products meeting the performance specification. Where there is a cost differential between a Preferred Brand item and the other equivalent item, the Contractor shall provide a listing of the equivalent item type, manufacturer, model, item number, and cost savings compared to using a Preferred Brand item. When Preferred Brands are indicated in the Contract Documents for specific items, but the Owner chooses not to require the use of Preferred Brands for a specific item, the Contractor is advised that any product submitted for use on the project must still be approved in accordance with the section "Or-equal Items".
- C. **Substitute Construction Methods or Procedures:** If a specific means, method, technique, sequence, or procedure of construction is shown or indicated in and expressly required by the Contract Documents, Contractor may furnish or utilize a substitute means, method, technique, sequence, or procedure of construction approved by Designer. Contractor shall submit sufficient information to allow Designer, in Designer's sole discretion, to determine that the substitute proposed is equivalent to that expressly called for by the Contract Documents.
- D. **Designer's Evaluation:** Designer will be allowed a reasonable time within which to evaluate each proposal or submittal. Designer will be the sole judge of acceptability. No "or-equal" or substitute will be ordered, installed, or utilized until Designer's review is complete, which will be evidenced by either a Directive for a substitute or an approved Shop Drawing for an "or-equal." Designer will advise Contractor in writing of any negative determination.
- E. **Special Guarantee:** Owner may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute.
- F. **Contractor's Expense:** Contractor shall provide all data, including any required engineering, in support of any proposed substitute or "or-equal" at Contractor's expense.

ARTICLE 10 – SHOP DRAWINGS, SUBMITTALS, SAMPLES, DATA

- A. Within ten (10) consecutive calendar days after the notice to proceed, each prime Contractor shall submit a schedule for anticipated submittal of all shop drawings, product data, samples, and similar submittals to the Project Expediter and the Designer. This schedule shall indicate the items, relevant specification sections, other related submittal, data, and the date when these items will be furnished to the Designer.
- B. The Contractor shall review, approve and submit to the Designer all Shop or Setting Drawings, Product Data, Samples, Color Charts, and similar submittal data required or reasonably implied by the Contract Documents. Shop drawing submittals shall be made using the "Contractor Submittal" form and shall be made in accordance with the project schedule. Required Submittals shall bear the Contractor's stamp of approval and any exceptions to the Contract Documents shall be noted on the submittals. A minimum of three (3) copies of each submittal shall be submitted to the Designer to retain and the Contractor shall supply, at the request of the Designer, additional copies as needed. Submittals shall be presented to the Designer with reasonable promptness and time so as to cause no delay in the activities of the Owner or of separate Contractors.

- C. Shop drawing submittals shall be complete with respect to quantities, dimensions, drawings, specified performance, design criteria, and materials and shall be detailed sufficiently to enable the Designer to determine compliance with the contract documents.
- D. The Designer shall review required submittals promptly, noting desired corrections if any, and returning a copy of the annotated shop drawings to the Contractor not later than twenty (20) days from the date of receipt by the Designer. When resubmittals are required, the submittal procedure shall be the same as for the original submittals. The Contractor shall not be entitled to any Time of Completion extension for review and approval of shop drawings by the Designer.
- E. Approval of shop drawings by the Designer shall not be construed as relieving the Contractor from responsibility for compliance with the design or terms of the contract documents nor from responsibility of errors of any sort in the shop drawings, unless such lack of compliance or errors first have been called in writing to the attention of the Designer by the Contractor.
- F. The Owner may assess the Contractor the cost of shop drawing review for shop drawing submittals in excess of three for any one item.

ARTICLE 11 – REFERENCE POINTS AND CONSTRUCTION SURVEYING

- A. Engineering surveys shall be provided to establish reference points for construction which in Designer's judgment are necessary to enable Contractor to proceed with the Work. Contractor shall be responsible for laying out the Work, shall protect and preserve the established reference points and property monuments, and shall make no changes or relocations without prior written approval. Contractor shall report to Designer whenever any reference point or property monument is lost or destroyed or requires relocation because of necessary changes in grades or locations, and shall be responsible for the accurate replacement or relocation of such reference points or property monuments by a registered professional surveyor.
- B. The Contractor shall be responsible for all of the field horizontal layout and vertical control of the facilities. Construction Surveying shall include, but not be limited to, furnishing personnel, all surveying equipment, stakes, layout drawings, calculations, stakeout records, all materials necessary to perform the surveying work, staking clearing limits, staking centerlines, miscellaneous staking necessary for construction, locating reference points and benchmarks, and any other survey incidental to construction. Unless directed otherwise by the Designer, Survey personnel shall be under the direct supervision of a North Carolina Registered Professional Land Surveyor in conformance with NCGS 89C. Benchmarks and reference points shall be indicated by a metal monument cap set on a minimum 36" long #5 reinforcing bar with an adjacent carsonite witness stake and shall be permanently preserved.
- C. Upon completion of the stakeout and prior to beginning construction, the Contractor shall give the Designer a 48-hour notice in order to inspect the construction staking. The Designer's review of the Contractor's work in no way relieves the Contractor of responsibility for conformance with the contract documents. Failure by the Designer to point out unsatisfactory work, from lack of discovery or for any other reason, in no way prevents later rejection or corrections to the unsatisfactory work, when discovered, at no cost to the Owner. No claims will be allowed for losses suffered due to any necessary removal or repairs resulting from the unsatisfactory work. When requested by the Designer, the accuracy of the stakeout will be checked by the Contractor.
- D. When surveying is required that could not have been reasonably anticipated, the Contractor shall notify the Designer in writing prior to beginning such work and will proceed according to the General Conditions of the Contract for "Claims for Extra Cost."

ARTICLE 12 – RECORD DRAWINGS AND SPECIFICATIONS AT THE JOB SITE

The Contractor shall maintain, in readable and secure condition at his job office, one complete set of the contract documents including record drawings, specifications, addenda, change orders, written directives, work change directives, and written interpretations and clarifications. Additionally, a copy of all shop drawings and the project manual shall be maintained at the job office. These materials shall be annotated to show changes made during construction. The Contractor shall maintain at the job office, a day-to-day record of work-in-place that is at variance with the contract documents. Such materials shall be made available for use by the Owner, Designer, or his authorized representative and shall be submitted to the Owner upon project completion and prior to final payment.

ARTICLE 13 – AS-BUILT DRAWINGS

Unless otherwise indicated in the Supplementary General Conditions, the Contractor is responsible for furnishing certified “As-Built” Drawings in the form of signed and sealed (professional surveyor or professional engineer) plans per the North Carolina Board of Engineers and Surveyors guidelines. Electronic copies (Acrobat PDF file format and either MicroStation or Autocad format) and two (2) sets of photographic mylars or vellums shall be furnished to the Owner prior to final payment. As-built drawings shall verify or adjust elevations, dimensions, locations, and materials incorporated into the completed work.

ARTICLE 14 – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

All drawings and specifications (including electronic media) are instruments of service and remain the property of the Owner. The use of these instruments on work other than this contract without permission of the Owner is prohibited. Contractor and any Subcontractor or Supplier or other individual or entity performing or furnishing any of the Work under a direct or indirect contract with Owner: (i) shall not have or acquire any title to or ownership rights in any of the Drawings, Specifications, or other documents (or copies of any thereof) prepared by or bearing the seal of Designer or Designer’s Consultant, including electronic media editions; and (ii) shall not reuse any of such Drawings, Specifications, other documents, or copies thereof on extensions of the Project or any other project without written consent of Owner. This prohibition will survive final payment, completion, and acceptance of the Work, or termination or completion of the Contract. Nothing herein shall preclude Contractor from retaining copies of the Contract Documents for record purposes or for furnishing as-built drawings.

ARTICLE 15 – MATERIALS, EQUIPMENT, EMPLOYEES

- A. The Contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.
- B. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.
- C. Upon notice, the Contractor shall furnish evidence as to quality of materials.

- D. Each Contractor shall obtain written approval from the Designer for the use of products, materials, equipment, assemblies or installation methods claimed as equal to those specified. Such approvals must be obtained as soon after contract awards as possible and before any materials are ordered. Applications for approvals shall be made by the Contractor and not by Subcontractors or material Suppliers within thirty (30) days following award of contract. When the submittal schedule provided under Article "Shop Drawings, Submittals, Samples, Data" Paragraph (A) is approved, no further substitutions will be permitted except in unusual or extenuating circumstances. If no list is submitted, the Contractor shall supply materials specified.
- E. The Designer is the judge of equality for proposed substitution of products, materials or equipment.
- F. If at any time during the construction and completion of the Work covered by these contract documents, the conduct of any workman of the various crafts be adjudged a nuisance to the Owner or Designer, or if any workman be considered detrimental to the Work, the Contractor shall order such parties removed immediately from grounds.

ARTICLE 16 – EQUAL OPPORTUNITY CLAUSE

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

ARTICLE 17 – EMPLOYMENT OF THE HANDICAPPED

The Contractor(s) agree not to discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

ARTICLE 18 – ROYALTIES, LICENSES, AND PATENTS

It is the intention of the contract documents that the Work covered herein will not constitute in any way infringement of any patent whatsoever unless the fact of such patent is clearly evidenced herein. The Contractor shall protect and save harmless the Owner against suit on account of alleged or actual infringement. The Contractor shall pay all royalties and/or license fees required on account of patented articles or processes, whether the patent rights are evidenced hereinafter.

ARTICLE 19 – USE OF PREMISES

- A. Owner shall furnish the Site. Owner shall notify Contractor of any encumbrances or restrictions not of general application but specifically related to use of the site with which Contractor must comply in performing the Work. Owner will obtain in a timely manner and pay for easements for permanent structures or permanent changes in existing facilities.
- B. Contractor shall provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment.
- C. The Contractor(s) shall confine his apparatus, the storage of materials and the operations of his workmen to limits indicated by law, ordinances, permits or directions of the Designer and shall not exceed those established limits in his operations.

- D. The Contractor(s) shall not load or permit any part of any structure or property to be loaded with a weight that will endanger its safety or that of subsurface facilities.
- E. The Contractor(s) shall enforce the Designer's instructions regarding signs, advertisements, fires and smoking.
- F. No firearms, any type of alcoholic beverages, or drugs (other than those prescribed by a physician) will be permitted at the job site.

ARTICLE 20 – SUBSURFACE AND PHYSICAL CONDITIONS

- A. The project manual may contain reports, explorations, tests, or drawings of subsurface conditions and subsurface structures at or contiguous to the site. Contractor may rely upon the general accuracy of the “technical data” contained in such reports and drawings, but such reports and drawings are not Contract Documents. Such “technical data” is identified in the Project Manual. Except for such reliance on such “technical data,” Contractor may not rely upon or make any Claim against Owner, Designer, or any Designer's Consultants with respect to:

- 1. The completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, and safety precautions and programs incident thereto; or
- 2. Other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings; or
- 3. any Contractor interpretation of or conclusion drawn from any “technical data” or any such other data, interpretations, opinions, or information.

B. Differing Subsurface or Physical Conditions

- 1. **Notice:** If Contractor believes that any subsurface or physical condition at or contiguous to the Site that is uncovered or revealed either:
 - a. is of such a nature as to establish that any “technical data” on which Contractor is entitled to rely as indicated above is materially inaccurate; or
 - b. is of such a nature as to require a change in the Contract Documents; or
 - c. differs materially from that shown or indicated in the Contract Documents; or
 - d. is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents;

then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency), notify Owner and Designer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except as aforesaid) until receipt of written order to do so.

- C. **Designer's Review:** After receipt of written notice as required by above, Designer will promptly review the pertinent condition, determine the necessity of Owner's obtaining additional exploration or tests with respect thereto, and advise Owner in writing (with a copy to Contractor) of Designer's findings and conclusions.

D. Possible Price and Times Adjustments

1. The Contract Price or the Time of Completion, or both, will be equitably adjusted to the extent that the existence of such differing subsurface or physical condition causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
 - a. such condition must meet any one or more of the categories described above under "Differing Subsurface or Physical Conditions" and
 - b. with respect to Work that is paid for on a Unit Price Basis, any adjustment in Contract Price will be subject to the provisions of Unit Price Work.
2. Contractor shall not be entitled to any adjustment in the Contract Price or Time of Completion if:
 - a. Contractor knew of the existence of such conditions at the time Contractor made a final commitment to Owner in respect of Contract Price and Time of Completion by the submission of a Bid or becoming bound under a negotiated contract; or
 - b. the existence of such condition could reasonably have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the Site and contiguous areas required by the Bidding Requirements or Contract Documents to be conducted by or for Contractor prior to Contractor's making such final commitment; or
 - c. Contractor failed to give the written notice within the time and as required by the section "Differing Subsurface of Physical Conditions."
3. NOTE ON TRENCHLESS EXCAVATION (Horizontal Directional Drill, Bore & Jack, etc.) – Encountering rock or other hardened material during the installation of pipe by trenchless excavation methods shall not be considered a "Differing Subsurface Condition or Physical Condition" and no adjustment to the Contract Price or Time of Completion shall be approved. The Contractor is hereby notified that rock and other hardened material is routinely encountered in and around Brunswick County, NC. Per the "Instructions To Bidders", the Contractor is required to satisfy himself as to the nature of subsurface conditions and the Owner recommends that the Contractor perform subsurface investigation prior to submitting a bid.
4. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Time of Completion, or both, a Claim may be made therefor as provided elsewhere in the General Conditions. However, Owner, Designer, and Designer's Consultants shall not be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.

ARTICLE 21 – UNDERGROUND FACILITIES

- A. **Shown or Indicated:** The information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the Site is based on information and data furnished to Owner or Designer by the owners of such Underground Facilities, including Owner, or by others. Unless it is otherwise expressly provided in the Supplementary General Conditions:

1. Owner and Designer shall not be responsible for the accuracy or completeness of any such information or data; and
2. the cost of all the following will be included in the Contract Price, and Contractor shall have full responsibility for:
 - a. reviewing and checking all such information and data,
 - b. locating all Underground Facilities shown or indicated in the Contract Documents and maintaining all utility markings (paintings, stakes, etc.) until the Owner provides written acceptance of the project.
 - c. coordination of the Work with the owners of such Underground Facilities, including Owner, prior to and during construction, and
 - d. the safety and protection of Underground Facilities and repairing any damage resulting from the Work inclusive of required relocations, and
 - e. the Contractor will be responsible for coordinating and obtaining approval for utility interruptions caused by the Work and for all costs associated with the repair and disruption of any underground utility facility.

B. Not Shown or Indicated

1. If an Underground Facility is uncovered or revealed at or contiguous to the Site which was not shown or indicated, or not shown or indicated with reasonable accuracy in the Contract Documents, Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing any Work in connection therewith (except in an emergency) identify the owner of such Underground Facility and give written notice to that owner and to Owner and Designer. Designer will promptly review the Underground Facility and determine the extent, if any, to which a change is required in the Contract Documents to reflect and document the consequences of the existence or location of the Underground Facility. During such time, Contractor shall be responsible for the safety and protection of such Underground Facility.
2. If Designer concludes that a change in the Contract Documents is required, a Work Change Directive or written directive, as applicable, will be issued to reflect and document such consequences. An equitable adjustment shall be made in the Contract Price or Time of Completion, or both, to the extent that they are attributable to the existence or location of any Underground Facility that was not shown or indicated in the Contract Documents and that Contractor did not know of and could not reasonably have been expected to be aware of or to have anticipated. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment in Contract Price or Time of Completion, Owner or Contractor may make a Claim therefore as provided elsewhere in the General Conditions.

ARTICLE 22 – CUTTING, PATCHING, AND DIGGING

- A. The Contractor shall do all cutting, fitting or patching of his work that may be required to make its several parts come together properly and fit it to receive or be received by work of other contractors shown upon or reasonably implied by the drawings and specifications for the completed structure, as the Designer may direct.
- B. Any cost brought about by defective or ill-timed work shall be borne by the party responsible therefore.

- C. No Contractor shall endanger any work of another Contractor by cutting, digging or other means. No Contractor shall cut or alter the Work of any other Contractor without the consent of the Designer and the affected Contractor(s).
- D. All areas within the project limits, limits of disturbance (LOD), and easement areas are subject to being cleared and grubbed of vegetative material and trees. Landscaped areas, vegetative plantings, ornamental trees, and trees in excess of 24" diameter (DBH) shall not be removed without prior authorization from the Engineer. The Contractor shall remove all trees or vegetation that, in the opinion of the Engineer, are necessary to facilitate the construction.

ARTICLE 23 – UTILITIES, STRUCTURES, SIGNS

- A. The Project Expediter shall provide necessary and adequate facilities for water, electricity, gas, oil, sewer, and other utility services, which may be necessary and required for completion of the project. Any permanent meters installed shall be listed in the Project Expediter's name until his work is fully accepted by the Owner. As stipulated in the Supplementary General Conditions, the Owner may: (1) pay utilities cost directly, (2) have the Project Expediter to pay all utilities cost, (3) or reimburse the Project Expediter for the actual cost of utilities. The Owner or Project Expediter, as applicable, may recover actual costs of metered utilities from the responsible party should delays occur in project completion.
- B. Meters shall be relisted in the Owner's name on the day following completion and acceptance of the Project Expediter's work, and the Owner shall pay for services used after that date.
- C. The Owner shall be reimbursed for all metered utility charges after the meter is relisted in the Owner's name and prior to completion and acceptance of the Work of **all** contractors. Reimbursement shall be made by the Contractor whose work has not been completed and accepted. If the Work of two or more contractors has not been completed and accepted, reimbursement to the Owner shall be paid by the Contractors involved on the basis of assessments by the Designer.
- D. Prior to the operation of permanent systems, the Project Expediter will provide temporary power, lighting, water, and heat to maintain space temperature above freezing, as required for construction operations.
- E. All contractors shall have any permanent building systems in sufficient readiness for furnishing temporary climatic control at the time a building is enclosed and secured. The HVAC systems shall maintain climatic control throughout the enclosed portion of the building sufficient to allow completion of the interior finishes of buildings. A building shall be considered enclosed and secured when windows, doorways (exterior, mechanical, and electrical equipment rooms), and hardware are installed; and other openings have protection which will provide reasonable climatic control. The appropriate time to start the mechanical systems and climatic condition shall be jointly determined by the Contractor(s) and the Designer. Use of the equipment in this manner shall in no way affect the warranty requirements of the Contractor(s).
- F. The Electrical Contractor shall have any building's permanent power wiring distribution system in sufficient readiness to provide power as required by the HVAC Contractor for temporary climatic control.
- G. The Electrical Contractor shall have any building's permanent lighting system ready at the time the general Contractor begins interior painting and shall provide adequate lighting in those areas where interior painting and finishing is being performed.
- H. Each prime Contractor shall be responsible for his permanently fixed service facilities and systems in use during progress of the Work. The following procedures shall be strictly adhered to:

1. Prior to acceptance of work by the Owner, each Contractor shall remove and replace any parts of the permanent building systems damaged through use during construction.
 2. Temporary filters shall be installed in each of the heating and air conditioning units and at each return grille during construction. New filters shall be installed in each unit prior to the Owner's acceptance of the Work.
 3. Extra effort shall be maintained to keep the building and the site adjacent to the building clean and under no circumstances shall air systems be operated if finishing and site work operations are creating dust in excess of what would be considered normal if the building were occupied.
 4. It shall be understood that any warranty on equipment presented to the Owner shall extend from the day of final acceptance by the Owner. The cost of warranting the equipment during operation in the finishing stages of construction shall be borne by the Contractor whose system is utilized.
 5. The Electrical Contractor shall have all lamps in proper working condition at the time of final project acceptance.
- I. The Project Expediter shall provide, if required and where directed, a shed for toilet facilities and shall furnish and install in this shed all water closets required for a complete and adequate sanitary arrangement. These facilities will be available to other contractors on the job and shall be kept in a neat and sanitary condition at all times. Chemical toilets are acceptable.
 - J. The Project Expediter shall, if required by the Supplementary General Conditions and where directed, erect a temporary field office, complete with lights, telephone, heat and air conditioning. A portion of this office shall be partitioned off, of sufficient size, for the use of a resident inspector, unless otherwise directed by the Designer.
 - K. On multi-story construction projects, the Project Expediter shall provide temporary elevators, lifts, or other special equipment for the general use of all contractors. The cost for such elevators, lifts or other special equipment and the operation thereof shall be included in the Project Expediter's bid.
 - L. The Project Expediter will erect one sign on the project, unless otherwise directed by the Designer. The sign shall be of sound construction neatly lettered with black letters on white background in accordance with Brunswick County standard details. The sign shall bear the name of the project, and the names of prime Contractors on the project, and the name of the Designer and consultants. Directional signs may be erected on the Owner's property subject to approval of the Owner with respect to size, style, and location of such directional signs. Such signs may bear the name of the Contractor and a directional symbol. No other signs will be permitted except by permission of the Owner.

ARTICLE 24 – HAZARDOUS ENVIRONMENTAL CONDITIONS

- A. The project manual may contain reports, explorations, tests, or drawings of known hazardous environmental conditions at or contiguous to the site. Contractor may rely upon the general accuracy of the "technical data" contained in such reports and drawings, but such reports and drawings are not Contract Documents. Such "technical data" is identified in the Project Manual. Except for such reliance on such "technical data," Contractor may not rely upon or make any Claim against Owner, Designer, or any Designer's Consultants with respect to:
 1. the completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor and safety precautions and programs incident thereto; or

2. other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings; or
 3. any Contractor interpretation of or conclusion drawn from any "technical data" or any such other data, interpretations, opinions, or information.
- B. Contractor shall not be responsible for any Hazardous Environmental Condition uncovered or revealed at the Site which was not shown or indicated in Drawings or Specifications or identified in the Contract Documents to be within the scope of the Work. Contractor shall be responsible for a Hazardous Environmental Condition created with any materials brought to the Site by Contractor, Subcontractors, Suppliers, or anyone else for whom Contractor is responsible.
- C. If Contractor encounters a Hazardous Environmental Condition or if Contractor or anyone for whom Contractor is responsible creates a Hazardous Environmental Condition, Contractor shall immediately: (i) secure or otherwise isolate such condition; (ii) stop all Work in connection with such condition and in any area affected thereby (except in an emergency); and (iii) notify Owner and Designer (and promptly thereafter confirm such notice in writing). Owner shall promptly consult with Designer concerning the necessity for Owner to retain a qualified expert to evaluate such condition or take corrective action, if any.
- D. Contractor shall not be required to resume Work in connection with such condition or in any affected area until after Owner has obtained any required permits related thereto and delivered to Contractor written notice: (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of Work; or (ii) specifying any special conditions under which such Work may be resumed safely. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Time of Completion, or both, as a result of such Work stoppage or such special conditions under which Work is agreed to be resumed by Contractor, either party may make a Claim as provided elsewhere in the General Conditions.
- E. If after receipt of such written notice Contractor does not agree to resume such Work based on a reasonable belief it is unsafe, or does not agree to resume such Work under such special conditions, then Owner may order the portion of the Work that is in the area affected by such condition to be deleted from the Work. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of an adjustment in Contract Price or Time of Completion as a result of deleting such portion of the Work, then either party may make a Claim as provided elsewhere in the General Conditions. Owner may have such deleted portion of the Work performed by Owner's own forces or others in accordance with Article "Owners Right to Do Work."
- F. To the fullest extent permitted by Laws and Regulations and without limiting any other indemnity obligation set forth herein, Contractor shall indemnify and hold harmless Owner, Designer, Designer's Consultants, and the officers, directors, partners, employees, agents, other consultants, and Subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or other dispute resolution costs) should Contractor's, or anyone for whom Contractor is responsible, fault or negligence be the proximate cause of a Hazardous Environmental Condition. Nothing in this paragraph shall obligate Contractor to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.
- G. The Owner has attempted to address all asbestos-containing materials that are to be disturbed in the project. However, there may be other asbestos-containing materials in the Work areas that are not to be disturbed and do not create an exposure hazard. Contractors are reminded of the requirements of instructions under Instructions to Bidders and General Conditions of the Contract, titled Examination of Conditions. Statute 130A, amended August 3, 1989,

established the Asbestos Hazard Management Program that controls asbestos abatement in North Carolina. The latest edition of *Guideline Criteria for Asbestos Abatement* available from the NC State Construction Office is to be incorporated in all asbestos abatement projects for the Capital Improvement Program.

ARTICLE 25 – PROTECTION OF WORK AND PROPERTY

- A. The Contractors shall be jointly responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the Owner or Designer, and by laws or ordinances governing such conditions. They shall be responsible for any damage to the Owner's property, or of that of others on the job, by them, their personnel, or their Subcontractors, and shall make good such damages. They shall be responsible for and pay for any damages caused to the Owner. All contractors shall have access to the project at all times.
- B. The Contractor shall provide cover and protect all portions of the structure when the Work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the Work on the building, whether set by him, or any of the Subcontractors. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the Owner.
- C. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the Designer and Owner.
- D. The Contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations by building substantial boxes around same. All ornamental trees and landscaping shall be protected, whether such protection is indicated or not within the Contract Documents. If ornamental trees and landscaping plantings are in the way of construction, the contractor shall remove, maintain, and reinstall at locations designated by the Designer. Any ornamental trees and landscaping plantings damaged or that die within the warranty period shall be replaced by the Contractor at the Contractor's expense. Where equipment must cross walks, landscaping areas, or ramps, the Contractor shall provide steel plates or minimum 3/4" plywood sheets for protection of these areas.
- E. The Contractor shall barricade all walks, roads, etc., and any areas directed by the Designer to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the Work shall be well barricaded and properly lighted at night.
- F. In the event of emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the Contractor is hereby authorized and is obligated to act at his own discretion, without further authorization from anyone, to prevent such threatened injury or damage. Any compensation claimed by the Contractor on account of such action shall be determined as provided for under Article "Changes in the Work," Paragraph (B).

ARTICLE 26 – SAFETY

- A. The Contractor shall be solely responsible for initiating, maintaining, providing, and supervising all necessary safety precautions, safety programs, and safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Accident Prevention Manual in Construction*, as amended, and shall fully comply with all state laws or regulations and North Carolina State Building Code requirements to prevent accident or injury to persons on or about the location of the Work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the Work.

- B. The Contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.
- C. The Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the site in accordance with laws or regulations.
- D. The Contractor shall designate a qualified and experienced member of his organization as safety inspector, whose duties shall include accident prevention on the Work project. The name of the safety inspector shall be made known to the Designer at the time the Work is started.

ARTICLE 27 – TRAFFIC CONTROL

- A. The Contractor will be required to maintain traffic within the limits of the project, including all existing roadways that cross or intersect the project. To the extent dependent on the Contractor, the Contractor shall be responsible for maintaining in a safe, passable, and convenient condition all roads used by him during construction of the project. Traffic shall be maintained from the time the Contractor begins work on the project site until acceptance of the project, including any periods during which the Contractor's operations are suspended. The Contractor shall conduct his work in a safe manner that will create a minimum amount of inconvenience to traffic.
- B. The Contractor shall be responsible for determining, utilizing, and maintaining traffic control measures as outlined in the *Manual on Uniform Traffic Control Devices (MUTCD)*, latest version. Unless otherwise directed by the Designer, the Contractor is required to have an English copy of the *Manual on Uniform Traffic Control Devices (MUTCD)*, latest version, on the project site.
- C. During the progress of any work within road rights-of-way, mark all hazards with well-maintained signs, barricades, drums, or other warning or channelizing devices. At each location where work is started which creates a safety hazard, continue the Work until completed to the extent that the safety hazard is eliminated. If the Work is not completed in a continuous manner to the extent that the safety hazard is eliminated, the Designer will not allow any other work on the project to be performed until the existing safety hazard is eliminated. During the process of excavating in a travelway or in the clear zone of a travelway where traffic is to be later maintained, make provisions to backfill and repair any excavated or damaged pavement before allowing traffic to proceed over the affected lanes. If not otherwise specified, the clear zone is the immediate area within 30' of the outside edge of lane. In low speed areas (35 MPH or less) metal plates may be used to cover excavated areas. Continuous, safe vehicular access shall be maintained to all residences, businesses, schools, police stations, fire stations, hydrants, other emergency services, hospitals, and mailboxes. Operations shall be conducted in a manner that limits inconvenience to property owners. When work is not in progress, keep all personnel, equipment, machinery, tools, construction debris and supplies at least 40 feet away from active travel lanes. Personal vehicles shall not be parked adjacent to travelways in road rights-of-way.
- D. During lane closures, all equipment and personnel shall operate within the designated work area. Traffic control devices for lane closures shall be installed with the traffic flow, beginning with devices on the upstream side of traffic. Traffic control devices for lane closures shall be removed against the traffic flow, beginning with devices on the downstream side of traffic.

ARTICLE 28 – SEDIMENTATION POLLUTION CONTROL ACT OF 1973

- A. Any land-disturbing activity performed by the Contractor(s) in connection with the project shall

comply with all erosion control measures set forth in the contract documents and any additional measures which may be required in order to ensure that the project is in full compliance with the Sedimentation Pollution Control Act of 1973, as implemented by Title 15, North Carolina Administrative Code, Chapter 4, Sedimentation Control, Subchapters 4A, 4B and 4C, as amended (15 N.C.A.C. 4A, 4B and 4C). The Owner makes no representation as to the type and intensity of rainfall or storms that shall occur during the life of the project. Southeastern North Carolina is in an area susceptible to hurricanes, severe rainfall, and storm events; these events are not uncommon to the area. No additional compensation shall be made for compliance with the Sedimentation Pollution Control Act of 1973 and NCDEQ permits due to severe rainfall and storm events.

- B. Upon receipt of notice that a land-disturbing activity is in violation of said act, the Contractor(s) shall be responsible for ensuring that all steps or actions necessary to bring the project in compliance with said act are promptly taken.
- C. The Contractor(s) shall be responsible for defending any legal actions instituted pursuant to NCGS 113A-64 against any party or persons described in this article.
- D. To the fullest extent permitted by law and without limiting any other indemnity obligation set forth herein, the Contractor(s) shall indemnify and hold harmless the Owner, the Designer and the agents, consultants and employees of the Owner and Designer, from and against all claims, damages, civil penalties, losses and expenses, including, but not limited to, attorneys' fees, should Contractor's, or anyone for whom Contractor is responsible, fault or negligence be the proximate cause of a violation of the Sedimentation Pollution Control Act. Such obligation shall not be construed to negate, abridge or otherwise reduced any other right or obligation of indemnity which would otherwise exist as to any party or persons described in this article. Any claim, damage, civil penalty, loss or expense levied on or incurred by the Owner may be paid in a timely manner by the Owner and deducted from the monies owed to the Contractor(s).
- E. The Contractor shall comply with the following requirements:
 - 1. Equipment utilized during the construction activity on a site must be operated and maintained in such a manner as to prevent the potential or actual pollution of the surface or ground waters of the state. Fuels, lubricants, coolants, and hydraulic fluids, or any other petroleum products, shall not be discharged on to the ground or into surface waters. Spent fluids shall be disposed of in a manner so as not to enter the waters, surface or ground, of the state and in accordance with applicable state and federal disposal regulations. Any spilled fluids shall be cleaned up to the extent practicable and disposed of in a manner so as not to allow their entry into the waters, surface of ground, of the state.
 - 2. Herbicide, pesticide, and fertilizer usage during the construction activity shall be restricted to those materials approved by EPA and shall be in accordance with label restrictions.
 - 3. All wastes composed of building materials shall be disposed of in accordance with North Carolina General Statutes, Chapter 130A, Article 9 - Solid Waste Management, and rules governing the disposal of solid waste (North Carolina Administrative Code Section 15A NCAC 13B).
 - 4. All sedimentation and erosion control of facilities shall be inspected by the Contractor at least once every seven calendar days and within 24 hours after any storm event of greater than 0.1 inches of rain per 24-hour period or any day that has been claimed by the Contractor as a rain delay.
 - 5. The Contractor shall submit to the Owner a written report of weekly inspections. Visible sedimentation found off the site shall be recorded with a brief explanation as to the measures taken to prevent future releases as well as any measures taken to clean up the

sediment that has left the site. This record shall be made available to DEQ or authorized agent upon request.

6. The Contractor shall be fully responsible for growing and maintaining a vegetative cover on all areas of the site in accordance with DEQ Land Quality requirements.

ARTICLE 29 – INSPECTION OF THE WORK

- A. It is a condition of this contract that the Work shall be subject to inspection by the Designer, Owner, designated official representatives of the Owner, and those persons required by state law to test special work for official approval. The Contractor shall therefore provide safe access to the Work at all times for such inspections.
- B. All instructions to the Contractor will be made only by or through the Designer, Owner, or the Designer or Owner's designated project representative. Observations made by official representatives of the Owner shall be conveyed to the Designer for review and coordination when the Designer is acting as the construction administrator/inspector.
- C. Should any work be covered up or concealed prior to inspection and approval by the Designer, such work shall be uncovered or exposed for inspection, if so requested by the Designer in writing. Inspection of the Work will be made promptly upon notice from the Contractor. All cost involved in uncovering, repairing, replacing, recovering and restoring to design condition the Work that has been covered or concealed will be paid by the Contractor involved.
- D. Prompt notice of all defective work of which Owner or Designer has actual knowledge shall be given to the Contractor.
- E. If the Work is defective, or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of Owner to stop the Work shall not give rise to any duty on the part of Owner to exercise this right for the benefit of Contractor, any Subcontractor, any Supplier, any other individual or entity, or any surety for, or employee or agent of any of them.
- F. The presence of the Designer, Owner, or Inspector at the work site shall in no way lessen the Contractor's responsibility for conformity with the contract documents. Should the Designer, Owner, or Inspector, prior to or during construction, fail to point out or reject materials or work that does not conform with plans and specifications, whether from lack of discovery or from any other reason, it shall in no way prevent later rejection or correction to the unsatisfactory materials or work when discovered. The Contractor shall have no claim for losses suffered due to any necessary removals or repairs resulting from the unsatisfactory work.
- G. The Contractor shall notify the Inspector a minimum of 24 hours in advance of the Contractor's intent not to work any given day, or in the event of weather conditions prohibiting execution of the work, by 9 a.m. the day of the abnormal weather.

ARTICLE 30 – TESTING

- A. Where special inspection or testing is required by virtue of any state laws, instructions of the Designer, specifications or codes, the Contractor shall give written notice a minimum of 48 hours in advance to the designated official representatives of the Owner, of the time set for such inspection or test. Such special tests or inspections will be made in the presence of the official representatives of the Owner, and it shall be the Contractor's responsibility to serve ample notice of such tests. The Contractor shall furnish the official representatives of the

Owner with all certificates of inspection or approval. Work performed without proper testing may be ordered for removal and replacement at no additional cost to the Owner.

- B. The Contractor shall employ and pay for the services of an independent testing firm to perform all inspections, tests, or approvals required by the contract documents including, but not limited to, mix designs, soil tests, compaction tests, concrete tests, foundation tests, piling testing and inspection, and all other required material tests. The Contractor shall provide the Owner with a schedule of values for all tests to be performed on the project. The values presented shall be all-inclusive; no separate payment shall be made for labor, materials, travel, meals, lodging, etcetera. Prior to any testing being performed, the Contractor must receive written approval from the Owner approving the selected testing firm.
- C. Testing shall be performed by licensed, professional personnel according to the standards referenced in the technical specifications, or in the absence thereof, according to applicable ASTM standards or other applicable industry standards. On a daily basis, personnel performing the tests shall provide the Contractor and Owner a list of all tests performed including, at a minimum, the date, time, location, temperature, project identifier, and tester's name.
- D. If a unit price line item for "Testing Allowance" is included in the proposal, the price will be adjusted in accordance with article "Unit Price Work." The established cost of work for the unit price line item "Testing Allowance" shall be 105% of the required testing performed and billed by the independent testing firm that is documented by actual invoices submitted to the Designer from the Contractor.
- E. Payment shall not be made for failing tests, tests performed in the absence of the owner's inspector (unless prior written authorization from the owner's inspector has been granted), tests unable to be verified by the daily test list, or any costs incurred due to poor scheduling.

ARTICLE 31 – CONSTRUCTION SUPERVISION

- A. Throughout the progress of the Work, each Contractor shall keep at the job site, a competent superintendent or supervisory staff satisfactory to the Designer. The superintendent shall not be changed without the consent of the Designer unless said superintendent ceases to be employed by the Contractor or ceases to be competent. The superintendent shall have authority to act on behalf of the Contractor, and instructions, directions or notices given to him shall be as binding as if given to the Contractor.
- B. The Contractor shall examine and study the contract documents and fully understand the project design, and shall provide constant, competent, and efficient supervision to the Work. Should he discover any discrepancies of any sort in the drawings or specifications, he shall report them to the Designer without delay. He will not be held responsible for discrepancies in the drawings and/or specifications, but shall be held responsible to report them should they become known to him.
- C. All Contractors shall be required to cooperate and consult with each other during the construction of the project. Prior to installation of work, all Contractors shall jointly prepare coordination drawings, showing locations of various ductworks, piping, motors, pumps, and other mechanical or electrical equipment, in relation to the structure, walls and ceilings. These drawings shall be submitted to the Designer through the Project Expediter for information only. Each Contractor shall lay out and execute his work to cause the least delay to other contractors. Each Contractor shall be financially responsible for any damage to other Contractor's work and for undue delay caused to other contractors on the project.
- D. The Contractor is required to attend monthly job site progress conferences as directed by the Designer. Home office representatives may be required at these meetings. Contractor representatives shall have authority to act on behalf of the Contractor. These meetings shall

be open to Subcontractors, material Suppliers and any others who can contribute toward maintaining required job progress. It shall be the principal purpose of these meetings, or conferences, to effect coordination, cooperation and assistance in every practical way toward the end of maintaining progress of the project on schedule and to complete the project within the specified Contract Time. Each Contractor shall be prepared to assess progress of the Work as required in his particular contract and to recommend remedial measures for correction of progress as may be appropriate. The Designer or his authorized representative shall be the coordinator of the conferences and shall preside as chairman.

- E. The Designer shall designate a Project Expediter on projects involving two or more prime contracts and shall designate such in the Supplementary General Conditions. **For the purposes of a single prime contract, the single prime Contractor shall be designated as the Project Expediter.** The Project Expediter shall have the following responsibilities:
1. Prepare the project construction schedule and shall allow all prime Contractors (multi-prime contract) and Subcontractors (single-prime contract) performing general, plumbing, HVAC, and electrical work equal input into the preparation of the initial construction schedule.
 2. Maintain a project progress schedule for all contractors.
 3. Give adequate notice to all contractors to ensure efficient continuity of all phases of the Work.
 4. Notify the Designer of any changes in the project schedule.
 5. Recommend to the Designer whether payment to a Contractor or Subcontractor should be approved.

ARTICLE 32 – SCHEDULE

- A. It shall be the responsibility of the Project Expediter to cooperate with and obtain from all prime Contractors and Subcontractors on the job, their respective work activities and integrate these activities into a project construction schedule in form of a detailed bar chart or Critical Path Method (CPM), schedule. Each prime Contractor shall provide work activities within fourteen (14) days of request by the Project Expediter. A “work activity,” for scheduling purposes, shall be any component or contractual requirement of the project requiring at least one (1) day, but not more than fourteen (14) days, to complete or fulfill. The project construction schedule shall graphically show all salient features of the Work required to construct the project from start to finish and within the allotted time established in the contract. The time (in days) between the Contractor’s early completion and contractual completion dates is part of the project total float time; and shall be used as such, unless amended by a change order. On a multi-prime project, each prime Contractor shall review the proposed construction schedule and approve same in writing. The Project Expediter shall submit the proposed construction schedule to the Designer for comments. The complete Project construction schedule shall be of the type set forth in the Supplementary General Conditions or Subparagraph (a) or (b) below, as appropriate:

1. *For a project with total contracts of \$500,000 or less, a bar chart schedule will satisfy the above requirement. The schedule shall indicate the estimated starting and completion dates for each major element of the Work, as well as cost values associated with each element.*
2. *For a project with total contracts over \$500,000, a Critical Path Method (CPM) schedule shall be utilized to control the planning and scheduling of the Work. The CPM schedule shall be the responsibility of the Project Expediter and shall be paid for by the Project Expediter.*

- B. **Bar Chart Schedule:** Where a bar chart schedule is required, it shall be time-scaled in weekly increments, shall indicate the estimated starting and completion dates for each major element of the Work by trade and by area, level, or zone, and shall schedule dates for all salient features, including but not limited to the placing of orders for materials, submittal of shop drawings and other Submittals for approval, approval of shop drawings by designers, the manufacture and delivery of material, the testing and the installation of materials, supplies and equipment, and all Work activities to be performed by the Contractor. The Contractor shall allow sufficient time in his schedule for all required inspections, reviews (punch lists), and correction of punch list items. Each Work activity will be assigned a time estimate by the Contractor. One day shall be the smallest time unit used.
- C. **CPM Schedule:** Where a CPM schedule is required, it shall be in time-scaled precedence format using the Project Expediter's logic and time estimates. The CPM schedule shall be drawn or plotted with activities grouped or zoned by Work area or subcontract as opposed to a random (or scattered) format. The CPM schedule shall be time-scaled on a weekly basis and shall be drawn or plotted at a level of detail and logic which will schedule all salient features of the Work to be performed by the Contractor including but not limited to the placing of orders for materials, submittal of shop drawings and other Submittals for approval, approval of shop drawings by designers, the manufacture and delivery of material, and the testing and the installation of materials, supplies and equipment. The Contractor shall allow sufficient time in his schedule for all required inspections, reviews (punch lists), and correction of punch list items. Each Work activity will be assigned a time estimate by the Contractor. One day shall be the smallest time unit used.
- D. The CPM schedule will identify and describe each activity, state the duration of each activity, the calendar dates for the early and late start and the early and late finish of each activity, and clearly highlight all activities on the critical path. "Total float" and "free float" shall be indicated for all activities. Float time shall be considered for the exclusive use or benefit of the Owner. Extensions to the Contract Time, when granted by Change Order, will be granted only when equitable time adjustment exceeds the Total Float in the activity or path of activities affected by the change. Extensions to the Contract Time shall only be granted for activities on the critical path. **The CPM schedule shall also show what part of the Contract Price is attributable to each activity on the schedule, the sum of which for all activities shall equal the total Contract Price.**
- E. **Early Completion of Project:** The Contractor may attempt to complete the project prior to the Contract Completion Date. However, such planned early completion shall be for the Contractor's convenience only and shall not create any additional rights of the Contractor or obligations of the Owner under this Contract, nor shall it change the Time for Completion or the Contract Completion Date. The Contractor shall not be required to pay liquidated damages to the Owner because of its failure to complete by its planned earlier date. Likewise, the Owner shall not pay the Contractor any additional compensation for early completion nor will the Owner owe the Contractor any compensation should the Owner, its officers, employees, or agents cause the Contractor not to complete earlier than the date required by the Contract Documents.
- F. The proposed project construction schedule shall be presented to the Designer no later than ten (10) days after the project start date for projects with a total Contract Price of \$500,000 or less and no later than thirty (30) days after the project start date for projects with a total Contract Price in excess of \$500,000. No Request for Payment will be processed until this schedule is **accepted** by the Owner.
- G. Acceptance of the schedule shall not impose on the Designer or Owner responsibility for the progress schedule, for sequencing, scheduling, or progress of the Work nor interfere with or relieve Contractor from Contractor's responsibility thereof.

- H. The approved project construction schedule shall be distributed to all contractors and displayed at the job site by the Project Expediter.
- I. The several contractors shall be responsible for their work activities and shall notify the Project Expediter of any necessary changes or adjustments to their work. The Project Expediter shall maintain the project construction schedule, making monthly adjustments, updates, corrections, etc., that are necessary to finish the project within the Contract Time, keeping all contractors and the Designer fully informed. Copy of a bar chart schedule annotated to show the current progress shall be submitted by the Contractor(s) to the Designer, along with monthly request for payment. For project requiring CPM schedule, the Contractor shall submit a monthly report of the status of all activities. The bar chart schedule or monthly status report shall show the actual Work completed to date in comparison with the original Work scheduled for all activities. If any activities of the Work of several contractors are behind schedule, the Contractor must indicate in writing, what measures will be taken to bring each such activity back on schedule and to ensure that the Contract Completion Date is not exceeded. A plan of action and recovery schedule shall be developed and submitted to the Designer by the Project Expediter, when (1) the Contractor's monthly report indicates delays, that are in the opinion of the Designer or the Owner, of sufficient magnitude that the Contractor's ability to complete the Work by the scheduled completion is brought into question; (2) the updated construction schedule is thirty (30) days behind the planned or baseline schedule and no legitimate time extensions are in process; and (3) the Contractor desires to make changes in the logic (sequencing of work) or the planned duration of future activities of the CPM schedule which, in the opinion of the Designer or the Owner, are of a major nature. The plan of action, when required shall be submitted to the Owner for review within two (2) business days of the Contractor receiving the Owner's written demand. The recovery schedule, when required, shall be submitted to the Owner within five (5) calendar days of the Contractor's receiving the Owner's written demand. Failure to provide an updated construction schedule or a recovery schedule may be grounds for rejection of payment requests or withholding of funds as set forth in Article "Payments Withheld."
- J. The Project Expediter shall notify each Contractor of such events or time frames that are critical to the progress of the job. Such notice shall be timely and reasonable. Should the progress be delayed due to the Work of any of the several contractors, it shall be the duty of the Project Expediter to immediately notify the Contractor(s) responsible for such delay, the Designer, the Owner and other prime Contractors. The Designer shall determine the Contractor(s) who caused the delays and notify the bonding company of the responsible Contractor(s) of the delays; and shall make a recommendation to the Owner regarding further action.
- K. Designation as Project Expediter entails an additional project control responsibility and does not alter in any way the responsibility of the Contractor so designated, or the responsibility of the other contractors involved in the project.

ARTICLE 33 – WORKING HOURS

Except as otherwise required for the safety or protection of persons or the Work or property at the site or adjacent thereto, and except as otherwise stated in the contract documents, all work at the site shall be performed during regular working hours, and Contractor will not permit the performance of work on Saturday, Sunday, or any legal holiday without Owner's written consent (which will not be unreasonably withheld) given after prior written notice to the Designer. The regular working hours shall be established by the Owner. In lieu of a directive by the Owner, working hours shall be 7:30 a.m. until 6 p.m., Monday through Friday, excluding holidays.

ARTICLE 34 – SEPARATE CONTRACTS AND CONTRACTOR RELATIONSHIPS

- A. Effective from January 1, 2002, NCGS Chapter 143, Article 8, was amended, to allow public

contracts to be bid in single-prime, dual (single-prime and separate-prime), construction manager at risk, and alternative contracting method as approved by the State Building Commission. The Owner reserves the right to prepare separate specifications, receive separate bids, and award separate contracts for such other major items of work as may be in the best interest of the County.

- B. All contractors shall cooperate with each other in the execution of their work, and shall plan their work in such manner as to avoid conflicting schedules or delay of the Work. See Articles “Construction Supervision” and “Schedule.”
- C. If any part of Contractor’s work depends upon the Work of another Contractor, defects which may affect that work shall be reported to the Designer in order that prompt inspection may be made and the defects corrected. Commencement of work by a Contractor where such condition exists will constitute acceptance of the other Contractor’s work as being satisfactory in all respects to receive the Work commenced, except as to defects which may later develop. The Designer shall be the judge as to the quality of work and shall settle all disputes on the matter between contractors.
- D. Any mechanical or electrical work such as sleeves, inserts, chases, openings, penetrations, etc., which is located in the Work of the general Contractor shall be built in by the general Contractor. The respective mechanical and electrical contractors shall set all sleeves, inserts and other devices that are to be incorporated into the structure in cooperation and under the supervision of the general Contractor. The responsibility for the exact location of such items shall be that of the mechanical and/or Electrical Contractor.
- E. The Designer and the Owner shall have access to the Work at all times. The Contractor shall provide facilities for such access so the Designer may perform his functions under the contract documents.
- F. Should a Contractor cause damage to the Work or property of another Contractor, he shall be directly responsible, and upon notice, shall promptly settle the claim or otherwise resolve the dispute.

ARTICLE 35 – SUBCONTRACTS AND SUBCONTRACTORS

- A. Within thirty (30) days after award of the contract, the Contractor shall submit to the Designer and to the Owner a list giving the names and addresses of Subcontractors and equipment and material Suppliers he proposes to use, together with the scope of their respective parts of the Work. The contractor shall not employ any subcontractor or other person or organization, either directly or indirectly, whether initially or as a substitute, against whom either the Designer or the Owner has an objection. The Designer shall act promptly in the approval of Subcontractors, and when approval of the list is given, no changes of Subcontractors will be permitted except for cause or reason considered justifiable by the Designer.
- B. The Prime Contractor shall not allow first-tier Subcontractors to sublet any portion of the sub-contracted work without written approval from the Designer. Circumvention of this requirement by a first-tier Subcontractor using the device of “hiring” the employees and/or “renting” the equipment of a second-tier subcontractor shall be a violation of the contract and shall subject the Prime Contractor to penalties associated with violation of the contract. The Designer may require the Prime Contractor to provide behavioral, financial, relationship, ownership, and other documentation to support claims that work is indeed being performed by an approved, first-tier subcontractor. Unless waived by the Designer, at least 75% of the equipment utilized by a first-tier subcontractor to perform the work shall be owned by the first-tier subcontractor and at least 75% of the subcontractor’s employees performing work on the project shall have been regular, continuous, full time employees of the company for at least six months prior to performing work on the project.

- C. The Designer will furnish to any Subcontractor, upon request, evidence regarding amounts of money paid to the Contractor on account of the Subcontractor's work.
- D. The Prime Contractor will furnish to the Designer, upon request, evidence regarding amounts of money paid and due to Subcontractors for their work.
- E. The Contractor is and remains fully responsible for his own acts or omissions as well as those of any Subcontractor or of any employee of either. The Contractor agrees that no contractual relationship exists between the Subcontractor and the Owner in regard to the contract, and that the Subcontractor acts on this work as an agent or employee of the Contractor.
- F. The Owner reserves the right to limit the amount of portions of work to be subcontracted. Pipe installation using trenchless technology (Horizontal Directional Drill, Bore & Jack, etc.) must be performed by the Prime Contractor or first-tier Subcontractor using their own equipment and permanent, full-time employees.

ARTICLE 36 – CONTRACTOR AND SUBCONTRACTOR RELATIONSHIPS

The Contractor agrees that the terms of these contract documents shall apply equally to each Subcontractor, regardless of tier, as to the Contractor, and the Contractor agrees to take such action as may be necessary to bind each Subcontractor to these terms. The Contractor further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to Contractor-Subcontractor relationships, and that payments to Subcontractors shall be made in accordance with the provisions of NCGS 143-134.1 titled *Interest on final payments due to prime Contractors: payments to Subcontractors*.

- A. The balance due prime Contractors shall be paid in full within forty-five (45) days after respective prime contracts of the project have been accepted by the Owner, certified by the architect, Engineer or Designer to be completed in accordance with terms of the plans and specifications, or occupied by the Owner and used for the purpose for which the project was constructed, whichever occurs first. Provided, however, that whenever the architect or consulting Designer in charge of the project determines that delay in completion of the project in accordance with terms of the plans and specifications is the fault of the Contractor, the project may be occupied and used for the purposes for which it was constructed without payment of any interest on amounts withheld past the 45 day limit. No payment shall be delayed because of the failure of another prime Contractor on such project to complete his contract. Should final payment to any prime Contractor beyond the date such contracts have been certified to be completed by the Designer or architect, accepted by the Owner, or occupied by the Owner and used for the purposes for which the project was constructed, be delayed by more than forty-five (45) days, said prime Contractor shall be paid interest, beginning on the 46th day, at the rate of one percent (1%) per month or fraction thereof unless a lower rate is agreed upon on such unpaid balance as may be due. In addition to the above final payment provisions, periodic payments due a prime Contractor during construction shall be paid in accordance with the payment provisions of the contract documents or said prime Contractor shall be paid interest on any such unpaid amount at the rate stipulated above for delayed final payments. Such interest shall begin on the date the payment is due and continue until the date on which payment is made. Such due date may be established by the terms of the contract. Where a conditional acceptance of a contract exists, and where the Owner is retaining a reasonable sum pending correction of such conditions, interest on such reasonable sum shall not apply.
- B. Within seven (7) days of receipt by the prime Contractor of each periodic or final payment, the prime Contractor shall pay the Subcontractor based on work completed or service provided under the subcontract. Should any periodic or final payment to the Subcontractor be delayed by more than seven (7) days after receipt of periodic or final payment by the prime Contractor, the prime Contractor shall pay the Subcontractor interest, beginning on the eighth day, at the rate of one percent (1%) per month or fraction thereof on such unpaid balance as may be due.

- C. The percentage of retainage on payments made by the prime Contractor to the Subcontractor shall not exceed the percentage of retainage on payments made by the Owner to the prime Contractor. Any percentage of retainage on payments made by the prime Contractor to the Subcontractor that exceeds the percentage of retainage on payments made by the Owner to the prime Contractor shall be subject to interest to be paid by the prime Contractor to the Subcontractor at the rate of one percent (1%) per month or fraction thereof.
- D. Nothing in this section shall prevent the prime Contractor at the time of application and certification to the Owner from withholding application and certification to the Owner for payment to the Subcontractor for unsatisfactory job progress; defective construction not remedied; disputed work; third-party claims filed or reasonable evidence that claim will be filed; failure of Subcontractor to make timely payments for labor, equipment and materials; damage to prime Contractor or another Subcontractor; reasonable evidence that subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed the initial percentage retained by Owner.

ARTICLE 37 – DESIGNER’S STATUS

- A. The Designer shall provide general administration of the performance of construction contracts, including liaison and necessary inspection of the Work to ensure compliance with plans and specifications. He is the agent of the Owner only for the purpose of constructing this work and to the extent stipulated in the contract documents. He has authority to stop work or to order work removed, or to order corrections of faulty work where such action may be necessary to assure successful completion of the Work.
- B. The Designer, when employed in a construction inspection/administration role, is the impartial interpreter of the contract documents, and, as such, he shall exercise his powers under the contract to enforce faithful performance by both the Owner and the Contractor. The Designer shall issue written clarifications or interpretations of the requirements of the contract documents with reasonable promptness. The Designer may authorize minor variations in the Work that are different from the requirements of the contract documents which do not involve an adjustment of Contract Price or Time of Completion as long as such variation is compatible with the design concept of the project.
- C. The Designer will make periodic inspections of the project at intervals appropriate to the stage of construction. He will inspect the progress, the quality and the quantity of the Work. The Designer will not be required to make exhaustive or continuous inspections on the site to check the quality or quantity of the Work.
- D. The Designer and the Owner shall have access to the Work whenever it is in preparation and progress. The Contractor shall provide facilities for such access so the Designer may perform his functions under the contract documents.
- E. Based on the Designer’s inspections and evaluations of the project, the Designer shall issue interpretations, directives and decisions as may be necessary to administer the project. His decisions relating to artistic effect and technical matters shall be final, provided such decisions are within the limitations of the contract.
- F. The Designer will determine the actual quantities and classifications of unit price work performed by the Contractor.
- G. The Designer will not supervise, direct, control, or have authority over or be responsible for Contractor’s means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with laws and regulations applicable to the performance of the Work.

ARTICLE 38 – CHANGES IN THE WORK

- A. The Owner may have changes made in the Work covered by the contract. These changes will not invalidate and will not relieve or release the Contractor from any guarantee given by him pertinent to the contract provisions. These changes will not affect the validity of the guarantee bond and will not relieve the surety or sureties of said bond. All extra work shall be executed under conditions of the original contract.
- B. Except in an emergency endangering life or property, **NO CHANGE SHALL BE MADE BY THE CONTRACTOR EXCEPT UPON RECEIPT OF APPROVED CHANGE ORDER OR WRITTEN WORK CHANGE DIRECTIVE FROM THE DESIGNER, COUNTERSIGNED BY THE OWNER AUTHORIZING SUCH CHANGE. NO CLAIM FOR ADJUSTMENTS OF THE CONTRACT PRICE SHALL BE VALID UNLESS THIS PROCEDURE IS FOLLOWED.**

A WORK CHANGE DIRECTIVE, TRANSMITTED BY FAX OR HAND DELIVERED, MAY BE USED WHERE THE CHANGE INVOLVED IMPACTS THE CRITICAL PATH

OF THE WORK. A FORMAL CHANGE ORDER SHALL BE ISSUED WITHIN THE TIME STATED ON THE WORK CHANGE DIRECTIVE.

In the event of emergency endangering life or property, the Contractor may be directed to proceed on a time and material basis whereupon the Contractor shall proceed and keep accurately on such form as may be required, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the Work the change order will be prepared as outlined under either Method “C 1.” or Method “C 2.” or both.

- C. In determining the values of changes, either additive or deductive, Contractors are restricted to the use of the following methods:
 - 1. Where the extra work involved is covered by unit prices quoted in the proposal, the value of the change shall be computed by application of unit prices based on quantities, estimated or actual as agreed of the items involved. Unit prices shall include all direct and indirect present or future cost, all time and all overhead and profit for each unit.
 - 2. The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the Contract Price.
- D. Under Paragraph (B) and Methods (C 2.) above, the allowances for overhead and profit combined shall not exceed twenty percent (20%) of **net cost**. Under Method “C 1.” no additional allowances shall be made for overhead and profit. In the case of deductible change orders, under Method (C 2.) and Paragraph (B) above, the Contractor shall include no less than five percent (5%) profit, but no allowances for overhead. Overhead shall include all conditions of the contract, “Extended General Conditions”, and all general requirements including, but not limited to, project management, scheduling, home office expense, job site overhead, layout, reproduction of drawings, document processing and coordination (shop drawings, change orders, RFI’s, etc.), supervision, small tools, temporary facilities, safety provisions, as built drawings, estimating, and general overhead.
- E. The term “net cost” as used herein shall mean the difference between all proper cost additions and deductions. The “cost” as used herein shall be limited to the following:
 - 1. The actual costs of materials and supplies incorporated or consumed as part of the project.
 - 2. The actual costs of labor expended on the project site.

3. The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or petty leave, not to exceed a total of thirty (30) days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts. The total labor burden shall not exceed forty percent (40%) of the actual costs of labor.
 4. The actual costs of rental for equipment; machinery; temporary facilities; and tools, excluding hand tools, required for the project.
 5. The actual costs of premiums for bonds, insurance, permit fees, and sales or use taxes related to the project.
 6. Overtime and extra pay for holidays and weekends may be a cost item only to the extent approved by the Owner.
- F. Should concealed conditions be encountered in the performance of the Work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods.

**ALL CHANGE ORDERS SHALL BE SUPPORTED BY A BREAKDOWN
SHOWING METHOD OF ARRIVING AT NET COST AS DEFINED ABOVE.**

- G. The Contractor may solicit a change using the "Change Proposal" form or may submit a "Change Proposal" form when the Designer requests costs for potential changes in the work. However, no work is to be performed until a properly executed change order or work change directive is provided to the Contractor. The Contractor shall provide the "Change Proposal" and supporting data in a form suitable to the Designer and Owner. The Designer shall verify correctness. Within fourteen (14) days after receipt of the "Change Proposal," the Designer shall respond, in writing, to the Contractor's proposal. If the Designer deems that the Proposal is in the best interest of the Owner, the Designer shall prepare a change order or work change directive and forward to the Contractor for his signature. Within seven (7) days after receipt of the change order or work change directive executed by the Contractor, the Designer shall certify the document by his signature, and forward the document and all supporting data to the Owner for the Owner's signature. The Owner's representative shall execute the document and, if necessary, forward to the County Commissioners for final approval. Upon approval by the Owner's representative and County Commissioners, one copy remains with the County Commissioners, and the remaining original is sent to the Designer for distribution to the Contractor(s). A copy is sent to the Surety. In case of emergency or extenuating circumstances, approval of changes may be obtained verbally by telephone or work change directives approved by all parties, then shall be substantiated in writing as outlined under normal procedure.
- H. At the time of signing a change order, the Contractor shall be required to certify as follows:
- "I certify that my bonding company will be notified forthwith that my contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety."
- I. A change order, when issued, shall be full compensation, or credit, for the Work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the Work.

- J. If, during the progress of the Work, the Owner requests a change order and the Contractor's terms are unacceptable, the Owner may require the Contractor to perform such work on a time and material basis in accordance with Paragraph (B) above. Without prejudice, nothing in this paragraph shall preclude the Owner from performing or to have performed that portion of the Work requested in the change order.
- K. If a unit price line item for "Change Order Allowance" or similar is included in the proposal, the price will be adjusted in accordance with article "Unit Price Work." The established cost of work for the unit price line item "Change Order Allowance" shall be one hundred percent (100%) of approved Change Orders, either additive or deductive.

ARTICLE 39 – UNIT PRICE WORK

- A. The project is "lump sum" and payment of the lump sum bid price shall be full compensation for all work indicated in the contract documents. Unit Price items included in the proposal shall be included as part of the lump sum bid. These items are indicated in the proposal and may have an associated quantity. Each unit price will be deemed to include an amount considered by Contractor to be adequate to cover Contractor's overhead and profit for each separately identified item. When indicated, the estimated quantities of items of unit price work are not guaranteed and are solely for the purpose of comparison of bids and determining an initial Contract Price. Determinations of the actual quantities and classifications of unit price work included in the lump sum bid that is performed by the Contractor will be made by the Designer. The Designer shall issue a change order, either additive or deductive, at the close of the project for any variation between the actual quantity and the estimated quantities of the unit price work indicated in the contract documents. No payment shall be made to the Contractor for re-stocking of materials.
- B. The quantities shown on the proposal form are for the base bid only unless the contract documents specifically indicate that the item(s), or any portion thereof, are part of an alternate bid element. It is the responsibility of the Contractor to apportion the cost of unit price items to the base bid and any alternates listed in the Proposal using information in the Contract Documents. In the event that the Owner selects an alternate that clearly increases or decreases the estimated quantity of a unit price item shown on the proposal form, after selection of the Contractor, the Contractor shall be provided an updated list of estimated unit price quantities reflective of the alternates chosen. This updated list shall be used in determining any variation between the actual quantities and the estimated quantities of the unit price work. An estimated unit price quantity shall be updated only in the event that the Contract Documents clearly indicate that the unit price item was indeed part of the Owner-selected alternate. The cost for all unit price items shall be included within either the base bid or an alternate, as applicable.
- C. In situations where a particular unit price item overruns, or the Contractor expects such overrun, of an estimated quantity by more than twenty-five percent (25%), the Contractor shall notify the Designer in writing and shall not install the overrun item in excess of twenty-five percent (25%) until the Contractor has received written authorization from the Designer. The aforesaid notification from the Contractor shall include any requests for modification of the unit price due to an actual quantity overrun greater than twenty-five percent (25%). The Engineer may solicit a reduction in the unit price due to a sufficient increase in the actual quantity installed of a unit price item. A reduction, regardless of the amount, of the actual installed quantity of a unit price item shall not warrant a change in the unit price.
- D. The Contractor is responsible for maintaining all documentation pertaining to the actual quantities of unit price items. This will be remitted to the Designer upon request. No payment shall be made for the quantity of unit price items that cannot be verified.
- E. There will be no measurement for lump sum bid items by this contract, as payment of the lump sum price shall include all equipment, labor, materials, and incidentals necessary to perform the Work required.

- F. Extensions to the Contract Time shall not entitle the Contractor to an increase to any unit price.

ARTICLE 40 – ALLOWANCE ITEMS

The Contract Price includes the allowance items indicated on the bid proposal. Allowances cover the costs for portions of the work that cannot be specified with sufficient particularity at the time of bid. The Contractor shall provide product recommendations and associated costs to the Owner for allowance items, but shall not incorporate into the work without consent from the Owner. The allowance items may be utilized and specified by the Owner in its sole and absolute discretion within a reasonable time prior to the date on which the Contractor shall be required to utilize such items. The amount shown for each allowance item shall include, and may be used by the Owner for, the cost of the material, equipment, or service for the allowance item. All other costs associated with installing an allowance item, including without limitation the cost of all labor, overhead, and profit, are otherwise included in the Contract Price and shall not be paid for with the amount allocated to each allowance item. The sole exception being additive Changes in the Work approved and designated by the Owner to be paid for out of a “Change Order Allowance”; the value of such Changes in the Work shall be determined according to the Article “Changes in the Work” section C. 2. The amount paid to the Contractor for an allowance item shall be adjusted based on the actual value attributable to the particular allowance item. The Designer shall issue a change order, either additive or deductive, at the close of the project for any variation between the actual value of an allowance item and the estimated value of the allowance item shown on the Form of Proposal. If an allowance item is not utilized by the Owner, the Contract Price shall be reduced by the amount allocated to the item and a reasonable amount for the unused labor and overhead and unearned profit associated therewith. Allowance items designated on the bid proposal may or may not be indicated on the project plans or specifications.

ARTICLE 41 – CLAIMS FOR EXTRA COST

- A. Should the Contractor consider that as a result of any instructions given in any form by the Designer, he is entitled to extra cost above that stated in the contract, he shall give written notice thereof to the Designer within seven (7) days without delay, and shall not proceed with the Work affected until further advised, except in emergency involving the safety of life or property, which condition is covered in Article “Changes in the Work,” Paragraph (B) and Articles “Protection of Work and Property” and “Safety.” No claims for extra compensation will be considered unless the claim is so made. The Designer shall render a written decision within seven (7) days of receipt of claim.
- B. **THE CONTRACTOR SHALL NOT ACT ON INSTRUCTIONS RECEIVED BY HIM FROM PERSONS OTHER THAN THE DESIGNER, AND ANY CLAIMS FOR EXTRA COMPENSATION OR EXTENSION OF TIME ON ACCOUNT OF SUCH INSTRUCTION WILL NOT BE HONORED.** The Designer will not be responsible for misunderstandings claimed by the Contractor of verbal instructions which have not been confirmed in writing, and in no case shall instructions be interpreted as permitting a departure from the contract documents unless such instruction is confirmed in writing and supported by a properly authorized change order.
- C. Should a claim for extra compensation by the Contractor be denied by the Designer or Owner, and cannot be resolved by the County Commissioners, the Contractor may request mediation in connection with “Rules Implementing Mediated Settlement Conferences in North Carolina Public Construction Projects” as outlined herein. If the Contractor is unable to resolve its claim as a result of mediation, the Contractor may institute a civil action for the sum he claims to be entitled to under the contract by filing a verified complaint and the issuance of a summons in the Superior Court of Brunswick County. The procedure shall be the same as in all civil actions except that all issues shall be tried by the judge, without a jury.

RULES IMPLEMENTING MEDIATED
SETTLEMENT CONFERENCES IN
NORTH CAROLINA CONSTRUCTION PROJECTS

Adopted
February 26, 2002

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RULE

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RULE 1. INITIATING MEDIATED SETTLEMENT CONFERENCES

- A. Purpose of Mandatory Settlement Conferences. Pursuant to NCGS 143-128(g) 143-135.26 (11), these Rules are promulgated to implement a system of settlement events which are designated to focus the parties' attention on settlement rather than on claim preparation and to provide a structured opportunity for settlement negotiations to take place. Nothing herein

is intended to limit or prevent the parties from engaging in settlement procedures voluntarily at any time prior to or during commencement of the dispute resolution process.

B. Initiating the Dispute Resolution Process

1. Any party to a public construction contract governed by Article 8. Ch. 143 of the General Statutes and identified in NCGS 143-128(g) and who is a party to a dispute arising out of the construction process in which the amount in controversy is at least \$15,000 may submit a written request to the public owner for mediation of the dispute.
2. Prior to submission of a written request for mediation to the public owner, the parties requesting mediation,
 - a. If a prime Contractor, must have first submitted its claim to the Project Designer for review as set forth in Exhibit A. If the dispute is not resolved through the Project Designer's instructions, then the dispute becomes ripe for mediation in the Formal Dispute Resolution Process, and the party may submit his written request for mediation to the public owner.
 - b. If the party requesting mediation is a Subcontractor, it must first have submitted its claim for mediation to the prime Contractor with whom it has a contract. If the dispute is not resolved through the prime Contractor's involvement, then the dispute becomes ripe for mediation in the Formal Dispute Resolution Process, and the party may submit its written request for mediation to the public owner.
 - c. If the party requesting mediation is the Project Designer, then it must first submit its claim to the public owner to resolve. If the dispute is not resolved with the public owner's involvement, then the Project Designer's dispute is eligible for mediation in the Formal Dispute Resolution Process, and the Project Designer may submit its written request to the public owner for mediation.

RULE 2. SELECTION OF MEDIATOR

- A. Selection of Certified Mediator by Agreement of the Parties. The parties may select a mediator certified pursuant to the Rules by agreement within twenty-one (21) days of requesting mediation. The requesting party shall file with the State Construction Office (herein after referred to as "SCO) or public owner if not a non-state project a Notice of Selection of Mediator by Agreement within ten (10) days of the request; however, any party may file the notice. Such notice shall state the name, address and telephone number of the mediator selected; state the rate of compensation of the mediator; state that the mediator and the opposing counsel have agreed upon the selection and rate of compensation; and state that the mediator is certified pursuant to these Rules.
- B. Nomination and Public Owner Approval of a Non-Certified Mediator. The parties may select a mediator who does not meet the certification requirements of these Rules but who, in the opinion of the parties and the SCO or public owner, is otherwise qualified by training or experience to mediate the action.

If the parties select a non-certified mediator, the requesting party shall file with the SCO a Nomination of Non-Certified Mediator within ten (10) days of the request. Such nomination shall state the name, address and telephone number of the mediator; state the training, experience, or other qualifications of the mediator; state the rate of compensation of the mediator; and state that the mediator and opposing counsel have agreed upon the selection and rate of compensation.

The SCO shall rule on said nomination, shall approve or disapprove of the parties' nomination, and shall notify the parties of its decision.

- C. Appointment of Mediator by the SCO. If the parties cannot agree upon the selection of a mediator, either the party or party's attorney shall notify the SCO or public owner and request, on behalf of the parties, that the SCO or public owner appoint a mediator. The request for appointment must be filed within 10 days after request to mediate and shall state that the parties have had a full and frank discussion concerning the selection of a mediator and have been unable to agree. The request shall state whether any party prefers a certified attorney mediator, and if so, the SCO or public owner shall appoint a certified attorney mediator. If no preference is expressed, the SCO or public owner may appoint a certified attorney mediator or a certified non-attorney mediator.
- D. Mediator Information Directory. To assist the parties in the selection of a mediator by agreement, the parties are free to utilize the list of certified mediators maintained in any county participating in the Superior Court Mediation Settlement Conference Program.
- E. Disqualification of Mediator. Any party may request replacement of the mediator by the SCO or public owner for good cause. Nothing in this provision shall preclude mediators from disqualifying themselves.

RULE 3. THE MEDIATED SETTLEMENT CONFERENCE

- A. Where Conference is to be Held. Unless all parties and the mediator otherwise agree, the mediated settlement conference shall be held in the county where the project is located. The mediator shall be responsible for reserving a place and making arrangements for the conference and for giving timely notice of the time and location of the conference to all attorneys, unrepresented parties and other persons and entities required to attend.
- B. When Conference is to be Held. The deadline for completion of the mediation shall be not less than thirty (30) days nor more than sixty (60) days after the naming of the mediator.
- C. Request to Extend Deadline for Completion. A party, or the mediator, may request that the SCO or public owner to extend the deadline for completion of the conference. Such request shall state the reasons the extension is sought and shall be served by the moving party upon the other parties and the mediator. If any party does not consent to the request, said party shall promptly communicate its objection to the SCO or public owner.

The SCO or public owner may grant the request by setting a new deadline for completion of the conference.

- D. Recesses. The mediator may recess the conference at any time and may set times for reconvening. If the time for reconvening is set before the conference is recessed, no further notification is required for persons present at the conference.
- E. **The mediated settlement conference shall not be cause for the delay of the construction project which is the focus of the dispute.**

RULE 4. DUTIES OF PARTIES AND OTHER PARTICIPANTS IN FORMAL DISPUTE RESOLUTION PROCESS

A. Attendance

- 1. All parties to the dispute originally presented to the Designer or prime Contractor for initial resolution must attend the mediation. Failure of a party to a construction contract to attend the mediation will result in the public owner's withholding of monthly payment to that party until such party attends the mediation.
- 2. Attendance shall constitute physical attendance, not by telephone or other electronic means. Any attendee on behalf of a party must have authority from that party to bind it to any agreement reached as a result of the mediation.

3. Attorneys on behalf of parties may attend the mediation but are not required to do so.
 4. Sureties or insurance company representatives are not required to attend the mediation unless any monies paid or to be paid as a result of any agreement reached as a result of mediation require their presence or acquiescence. If such agreement or presence is required, then authorized representatives of the surety or insurance company must attend the mediation.
- B. **Finalizing Agreement.** If an agreement is reached in the conference, parties to the agreement shall reduce its terms to writing and sign it along with their counsel.
- C. **The mediation fee shall be paid in accordance with NCGS 143-128(g).**
- D. **Failure to compensate mediator.** Any party's failure to compensate the mediators in accordance with NCGS 143-128(g) shall subject that party to a withholding of said amount of money from the party's monthly payment by the public owner.

Should the public owner fail to compensate the mediator, it shall hereby be subject to a civil cause of action from the mediator for the 1/3 portion of the mediator's total fee as required by NCGS 143-128(g).

RULE 5. AUTHORITY AND DUTIES OF MEDIATORS

A. Authority of Mediator

1. **Control of Conference.** The mediator shall at all times be in control of the conference and the procedures to be followed.
2. **Private Consultation.** The mediator may communicate privately with any participant or counsel prior to and during the conference. The fact that private communications have occurred with a participant shall be disclosed to all other participants at the beginning of the conference.
3. **Scheduling the Conference.** The mediator shall make a good faith effort to schedule the conference at a time that is convenient with the participants, attorneys and mediator. In the absence of agreement, the mediator shall select the date for the conference.

B. Duties of Mediator

1. The mediator shall define and describe the following at the beginning of the conference:
 - a. The process of mediation;
 - b. The difference between mediation and other forms of conflict resolution;
 - c. The costs of the mediated settlement conference;
 - d. That the mediated settlement conference is not a trial, the mediator is not a judge, and the parties retain their legal rights if they do not reach settlement;
 - e. The circumstances under which the mediator may meet and communicate privately with any of the parties or with any other person;
 - f. Whether and under what conditions communications with the mediator will be held in confidence during the conference;
 - g. The inadmissibility of conduct and statements as provided by NCGS 7A-38.1(1);
 - h. The duties and responsibilities of the mediator and the participants; and
 - i. That any agreement reached will be reached by mutual consent.

2. **Disclosure.** The mediator has a duty to be impartial and to advise all participants of any circumstance bearing on possible bias, prejudice, or partiality.
3. **Declaring Impasse.** It is the duty of the mediator to timely determine that an impasse exists and that the conference should end.
4. **Reporting Results of Conference.** The mediator shall report to the SCO or public owner within ten (10) days of the conference whether or not an agreement was reached by the parties. If an agreement was reached, the report shall state the nature of said agreement. The mediator's report shall inform the SCO or public owner of the absence of any party known to the mediator to have been absent from the mediated settlement conference without permission. The SCO or public owner may require the mediator to provide statistical data for evaluation of the mediated settlement conference program.
5. **Scheduling and Holding the Conference.** It is the duty of the mediator to schedule the conference and conduct it prior to the deadline of completion set by the Rules. Deadlines for completion of the conference shall be strictly observed by the mediator unless said time limit is changed by a written order from the SCO or public owner.

RULE 6. COMPENSATION OF THE MEDIATOR

- A. **By Agreement.** When the mediator is stipulated by the parties, compensation shall be as agreed upon between the parties and the mediator provided that the provision of NCGS 143-128(g) are observed.
- B. **By Appointment.** When the mediator is appointed by the SCO or public owner, the parties shall compensate the mediator for mediation services at the rate in accordance with the rate charged for Superior Court mediation. The parties shall also pay to the mediator a one-time per case administrative rate in accordance with the rate charged for Superior Court mediation, which is due upon appointment.

RULE 7. MEDIATOR CERTIFICATION

All mediators certified in the Formal Dispute Resolution Program shall be properly certified in accordance with the rules certifying mediators in Superior Court in North Carolina*. When selecting mediators, the parties may designate a preference for mediators with a background in construction law or public construction contracting. Such requirements, while preferred, are not mandatory under these Rules.

All mediators chosen must either demonstrate they are certified in accordance with the Rules Implementing Scheduled Mediated Settlement Conference in Superior Court or must gain the consent of the Owner to mediate any dispute in accordance with these Rules.

*Except when otherwise allowed by the SCO or public owner upon the request of the parties to the mediation.

RULE 8. RULE MAKING

These Rules are subject to amendment by rule making by the State Building Commission.

These Rules are mandated for State projects when the contracting state entity has not otherwise adopted its own dispute resolution provision. These rules are optional for all other projects subject to Article 8, Chapter 143 of the General Statutes

RULE 9. DEFINITIONS

When the phrase "SCO or public owner" is used in these Rules, "SCO" shall apply to state projects, "public owner" shall apply to non-state public projects.

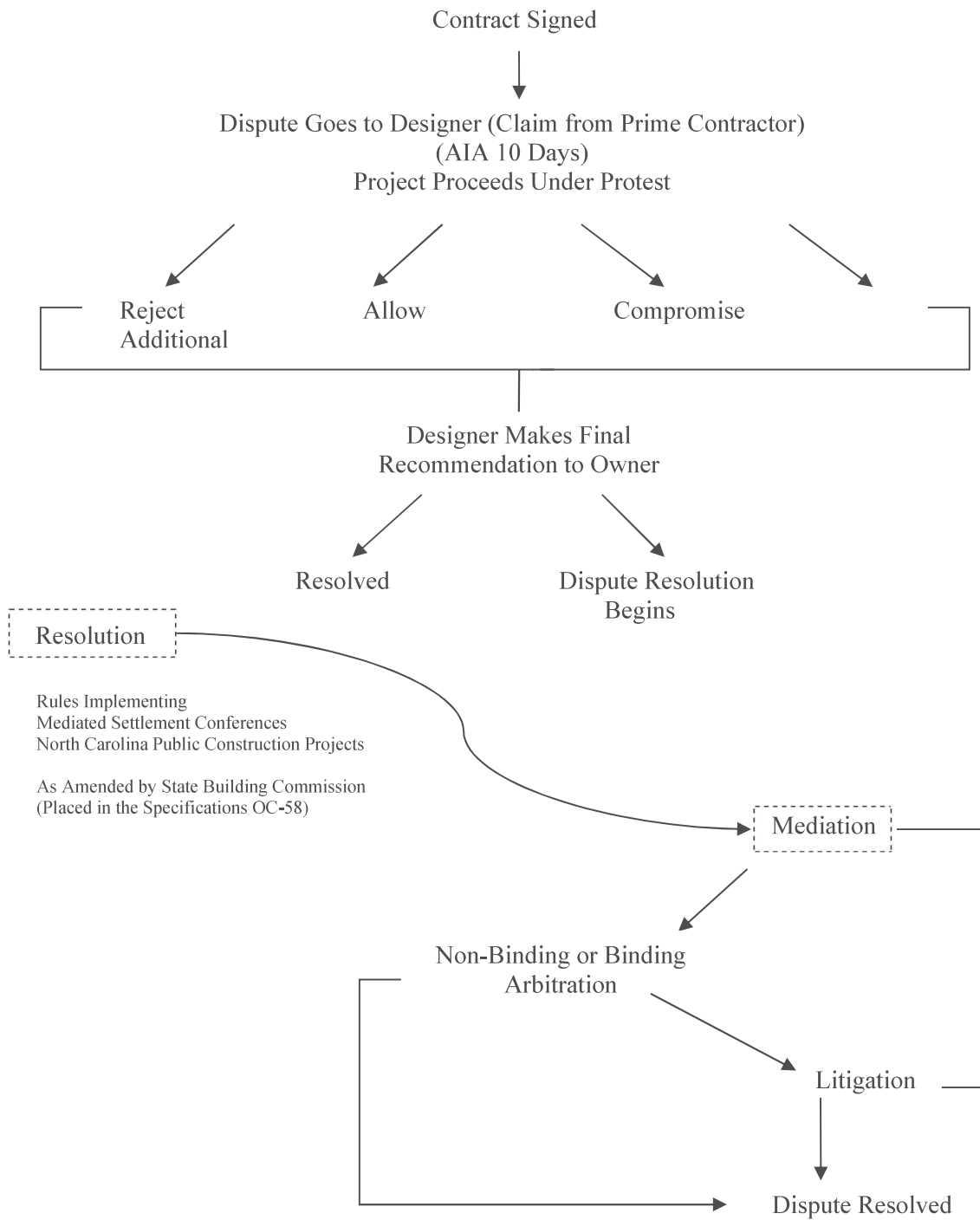
RULE 10. TIME LIMITS

On state contracts, any time limit provided for by these Rules may be waived or extended by the SCO for good cause shown.

On non-state contracts, any time limit provided for by these Rules may be waived or extended by the mediator it appoints for good cause shown. If the mediator has not yet been appointed, the Designer of record shall decide all waivers or extensions of time for good cause shown.

DISPUTE RESOLUTION

Non-State/Public Projects



ARTICLE 42 – MINOR CHANGES IN THE WORK

The Designer will have the authority to order minor changes in the Work not involving an adjustment in the contract sum or time of completion, and not inconsistent with the intent of the contract documents. Such changes shall be effected by written order and shall be binding on the Owner and the Contractor.

ARTICLE 43 – TIME OF COMPLETION, DELAYS, EXTENSION OF TIME

The time of completion is stated in the Notice to Bidders and in the Form of Construction Contract. The Project Expediter, upon notice of award of contract, shall prepare a construction schedule to complete the project within the time of completion as required by the Article “Schedule.”

- A. The Contractors shall commence work to be performed under this agreement and the time of completion shall commence to run on the thirtieth day after the effective date of the contract, or if a Notice to Proceed is given, on the date specified in a written Notice to Proceed. The Contractor shall fully complete all work hereunder within the time of completion stated. A Notice to Proceed may be given at any time within thirty (30) days after the effective date of the contract.
- B. No work shall be performed until the Owner receives and accepts fully executed contracts, performance bonds, payment bonds, and certificates of insurance.
- C. For each calendar day in excess of the time of completion, the Contractor(s) shall pay the Owner the sum stated as liquidated damages (see Notice to Bidders) reasonably estimated in advance to cover the losses to be incurred by the Owner by reason of failure of said Contractor(s) to complete the Work within the time specified, such time being in the essence of this contract and a material consideration thereof.
- D. The Designer shall be the judge as to the division of responsibility between the Contractor(s), based on the construction schedule, weekly reports and job records, and shall apportion the amount of liquidated damages to be paid by each of them, according to delay caused by any or all of them.
- E. If the Contractor is delayed in the progress of critical path activities by any act or negligence of the Owner or the Designer, or by any employee of either; by any separate Contractor employed by the Owner; by changes ordered in the Work; by labor disputes at the project site; by abnormal weather conditions not reasonably anticipated for the locality where the Work is performed; by unavoidable casualties; by any causes beyond the Contractor's control; or by any other causes which the Designer and Owner determine may justify the delay, then the Contract Time may be extended by change order for the time which the Designer and Owner may determine is reasonable. However, such delays **must** be on critical path activities that cause the anticipated project construction time to exceed the Time of Completion. Extensions to the Contract Time, when granted by Change Order, will be granted only when equitable time adjustment exceeds the Total Float in the activity or path of activities affected by the change.
- F. Time extensions granted for a portion of the work shall not obligate the Owner to grant time extensions for portions of the work not affected by the delay. The Engineer may establish an extended Time of Completion for work affected by delays while still maintaining the overall Time of Completion for the work not affected by delays. Liquidated Damages may be assessed for any portion of the work not completed within any Time of Completion term set by the Engineer, though the daily Liquidated Damage rate may not exceed that indicated within the Contract Documents.
- G. Time extensions will not be granted for rain, wind, snow or other natural phenomena of **normal intensity** for the locality where work is performed. Based on National Oceanic and

Atmospheric Administration (NOAA) National Weather Service records between 1971 and 2000 for weather stations in the Brunswick County area (Wilmington, NC and Myrtle Beach, SC) the average annual days for precipitation equal to or exceeding 0.1 inch is 75. This is further broken down by month as follows:

<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
7	6	6	5	6	7	9	8	6	4	5	6

For the purposes of determining time extensions based on weather, **normal intensity** weather conditions is defined on a monthly basis as noted in the chart above. For any given month, if the actual number of days in which precipitation exceeds 0.1 inch is greater than that listed in the chart; the Contractor may request a time extension for the difference. However, days in which the precipitation exceeds 0.1 inch but the Contractor is not mobilized to the site or actively working on site are excluded from the calculation. Actively working on-site is evidenced by onsite work operations the normally scheduled working day prior to and after the day of precipitation. Time extensions will not be given for days in which the precipitation is less than 0.1 inch. For the purpose of determining the extent of delay attributable to unusual weather phenomena, the Normal Intensity weather conditions shall be compared to NOAA National Weather Service data from the station nearest the project. In the event that a contract begins or ends in the middle of the month, the Normal Intensity days shall be prorated based on the number of contract days within the partial month. Time extensions for weather delays do not entitle the Contractor to “extended overhead” recovery.

- H. Request for extension of time shall be made in writing within thirty (30) days following cause of delay. In case of continuing cause for delay, the Contractor shall notify the Designer of the delay within thirty (30) days of the beginning of the delay and only one claim is necessary.
- I. The Contractor shall notify his surety in writing of extension of time granted.
- J. No claim shall be allowed on account of failure of the Designer to furnish drawings or instructions until twenty (20) days after demand for such drawings and/or instructions. See Article “Shop Drawings, Submittals, Samples, Data.”
- K. The Contractor shall carry on the Work and adhere to the schedule during all disputes or disagreements with the Owner or Designer. No work shall be delayed or postponed pending resolution of any disputes or disagreements unless agreed to by both the Owner and Contractor in writing.
- L. In no event shall the Owner or Designer be liable to Contractor, any Subcontractor, any Supplier, or any other person or organization, or to any surety for or employee or agent of any of them, for damages arising out of or resulting from delays within the control of the Contractor or delays beyond the control of both the Owner and Contractor, including fires, floods, epidemics, abnormal weather conditions, acts of God, or acts of neglect by utility owners or other contractors performing other work.
- M. Time extensions granted to the Contractor shall cover all work delays for work items that may run concurrently. For example, if the Contractor is due a time extension for unusual weather phenomena and due a time extension for other delays to a critical path activity, the new project completion date shall be based on the longer of the individually approved time extensions. The time extension granted for multiple delays shall **not** be additive. The only exception to this is where the Contractor can demonstrate to the satisfaction of the Engineer that the individual work items cannot run concurrently.

ARTICLE 44 – PARTIAL UTILIZATION/SUBSTANTIAL COMPLETION

- A. The Owner may desire to occupy or utilize all or a portion of the project when the Work is substantially complete on all or a portion of the project.
- B. Prior to the final payment, the Owner may request the Contractor(s) in writing, through the Designer if applicable, to permit him to use a specified part of the project which he believes he may use without significant interference with construction of the other parts of the project. If the Contractor(s) agree, the Designer will schedule a substantial completion inspection, with the approval of the Owner, after which the Designer may issue a certificate of substantial completion on all or a portion of the project. The certificate shall include the following documentation:
 - 1. Date of substantial completion.
 - 2. Portion of project determined to be substantially complete.
 - 3. A tentative list of items to be completed or corrected before final payment.
- C. The Owner shall have the right to exclude the Contractor from any part of the project which the Designer has so certified to be substantially complete, but the Owner will allow the Contractor reasonable access to complete or correct work to bring it into compliance with the contract.
- D. Occupancy by the Owner under this article will in no way relieve the Contractor from his contractual requirement to complete the project within the specified time. The Contractor will not be relieved of liquidated damages because of use or occupancy by the Owner.

ARTICLE 45 – FINAL INSPECTION, ACCEPTANCE, AND PROJECT CLOSEOUT

- A. Upon written notification from the Contractor(s) that the project is complete and ready for inspection, the Designer shall make a preliminary final inspection to verify that the project is complete and ready for final inspection. Prior to final inspection, the Contractor(s) shall complete all items requiring corrective measures noted at the preliminary inspection. The Designer shall schedule a final inspection at a time and date acceptable to the Owner and Contractor(s).
- B. When contractors finish their work prior to completion by other contractors, these contracts shall be closed out through the final inspection, acceptance and final payment process on recommendation of the Designer and approval of the Owner.
- C. At the final inspection, the Designer shall, if job conditions warrant, record a list of items that are found to be incomplete or not in accordance with the contract documents. At the conclusion of the final inspection, the Designer and Owner shall make one of the following determinations:
 - 1. That the project is completed and accepted. The “Date of Final Acceptance” is coincident with the date of the final inspection.
 - 2. That the project is complete subject to the list of discrepancies (punch list). All punch list items must be completed within thirty (30) days of acceptance or the Owner may invoke the Article “Owner’s Right to Do Work.” The “Date of Final Acceptance” shall be no earlier than the date that the project representative certifies completion of the punch list items.

3. That the project is not complete. The contractor must establish another date for a final inspection when project is deemed incomplete.
- D. Within fourteen (14) days of acceptance as noted above or within fourteen (14) days after completion of punch list as noted above, the Designer shall certify the Work and issue applicable certificate(s) of compliance with the "Date of Final Acceptance" noted thereon.
- E. Any discrepancies listed or discovered after the date of final inspection and acceptance as noted above shall be handled in accordance with Article "Guarantee."
- F. The "Date of Final Acceptance" as indicated on the Certificate of Compliance will establish the following:
 1. The beginning of guarantees and warranties period.
 2. The date on which the Contractor's insurance coverage for public liability, property damage and builder's risk may be terminated.
 3. That no liquidated damages (if applicable) shall be assessed after this date.
 4. The termination date of utility cost to the Contractor.
- G. Contractor's obligation to perform and complete the Work in accordance with the Contract Documents shall be absolute. None of the following will constitute an acceptance of Work that is not in accordance with the Contract Documents or a release of Contractor's obligation to perform the Work in accordance with the Contract Documents.
 1. observations by Designer;
 2. recommendation by Designer or payment by Owner of any progress or final payment;
 3. the issuance of a certificate of Substantial Completion or any payment related thereto by Owner;
 4. use or occupancy of the Work or any part thereof by Owner;
 5. any acceptance by Owner or any failure to do so;
 6. any review and approval of a Shop Drawing or Sample submittal or the issuance of a notice of acceptability by Designer;
 7. any inspection, test, or approval by others; or
 8. any correction of defective Work by Owner.
- H. Acceptance of the work, or any portion of the work, by the Owner does not relieve the Contractor from acquiring acceptance of the work from the North Carolina Department of Transportation or any other such regulatory agency having approval authority over any portion of the project. Furthermore, acceptance of the work or any portion of the work by the North Carolina Department of Transportation or any other such regulatory agency having approval authority does not obligate the Owner to grant acceptance of the work.

ARTICLE 46 – CORRECTION OF WORK BEFORE FINAL PAYMENT

- A. Any work, materials, fabricated items or other parts of the Work which have been condemned or declared not in accordance with the contract by the Designer shall be promptly removed from the Work site by the Contractor, and shall be immediately replaced by new work in

accordance with the contract at no additional cost to the Owner. Work or property of other contractors or the Owner, damaged or destroyed by virtue of such faulty work, shall be made good at the expense of the Contractor whose work is faulty.

- B. Correction of condemned work described above shall commence within twenty-four (24) hours after receipt of notice from the Designer, and shall make satisfactory progress until completed.
- C. Should the Contractor fail to proceed with the required corrections, then the Owner may complete the Work in accordance with the provisions of Article "Owner's Right to Do Work."

ARTICLE 47 – CORRECTION OF WORK AFTER FINAL PAYMENT

See Article "Performance Bond and Payment Bond," and Article "Guarantee." Neither the final certificate, final payment, occupancy of the premises by the Owner, nor any provision of the contract, nor any other act or instrument of the Owner, nor the Designer, shall relieve the Contractor from responsibility for negligence, or faulty material or workmanship, or failure to comply with the drawings and specifications. He shall correct or make good any defects due thereto and repair any damage resulting therefrom, which may appear during the guarantee period following final acceptance of the Work except as stated otherwise under Article "Guarantee." The Owner will report any defects as they may appear to the Contractor and establish a time limit for completion of corrections by the Contractor. The Owner will be the judge as to the responsibility for correction of defects.

ARTICLE 48 – ACCEPTANCE OF DEFECTIVE WORK

If instead of requiring correction or removal and replacement of defective or faulty Work, Owner prefers to accept it, Owner may do so. Contractor shall pay all Claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) attributable to Owner's evaluation of and determination to accept such defective Work and the diminished value of the Work to the extent not otherwise paid by Contractor pursuant to this sentence. If any such acceptance occurs prior to Designer's recommendation of final payment, a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work, and Owner shall be entitled to an appropriate decrease in the Contract Price, reflecting the diminished value of Work so accepted. If the acceptance occurs after such recommendation, an appropriate amount will be paid by Contractor to Owner.

ARTICLE 49 – OWNER'S RIGHT TO DO WORK

- A. If, during the progress of the Work or during the period of guarantee, the Contractor fails to prosecute the Work properly or to perform any provision of the contract, the Owner, after fifteen (15) days' written notice sent by certified mail, return receipt requested, to the Contractor from the Designer, may perform or have performed that portion of the Work. If the Work is deemed to be an emergency, the Owner may dispense with the fifteen day's written notice and proceed with the Work immediately. The cost of the Work may be deducted from any amounts due or to become due to the Contractor. Should the cost of such action of the Owner exceed the amount due or to become due the Contractor, then the Contractor or his surety, or both, shall be liable for and shall pay to the Owner the amount of said excess. The Contractor shall not be allowed an extension of Time of Completion (or milestones) because of any delay in the performance of the Work attributable to the exercise by the Owner of Owner's rights and remedies.
- B. In exercising the rights and remedies under this paragraph, Owner shall proceed expeditiously. In connection with such corrective and remedial action, Owner may exclude Contractor from

all or part of the Site, take possession of all or part of the Work and suspend Contractor's services related thereto, take possession of Contractor's tools, appliances, construction equipment and machinery at the Site, and incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere. Contractor shall allow Owner, Owner's representatives, agents and employees, Owner's other contractors, and Designer and Designer's Consultants access to Site to enable Owner to exercise the rights and remedies under this paragraph.

- C. The Owner may have other work performed at the site by Owner's employees, contractors, or utility owners. Contractor shall afford each other Contractor who is a party to such other work proper and safe access to the site and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such other work and shall properly coordinate the Work with theirs.

ARTICLE 50 – ANNULMENT OF CONTRACT

- A. If the Contractor fails to begin the Work under the contract within the time specified, or the progress of the Work is not maintained on schedule, or the Work is not completed within the time above specified, or fails to perform the Work with sufficient workmen and equipment or with sufficient materials to ensure the prompt completion of said work, or shall perform the Work unsuitably or shall discontinue the prosecution of the Work, or if the Contractor shall become insolvent or be declared bankrupt or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or disregards laws, regulations, or direction of the Designer, or for any other cause whatsoever shall not carry on the Work in an acceptable manner, the Owner may give notice in writing, sent by certified mail, return receipt requested, to the Contractor and his surety of such delay, neglect or default, specifying the same, and if the Contractor within a period of fifteen (15) days after such notice shall not proceed in accordance therewith, then the Owner shall, declare this contract in default, and, thereupon, the surety shall promptly take over the Work and complete the performance of this contract in the manner and within the time frame specified. In the event the surety shall fail to take over the Work to be done under this contract within fifteen (15) days after being so notified and notify the Owner in writing, sent by certified mail, return receipt requested, that he is taking the same over and stating that he will diligently pursue and complete the same, the Owner shall have full power and authority, without violating the contract, to take the prosecution of the Work out of the hands of said Contractor, to appropriate or use any or all contract materials and equipment on the grounds as may be suitable and acceptable and may enter into an agreement, either by public letting or negotiation, for the completion of said contract according to the terms and provisions thereof or use such other methods as in his opinion shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the Owner, together with the costs of completing the Work under contract, shall be deducted from any monies due or which may become due said Contractor and surety. In case the expense so incurred by the Owner shall be less than the sum which would have been payable under the contract, if it had been completed by said Contractor, then the said Contractor and surety shall be entitled to receive the difference, but in case such expense shall exceed the sum which would have been payable under the contract, then the Contractor and the surety shall be liable and shall pay to the Owner the amount of said excess.
- B. Upon fifteen (15) days' written notice to Contractor and Designer, Owner may, without cause and without prejudice to any other right or remedy of Owner, elect to terminate the Contract. In such case, Contractor shall be paid (without duplication of any items):
 - 1. for completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;

2. for expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses;
 3. for all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) incurred in settlement of terminated contracts with Subcontractors, Suppliers, and others; and
 4. for reasonable expenses directly attributable to termination.
- C. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

ARTICLE 51 – CONTRACTOR’S RIGHT TO STOP WORK OR TERMINATE THE CONTRACT

- A. Should the Work be stopped by order of a court having jurisdiction, or by order of any other public authority for a period of three (3) months, due to cause beyond the fault or control of the Contractor, or if the Owner, without cause, should fail or refuse to make payment based on a request for payment approved by the Designer within forty-five (45) days after receipt of same, then the Contractor, after fifteen (15) days’ written notice sent by certified mail, return receipt requested, to the Owner and the Designer, may suspend operations on the Work or terminate the contract.
- B. In the event that the contract is terminated due to cause beyond the fault or control of the Contractor, the Owner shall be liable to the Contractor for the cost of all materials delivered and work performed on this contract as determined according to the Article “Changes in the Work”. The Designer shall be the judge as to the correctness of such payment.

ARTICLE 52 – REQUESTS FOR PAYMENT

- A. Not later than the fifth day of the month, the Contractor shall submit to the Designer a request for payment for work done during the previous month. The request shall be in the form “Request for Payment” in the contract documents and shall show substantially the value of work done and materials delivered to the site during the period since the last payment, and shall sum up the financial status of the contract with the following information:
1. Total of contract including approved change orders.
 2. Value of work completed to date and properly stored on-site materials.
 3. Less five percent (5%) retainage, provided however, that after fifty percent (50%) of the Contractor’s work has been satisfactorily completed on schedule, with written consent of the surety, the owner shall not require any additional retainage. If the owner determines the contractor’s performance is unsatisfactory, the owner may reinstate retainage for each subsequent payment. There shall be no retainage on contracts with a bid amount less than \$100,000.
 4. Less previous payments.
 5. Current amount due.
- B. The Contractor, upon request of the Designer, shall substantiate the request with invoices of vouchers or payrolls or other evidence.

- C. The Contractor shall submit a fully completed “Periodic Payment Itemized Tax Statement” and “Periodic Payment Tax Certification” form with each Request for Payment.
- D. Prior to submitting the first request, the Contractor shall prepare for the Designer a schedule showing a breakdown of the Contract Price into values of the various parts of the Work, so arranged as to facilitate payments to Subcontractors in accordance with Article “Contractor and Subcontractor Relationships.” The Contractor(s) shall list the value of each Subcontractor and Supplier, identifying each minority business Subcontractor and Supplier as listed in Table A: Prime Contractor and List of Selected Subcontractors, if applicable.
- E. Payment for Mobilization in excess of 3% of the initial contract value shall be made with the Final Payment.
- F. Twenty percent (20%) of the payment for installed underground piping may be withheld until the installed piping has passed all necessary testing requirements and the required vegetative cover has been established, or at the discretion of the Owner, seeding and mulching has been performed. A separate line item for “Testing and Vegetative Cover over Piping” may be shown on the schedule that reflects a cost of at least 25% of the underground piping cost.
- G. When payment is made on account of stored materials and equipment, such materials must be stored on the Owner’s property, and the requests for payments shall be accompanied by invoices or bills of sale or other evidence to establish the Owner’s title to such materials and equipment. Responsibility for such stored materials and equipment shall remain with the Contractor regardless of ownership title. Such stored materials and equipment shall not be removed from the Owner’s property. Should the space for storage on-site be limited, the Contractor, at his option, shall be permitted to store such materials and/or equipment in a suitable space off-site. Should the Contractor desire to include any such materials or equipment in his Request for Payment, they must be stored in the name of the Owner in a commercial warehouse approved by the Designer and the Owner and located as close to the site as possible. The warehouse selected must be approved by the Contractor’s bonding and insurance companies; the material to be paid for shall be assigned to the Owner and shall be inspected by the Designer. Upon approval by the Designer of the storage facilities and materials and equipment, payment therefore will be certified. Responsibility for such stored materials and equipment shall remain with the Contractor. Such stored materials and equipment shall not be moved except for transportation to the project site. Under certain conditions, the Designer may approve storage of materials at the point of manufacture, which conditions shall be approved by the Designer and the Owner prior to approval for the storage and shall include an agreement by the storing party which unconditionally gives the Owner absolute right to possession of the materials at any time. Bond, security and insurance protection shall continue to be the responsibility of the Contractor(s).
- H. Along with each request for payment, the Contractor shall submit evidence to the Designer showing that all record drawings are up to date.
- I. Along with each request for payment, the Contractor shall submit either a statement indicating that no claims for extension of time due to weather is to be made during the billing period OR shall make claims for extension of time for the billing period in accordance with the article “Time of Completion, Delays, Extension of Time.”

ARTICLE 53 – APPROVAL OF PAYMENTS AND FINAL PAYMENT

- A. Within ten (10) days from receipt of request for payment from the Contractor, the Designer shall issue and forward to the Owner the approved request for payment. This request for payment shall indicate the amount requested or as approved by the Designer. If the request is not approved by the Designer, he shall state in writing to the Contractor and the Owner his reasons for withholding payment. In the latter case, the Contractor may make the necessary corrections and resubmit the request for payment.

- B. No approval of a request for payment or payment made shall constitute an acceptance of the Work or any part thereof. The making and acceptance of final payment shall constitute a waiver of all claims by the Owner except:
 - 1. Claims arising from unsettled liens or claims against the Contractor.
 - 2. Faulty work or materials appearing after final payment.
 - 3. Failure of the Contractor to perform the Work in accordance with drawings and specifications, such failure appearing after payment.
 - 4. As conditioned in the performance bond and payment bond.
- C. The making and acceptance of final payment shall constitute a waiver of all claims by the Contractor except those claims previously made and remaining unsettled (Article “Claims for Extra Cost”).
- D. Prior to submitting final request for payment to the Designer for approval, the Contractor shall fully comply with all requirements specified in Article “Final Inspection, Acceptance, and Project Closeout.” These requirements include, but are not limited to the following:
 - 1. Submittal of Product and Operating Manuals, Warranties and Bonds, Guarantees, Maintenance Agreements, properly certified As-Built Drawings, Record Drawings, Certificates of Inspection or Approval from agencies having jurisdiction. (The Designer must approve the Manuals prior to delivery to the Owner).
 - 2. Transfer of required stock material and all keys in an organized manner.
 - 3. Record of Owner’s training.
 - 4. Resolution of any final inspection discrepancies.
- E. The Contractor shall forward to the Designer, the final request for payment along with the following documents:
 - 1. List of minority business Subcontractors and material Suppliers showing breakdown of contracts amount.
 - 2. Contractor’s Affidavit of Release of Liens.
 - 3. “Final Tax Certification” form with all fully completed “Periodic Payment Itemized Tax Statement” and “Periodic Payment Tax Certification” forms corresponding to each Request for Payment.
 - 4. Affidavit of Contractor’s payment to material Suppliers and Subcontractors. (See Article “Contractor’s Affidavit”).
 - 5. Consent of Surety to Final Payment.
 - 6. Certificates of state agencies required by state law.
 - 7. Record Drawings
 - 8. As-Built Drawings
- F. The Designer will not authorize final payment until the Work under contract has been certified by Designer, certificates of compliance issued, and the Contractor has complied with the

closeout requirements. The Designer shall forward the Contractor's final request for payment to the Owner along with respective certificate(s) of compliance required by law.

- G. After the request for final payment by the Contractor, all quantities of materials installed on the project shall be reviewed for accuracy and any errant or outdated quantity information supplied on previously submitted Pay Applications, or any other source, shall be rectified on the Final Pay Application to reflect the actual quantity of materials installed on the project.

ARTICLE 54 – PAYMENTS WITHHELD

- A. The Designer, with the approval of the Owner, may withhold payment for the following reasons:
 - 1. Faulty work not corrected.
 - 2. The unpaid balance on the contract is insufficient to complete the Work in the judgment of the Designer.
 - 3. To provide for sufficient contract balance to cover liquidated damages that will be assessed.
 - 4. Missing or improperly completed documentation required by the contract documents.
- B. In addition to the reasons noted above, the Owner may authorize the withholding of payment for the following reasons:
 - 1. Claims filed against the Contractor or evidence that a claim will be filed.
 - 2. Evidence that Subcontractors have not been paid.
- C. When grounds for withholding payments have been removed, payment will be released. Delay of payment due the Contractor without cause will make Owner liable for payment of interest to the Contractor as provided in NCGS 143-134.1.

ARTICLE 55 – ACCESS TO PERSONS AND RECORDS

The State Auditor and the using agency's internal auditors shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance).

ARTICLE 56 – TAXES

- A. Contractor shall pay all sales, consumer, use, and other similar taxes required to be paid by Contractor in accordance with the laws and regulations of the location of the project which are applicable during the performance of the Work. Specific guidelines include the following:
- B. Federal excise taxes do not apply to materials entering into state work (Internal Revenue Code, Section 3442(3)).
- C. Federal transportation taxes do not apply to materials entering into state work (Internal Revenue Code, Section 3475(b) as amended).

- D. North Carolina sales tax and use tax, as required by law, do apply to materials entering into state work and such costs shall be included in the bid proposal and contract sum.
- E. Local option sales and use taxes, as required by law, do apply to materials entering into state work as applicable and such costs shall be included in the bid proposal and contract sum.

F. The Amount of County Sales and Use Tax Paid Per Contractor's Statements

1. Contractors shall give the Owner a signed statement containing the information listed in NCGS 105-164.14(e).
2. The Contractor shall submit a certified statement setting forth the project, date, the type of property and the cost of the property purchased from each vendor, the county in which the vendor made the sale and the amount of local sales and use taxes paid thereon. If the property was purchased out-of-state, the county in which the property was delivered shall be listed. Sales receipts shall be included with the statement. The Contractor is hereby notified that the certified statement may be subject to audit.
3. In the event the Contractors make several purchases from the same vendor, such certified statement must indicate the invoice numbers, the inclusive dates of the invoices, the total amount of the invoices, the counties, and the county sales and use taxes paid thereon.
4. Name of taxing county: The position of a sale is the retailer's place of business located within a taxing county where the vendor becomes contractually obligated to make the sale. Therefore, it is important that the county tax be reported for the county of sale rather than the county of use.
5. When property is purchased from out-of-state vendors and the county tax is charged, the county should be identified where delivery is made when reporting the county tax.
6. Such statement must also include the cost of any tangible personal property withdrawn from the Contractor's warehouse stock and the amount of county sales or use tax paid thereon by the Contractor.
7. Similar certified statements by his Subcontractors must be obtained by the general Contractor and furnished to the claimant.
8. Contractors are not to include any tax paid on supplies, tools and equipment which they use to perform their contracts and should include only those building materials, supplies, fixtures and equipment which actually become a part of or annexed to the Work.
9. Contractor shall provide a completed "Final Tax Certification" form, including copies of all Periodic Payment Tax Certifications, with the application for final payment.

ARTICLE 57 – MINIMUM INSURANCE REQUIREMENTS

The Work under this contract shall not commence until the Contractor has obtained all required insurance and verifying certificates of insurance have been approved in writing by the Owner. The Contractor shall provide and maintain, during the life of the contract, comprehensive general liability insurance, including coverage for premises operations, independent contractors, completed operations, products and contractual exposures, as shall protect such contractors from claims arising out of any bodily injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by the Contractor or by any Subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall purchase and maintain property insurance during the life of this contract, upon the entire work at the site to the full insurable value thereof that shall include the interests of the Owner, the Contractor, the Subcontractors in the Work and shall insure against

the perils of fire, extended coverage, and vandalism and malicious mischief. If the Owner is damaged by failure of the Contractor to purchase or maintain such insurance, then the Contractor shall bear all reasonable costs properly attributable thereto; the Contractor shall effect and maintain similar property insurance on portions of the Work stored off the site when request for payment per articles so includes such portions. The Contractor shall ensure that all Subcontractors are insured to at least the same extent required of the Contractor. Unless modified by the "Notice to Bidders," the minimum insurance requirements are as outlined below.

A. Contractor's Liability Insurance

1. Contractor shall purchase and maintain such liability and other insurance as is appropriate for the Work being performed and as will provide protection from claims set forth below which may arise out of or result from Contractor's performance of the Work and Contractor's other obligations under the Contract Documents, whether it is to be performed by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable:
 - a. claims under workers' compensation, disability benefits, and other similar employee benefit acts;
 - b. claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
 - c. claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
 - d. claims for damages insured by reasonably available personal injury liability coverage which are sustained: (i) by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or (ii) by any other person for any other reason;
 - e. claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; and
 - f. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.
2. The policies of insurance so required by this paragraph to be purchased and maintained shall:
 - a. with respect to insurance required by Paragraphs (A.1.c) through (A.1.f) inclusive, include as additional insureds (subject to any customary exclusion in respect of professional liability) Owner, Designer, Designer's Consultants, and any other individuals or entities identified in the Supplementary Conditions, all of whom shall be listed as additional insureds, and include coverage for the respective officers, directors, partners, employees, agents, and other consultants and Subcontractors of each and any of all such additional insureds, and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby;
 - b. include at least the specific coverages and be written for not less than the limits of liability provided in the paragraph below Notice to Bidders, or required by Laws or Regulations, whichever is greater;
 - c. include completed operations insurance;
 - d. include contractual liability insurance covering Contractor's indemnity obligations;

- e. contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days' prior written notice has been given to by certified mail/return receipt requested to Owner and Contractor and to each other additional insured to whom a certificate of insurance has been issued;
- f. remain in effect at least until written project acceptance and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work; and
- g. with respect to completed operations insurance, and any insurance coverage written on a claims-made basis, remain in effect for at least three (3) years after final payment.

B. Property Insurance

1. Unless otherwise provided in the Notice to Bidders, Contractor shall purchase and maintain property insurance upon the Work at the Site in the amount of the full replacement cost thereof. This insurance shall:
 - a. include the interests of Owner, Contractor, Subcontractors, Designer, Designer's consultants, and any other individuals or entities identified in the Notice to Bidders and the officers, directors, partners, employees, agents, and other consultants and Subcontractors of each and any of them, each of whom is deemed to have an insurable interest;
 - b. be written on a Builder's Risk "all-risk" or open peril or special causes of loss policy form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, false work, and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage, and such other perils or causes of loss as may be specifically required by the Notice to Bidders;
 - c. include expenses incurred in the repair or replacement of any insured property (including but not limited to fees and charges of Designers);
 - d. cover materials and equipment stored at the Site or at another location that was agreed to in writing by Owner prior to being incorporated in the Work, provided that such materials and equipment have been included in a Request for Payment recommended by Designer;
 - e. allow for partial utilization of the Work by Owner;
 - f. include testing and startup; and
 - g. be maintained in effect until final acceptance is made unless otherwise agreed to in writing by Owner, Contractor, and Designer with thirty (30) days' written notice to each other additional insured.
2. All the policies of insurance (and the certificates or other evidence thereof) required to be purchased and maintained will contain a provision or endorsement that the coverage afforded will not be cancelled or materially changed or renewal refused until at least thirty (30) days prior to written notice has been given to Owner and Contractor and to each other additional insured.
3. Owner shall not be responsible for purchasing and maintaining any property insurance to protect the interests of Contractor, Subcontractors, or others in the Work to the extent of any deductible amounts that are identified in the Supplementary Conditions. The risk of loss within such identified deductible amount will be borne by Contractor, Subcontractors,

or others suffering any such loss, and if any of them wishes property insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.

4. If Contractor requests in writing that other special insurance be included in the property insurance policies, Owner shall, if possible, include such insurance, and the cost thereof will be charged to Contractor by appropriate Change Order or Written Amendment. Prior to commencement of the Work at the Site, Owner shall in writing advise Contractor whether or not such other insurance has been procured by Owner.

C. Deductible

Any deductible, if applicable to loss covered by insurance provided, is to be borne by the Contractor.

D. Proof of Carriage

The Contractor shall furnish the Owner with satisfactory proof of carriage of the insurance required before written approval is granted by the Owner.

E. Limits of Liability

Worker's Compensation

1. State: Statutory
2. Applicable Federal (e.g., Longshoreman's): Statutory
3. Employer's Liability: \$500,000

Automobile Liability

1. Bodily Injury:
 \$1,000,000 Each Person
 \$1,000,000 Each Accident
 Property Damage
 \$1,000,000 Each Accident
or
2. Combined Single Limit (Bodily Injury and Property Damage)
 \$1,000,000 Each Accident

Employer's Other Liability

1. Gen. Aggregate (except Products- Completed Operations): \$2,000,000
2. Products - Completed Operations: \$2,000,000
3. Personal & Advertising Injury (per person/organization): \$1,000,000
4. Each Occurrence (Bodily Injury & Property Damages): \$1,000,000
5. Excess Liability
 - a. General Aggregate: \$2,000,000
 - b. Each Occurrence: \$2,000,000
6. Property damage liability insurance will provide Explosion, Collapse, and Underground coverage where applicable.
7. Pollution Liability: \$1,000,000 per occurrence
8. Professional Liability: \$1,000,000 per occurrence

F. Receipt and Application of Insurance Proceeds

1. Any insured loss under the policies of insurance will be adjusted with Owner and made payable to Owner as fiduciary for the insureds, as their interests may appear, subject to the requirements of any applicable mortgage clause. Owner shall deposit in a separate account any money so received and shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged

Work shall be repaired or replaced, the moneys so received applied on account thereof, and the Work and the cost thereof covered by an appropriate Change Order or Written Amendment.

2. Owner as fiduciary shall have power to adjust and settle any loss with the insurers unless one of the parties in interest shall object in writing within fifteen (15) days after the occurrence of loss to Owner's exercise of this power. If such objection be made, Owner as fiduciary shall make settlement with the insurers in accordance with such agreement as the parties in interest may reach. If so such agreement among the parties in interest is reached, Owner as fiduciary shall adjust and settle the loss with the insurers and, if required in writing by any party in interest, Owner as fiduciary shall give bond for the proper performance of such duties.

ARTICLE 58 – PERFORMANCE BOND AND PAYMENT BOND

- A. Each Contractor shall furnish a performance bond and payment bond executed by a surety company authorized to do business in North Carolina. The bonds shall be at least equal to the full contract amount. Bonds shall be executed in the form bound with these specifications. The bonds shall be delivered with the executed contract. These bonds shall remain in effect at least through the warranty period, but in no case less than one year after the date of Owner acceptance of the project.
- B. All bonds shall be countersigned by an authorized agent of the bonding company who is licensed to do business in North Carolina and shall include a certified copy of such agent's authority to act.
- C. If the surety on any Bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located, Contractor shall within twenty (20) days thereafter substitute another Bond and surety.
- D. An additional performance guarantee with the North Carolina Department of Transportation may be required for work performed in the right-of-way. In this event, the Contractor, within ten (10) days of receipt of the "Notice of Award," shall supply the Owner with a copy of the executed performance guarantee and evidence of acceptance by the NCDOT. The Contractor shall perform all work within the right-of-way in accordance with the "Policies and Procedures for Accommodating Utilities on Highway Rights of Way" and the provisions of the Encroachment Agreement. Any necessary guarantees and agreements between the Contractor and NCDOT must be in place prior to the Contractor performing any construction activities within the NCDOT right-of-way. Failure of the Contractor to receive concurrence from the NCDOT allowing the Contractor to work within the right of way shall not be grounds for extension of the Contract Time.
- E. The Owner reserves the right to not release the Performance Bond until the NCDOT has approved the portion of the completed work within the NCDOT right-of-way stipulated in the project encroachment agreement.

ARTICLE 59 – CONTRACTOR'S AFFIDAVIT

The final payment of retained amount due the Contractor on account of the contract shall not become due until the Contractor has furnished to the Owner through the Designer an affidavit signed, sworn and notarized to the effect that all payments for materials, services or subcontracted work in connection with his contract have been satisfied, and that no claims or liens exist against the Contractor in connection with this contract. In the event that the Contractor cannot obtain similar affidavits from Subcontractors to protect the Contractor and the Owner from possible liens or claims against the Subcontractor, the Contractor shall state in his affidavit that no claims or

liens exist against any Subcontractor to the best of his (the Contractor's) knowledge, and if any appear afterward, the Contractor shall save the Owner harmless.

ARTICLE 60 – ASSIGNMENTS

The Contractor shall not assign any portion of this contract nor subcontract in its entirety. Except as may be required under terms of the performance bond or payment bond, no funds or sums of money due or become due the Contractor under the contract may be assigned.

ARTICLE 61 – CLEANING UP

- A. The Contractors shall keep the project, buildings, and surrounding area reasonably free from rubbish at all times, and shall remove debris from the site on a timely basis or when directed to do so by the Designer or Project Expediter. The Project Expediter shall provide an on-site refuse container(s) for the use of all Contractors. Each Contractor shall remove their rubbish and debris from the building on a daily basis. Disposal of waste material, rubbish, and other debris shall conform to applicable laws and regulations. The Project Expediter shall broom clean the building as required to minimize dust and dirt accumulation.
- B. The Project Expediter shall provide and maintain suitable all-weather access to buildings.
- C. Before final inspection and acceptance of buildings, each Contractor shall clean his portion of the Work, including glass, hardware, fixtures, masonry, tile and marble (using no acid), clean and wax all floors as specified, and completely prepare the building for use by the Owner, with no cleaning required by the Owner.
- D. Prior to substantial completion of the Work, Contractor shall clean the site and make it ready for utilization by Owner. At the completion of the Work, Contractor shall remove from the site all tools, appliances, construction equipment and machinery, and surplus materials and shall restore to original condition all property not designated for alteration by the contract documents.
- E. All material including construction debris, etc., which is not to be used at the project site must be legally disposed of off the project site at the Contractor's expense. Survey stakes are not considered debris and shall be removed only at the direction of the Designer.
- F. All Contractors are responsible for maintaining streets, parking lots, walks and grounds connecting to the project area which shall be protected from deposits of mud, sand, stone, litter or debris of any form. All mud collected on vehicle wheels must be cleaned off by spraying each tire and the underside of vehicle before leaving the construction site. Should any mud or debris from the construction project collect on the streets, this shall be removed immediately.

ARTICLE 62 – GUARANTEE

- A. The Contractor warrants and guarantees to Owner, Designer, and Designer's consultants that all work shall be in accordance with the contract documents and will not be defective.
- B. All warranties and guarantees shall expressly run to the benefit of the Owner.
- C. The Contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the date of final acceptance of the Work and shall replace such defective materials or workmanship without cost to the Owner.

- D. Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The Contractor shall replace such defective equipment or materials, without cost to the Owner, within the manufacturer's warranty period.
- E. All warranties shall be construed under and in accordance with the State of North Carolina.
- F. All materials and equipment incorporated into the Work shall be good quality and new, unless specified otherwise.
- G. Additionally, the Owner may bring an action for latent defects caused by the negligence of the Contractor which is hidden or not readily apparent to the Owner at the time final acceptance in accordance with applicable law.
- H. Additional guarantees for roof, equipment, materials, and supplies may be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.
- I. All materials and equipment shall be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instruction of the applicable Supplier or manufacturer.
- J. If required by the Designer, the Contractor shall provide satisfactory evidence (including reports of required tests) as to the source, kind, and quality of materials and equipment.
- K. Any defective materials or workmanship replaced or repaired during the initial warranty period shall extend the warranty period for a period of twelve (12) months following Owner acceptance of the replacement material or workmanship.

ARTICLE 63 – INDEMNIFICATION

- A. To the fullest extent permitted by Laws and Regulations and without limiting any other indemnity obligation set forth herein, Contractor shall indemnify and hold harmless Owner, Designer, Designer's Consultants, and the officers, directors, partners, employees, agents, and other consultants and Subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or other dispute resolution costs) (collectively, "Claims") should Contractor's, or anyone for whom Contractor is responsible, fault or negligence be the proximate cause of such Claims.
- B. In any and all Claims against Owner or Designer or any of their respective consultants, agents, officers, directors, partners, or employees by any employee (or the survivor or personal representative of such employee) of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work of anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such Subcontractor, Supplier, or other individual or entity under workers' compensation acts, disability acts, or other employee benefit acts.

ARTICLE 64 – CONTRACTOR EVALUATION

The Contractor's overall work performance on the project shall be fairly evaluated for determining qualifications to bid on future County capital improvement projects. In addition to final evaluation, interim evaluation may be prepared during the progress of the project. Evaluations shall be performed by the Owner and Designer. The Owner may request the Contractor's comments to evaluate the Designer.

SUPPLEMENTARY GENERAL CONDITIONS OF THE CONTRACT

The Supplementary General Conditions contain changes and additions to the "Instructions to Bidders" and "General Conditions of the Contract."

GENERAL

- No drawings or plans are included in this ITB package. The primary scope of work is defined in **Sections 1.1, 1.2, 1.3 and 1.4.** of the **Project Scope**.

ARTICLE 1 – DEFINITION

- **Replace: Designer** – This contract does not engage a designer. Any reference in the Contract Documents to a "Designer" or "Engineer" shall be interpreted as the Owner's responsibility.
- **Project Manual** – There is no separate project manual for this project; the scope of work is provided in the Project Scope section.

ARTICLE 5 – SITE DOCUMENTATION

- Remove "ARTICLE 5 – SITE DOCUMENTATION"

ARTICLE 8 - COPIES OF DESIGN DRAWINGS AND SPECIFICATIONS

- Remove "ARTICLE 8 - COPIES OF DESIGN DRAWINGS AND SPECIFICATIONS"

ARTICLE 9 - APPROVING SUBSTITUTES AND "OR EQUAL" ITEMS

- Remove "ARTICLE 9 - APPROVING SUBSTITUTES AND "OR EQUAL" ITEMS "

ARTICLE 10 - SHOP DRAWINGS, SUBMITTALS, SAMPLES, DATA

- Remove "ARTICLE 10 - SHOP DRAWINGS, SUBMITTALS, SAMPLES, DATA"

ARTICLE 11 REFERENCE POINTS AND CONSTRUCTION SURVEYING

- Remove "ARTICLE 11 - REFERENCE POINTS AND CONSTRUCTION SURVEYING"

ARTICLE 12 - 12 RECORD DRAWINGS AND SPECIFICATIONS AT THE JOB SITE

- Remove "ARTICLE 12- RECORD DRAWINGS & SPECIFICATIONS AT THE JOB SITE"

ARTICLE 13 – AS-BUILT DRAWINGS

- Remove "ARTICLE 13 – AS-BUILT DRAWINGS."

ARTICLE 14 - OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

- Remove "ARTICLE 14 - OWNERSHIP OF DRAWINGS AND SPECIFICATIONS"

ARTICLE 15 – MATERIALS, EQUIPMENT, EMPLOYEES

- Remove "ARTICLE 15 – MATERIALS, EQUIPMENT, EMPLOYEES"

ARTICLE 19 - USE OF PREMISES

- Remove "ARTICLE 19 – USE OF PREMISES"

ARTICLE 20 - SUBSURFACE AND PHYSICAL CONDITIONS

- Remove "ARTICLE 20 - SUBSURFACE AND PHYSICAL CONDITIONS"

ARTICLE 21 - UNDERGROUND FACILITIES

- Remove “ARTICLE 21 - UNDERGROUND FACILITIES”

ARTICLE 22 - CUTTING, PATCHING, AND DIGGING

- Remove “ARTICLE 22 - CUTTING, PATCHING, AND DIGGING”

ARTICLE 23 – UTILITIES, STRUCTURES, SIGNS

- Remove “ARTICLE 23 – UTILITIES, STRUCTURES, SIGNS.”

ARTICLE 24 – HAZARDOUS ENVIRONMENTAL CONDITION

- Remove “ARTICLE 24 – HAZARDOUS ENVIRONMENTAL CONDITION”

ARTICLE 27 - TRAFFIC CONTROL

- Remove “ARTICLE 27- TRAFFIC CONTROL”

ARTICLE 28 - SEDIMENTATION POLLUTION CONTROL ACT OF 1973

- Remove “ARTICLE – 28 SEDIMENTATION POLLUTION CONTROL ACT OF 1973”

ARTICLE 31 - CONSTRUCTION SUPERVISION

- Remove “ARTICLE 31 - CONSTRUCTION SUPERVISION”

ARTICLE 32 – SCHEDULE

- Remove “ARTICLE 32 - SCHEDULE”

ARTICLE 34 - SEPARATE CONTRACTS AND CONTRACTOR RELATIONSHIPS

- Remove “ARTICLE 34 - SEPARATE CONTRACTS AND CONTRACTOR RELATIONSHIPS”

ARTICLE 35 - SUBCONTRACTS AND SUBCONTRACTORS

- Remove “ARTICLE 35- SUBCONTRACTS AND SUBCONTRACTORS”

ARTICLE 36 - CONTRACTOR AND SUBCONTRACTOR RELATIONSHIPS

- Remove “ARTICLE 36 - CONTRACTOR AND SUBCONTRACTOR RELATIONSHIPS”

ARTICLE 37 - DESIGNER'S STATUS

- Remove “ARTICLE 37 - DESIGNER'S STATUS”

ARTICLE 40 – ALLOWANCE ITEMS

- Remove “ARTICLE 40 – ALLOWANCE ITEMS”

ARTICLE 41 – CLAIMS FOR EXTRA COST

- Remove “ARTICLE 41 – CLAIMS FOR EXTRA COST”

ARTICLE 57 – MINIMUM INSURANCE REQUIREMENTS

- In accordance with A. 2. a., the Contractor shall included as additional insureds on insurance policies, the following:

- Owner – Brunswick County
- Designer – N/A

ARTICLE 58 – PERFORMANCE BOND AND PAYMENT BOND

- Item D. – Add the following sentence, “A separate performance guarantee shall not be required by the NCDOT. However, Brunswick County may not release the payment and performance bond until receiving concurrence from the NCDOT.”

ARTICLE 64 - CONTRACTOR EVALUATION

- Remove “ARTICLE 64 - CONTRACTOR EVALUATION”

Davis-Bacon Instructions for SRF Projects

To be included in the Contract Documents:

- The entire contents of 29 CFR 5.5
- The appropriate wage determination (usually Heavy). This determination must be the most current and have been in effect at least 10 days prior to bid opening. If a wage determination for the project location is not available, then the Statewide wage determination may be used. If it takes longer than 90 days to execute contracts and the wage determination changes, then the new wage rates must be incorporated into the contract. Wage Determinations can be found at:
https://beta.sam.gov/search?index=wd&is_active=true&date_filter_index=0&date_rad_selection=date&wdType=dbra&page=1

During Construction:

- Post the Davis-Bacon Poster
<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fedprojc.pdf>
- Post the appropriate wage rates. These should be the ones included in the specifications and any new classifications approved by the Department of Labor.
- Weekly payrolls are to be maintained onsite for all subject contractors and subcontractors. Number them for each week of the construction period including weeks that do not have payroll. Form WH 347 is suggested. Do not submit these to the State SRF office, submit them to the municipality for review. Link to Form WH 347 -
<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf>
- The municipality will conduct interviews with employees when there are irregularities concerning wages being paid. Use Standard Form 1445.
- For additional wage classification approvals, complete form SF 1444 found at this link:
https://www.nps.gov/dscw/upload/sf1444-classificationrateauthorizationrequest_7-14-06.pdf
Email this form to: whd-cbaconformance_incoming@dol.gov

The entire contents of this package is:

- 1) These Instructions
- 2) 29 CFR 5.5
- 3) Davis-Bacon Poster
- 4) Payroll form WH 347

29 CFR §5.5 Contract provisions and related matters.

(a) The Agency head shall cause or require the contracting officer to insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in §5.1, the following clauses (or any modifications thereof to meet the particular needs of the agency, *Provided*, That such modifications are first approved by the Department of Labor):

(1) *Minimum wages.* (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in §5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH- 1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, *Provided*, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) *Withholding*. The (write in name of Federal Agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of

the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) *Payrolls and basic records.* (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency). The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Website at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency), the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the (write the name of the agency) or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) *Apprentices and trainees*—(i) *Apprentices*. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job

site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) *Trainees.* Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

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

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

(6) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the (write in the name of the Federal agency) may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts.

The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

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

(8) *Compliance with Davis-Bacon and Related Act requirements.* All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) *Disputes concerning labor standards.* Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) *Certification of eligibility.* (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(a) *Contract Work Hours and Safety Standards Act.* The Agency Head shall cause or require the contracting officer to insert the following clauses set forth in paragraphs (b)(1), (2), (3), and (4) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by §5.5(a) or §4.6 of part 4 of this title. As used in this paragraph, the terms *laborers* and *mechanics* include watchmen and guards.

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

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, the contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated

damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$32 or the current amount statutorily required by 29 C.F.R. § 5.5(b)(2) as may be amended from time to time, for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty (40) hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages.

- (i) *Withholding Process.* The recipient or subrecipient may, upon its own action, or must, upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor so much of the accrued payments or advances as may be considered necessary to satisfy the liabilities of the prime contractor or any subcontractor for any unpaid wages; monetary relief, including interest; and liquidated damages required by the clauses set forth in this section, any other federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act that is held by the same prime contractor (as defined in § 5.2 thereof). The necessary funds may be withheld from the Contractor under this Agreement, any other federal contract with the same prime contractor, or any other federally assisted contract that is subject to the Contract Work Hours and Safety Standards Act and is held by the same prime contractor, regardless of whether the other contract was awarded or assisted by the same agency, and such funds may be used to satisfy the contractor liability for which the funds were withheld.
- (ii) *Priority to withheld funds.* The Department of Labor has priority to funds withheld or to be withheld in accordance with this section, over claims to those funds by:
 - (A) A contractor's surety(ies), including without limitation performance bond sureties and payment bond sureties;
 - (B) A contracting agency for its procurement costs;
 - (C) A trustee(s) (either a court-appointed trustee or a U.S. trustee, or both) in bankruptcy of a contractor, or a contractor's bankruptcy estate;
 - (D) A contractor's assignee(s);
 - (E) A contractor's successor(s); or
 - (F) A claim asserted under the Prompt Payment Act, 31 U.S.C. 3901-3907.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section. In the event of any violations of these clauses, the prime contractor, and any subcontractor(s) responsible will be liable for any unpaid wages and monetary relief,

including interest from the date of the underpayment or loss, due to any workers of lower-tier subcontractors, and associated liquidated damages and may be subject to debarment, as appropriate.

(5) *Anti-retaliation*. It is unlawful for any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, or to cause any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, any worker or job applicant for:

- (i) Notifying any contractor of any conduct which the worker reasonably believes constitutes a violation of the Contract Work Hours and Safety Standards Act (CWHSSA) or its implementing regulations in this part;
- (ii) Filing any complaint, initiating, or causing to be initiated any proceeding, or otherwise asserting or seeking to assert on behalf of themselves or others any right or protection under CWHSSA or this part;
- (iii) Cooperating in any investigation or other compliance action, or testifying in any proceeding under CWHSSA or this part; or
- (iv) Informing any other person about their rights under CWHSSA or this part.

Further Compliance with the Contract Work Hours and Safety Standards Act, as applicable:

(1) The contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.

(2) Records to be maintained under this provision shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Homeland Security, the Department of Labor, or any other authorized representatives of the federal government, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

"General Decision Number: NC20250078 01/03/2025

Superseded General Decision Number: NC20240078

State: North Carolina

Construction Type: Heavy

Counties: Brunswick, New Hanover and Pender Counties in North Carolina.

HEAVY CONSTRUCTION PROJECTS

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

SUNC2011-059 08/26/2011

	Rates	Fringes
CARPENTER, Includes Form Work.....	\$ 13.98 **	0.69
ELECTRICIAN.....	\$ 15.41 **	3.13
LABORER: Common or General.....	\$ 9.21 **	0.00
LABORER: Pipelayer.....	\$ 12.87 **	2.21
OPERATOR:		
Backhoe/Excavator/Trackhoe.....	\$ 14.71 **	0.00
OPERATOR: Bulldozer.....	\$ 14.63 **	0.00
OPERATOR: Loader.....	\$ 15.13 **	2.79
TRUCK DRIVER.....	\$ 13.12 **	1.89

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"

EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.



For additional information:
1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

Wage and Hour Division

(For Contractor's Optional Use: See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



Rev. Dec. 2008

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐		ADDRESS	OMB No.: 1235-0008 Expires: 01/31/2015
PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT NO.

[illegible]

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 6.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3602, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Page 10 of 10

(1) That I pay or supervise the payment of the persons employed by

_____ ; that during the payroll period commencing on the

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

weekly wages earned by any person and that no deductions have been made either directly or indirectly

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

☐ — Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

[illegible]

Figure 1. A schematic diagram of the experimental design. The subjects were divided into two groups: the control group and the experimental group. The control group received a standard training program, while the experimental group received a modified training program. The results of the training program were compared between the two groups.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 35 OF THE UNITED STATES CODE.

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

FORM OF PROPOSAL

Contractor shall provide a firm, fixed price for all work described in the Invitation to Bid. All costs are to be inclusive of all expenses, including, but not necessarily limited to, labor, general overhead, field overhead, materials, equipment, incidentals, food, water, any travel and lodging facilities, etc. necessary to complete the Scope of Work.

Item Description	Unit	Qty	Unit Price:
Supply and installation of circuit breaker as described in Scope 1.1	EA	200	_____
Supply and installation of Additional Electrical Wiring Between Grinder Panel and Structure Electrical as described in Scope 1.2	LF	300	_____
Supply and installation of Supplemental Structure Electrical Panel when the existing panel does not have space to add the grinder service as described in Scope 1.3	EA	10	_____
Complete Electrical Service Upgrade of additional panel when the existing house electrical panel cannot safely handle the additional load (ampacity) for the grinder system as described in Scope 1.4, provide rates per the following options :	-	-	Not Applicable
Service Upgrade Option A - 100-amp service	EA	10	_____
Service Upgrade Option B - 150-amp service	EA	5	_____
Service Upgrade Option C - 200-amp service	EA	5	_____

Name of Company: _____

Address: _____

Phone No. _____ **Email:** _____

Federal I.D. No. _____

SDBE, Minority or Woman Owned Business Enterprise - Yes or No: _____

Addendum Acknowledgement if applicable: (YES / NO / NA)

No. 1 _____ **No. 2** _____ **No. 3** _____ **No. 4** _____

Contract Signatory Name: _____

Contract Signatory Title: _____

Contract Signatory Email Address: _____

Contract Signatory Phone No: _____

SOCIOECONOMIC CONTRACTING AFFIDAVIT

Affidavit of _____
(Name of Bidder)

_____ Project.
(Name of Project)

The Bidder hereby certifies that it understands and agrees that all references to MBE, WBE, DBE, and/or any combination thereof in the NC Division of Water Infrastructure Compliance Supplement and its accompanying forms and affidavits shall be inclusive of small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.

The Bidder hereby further certifies that, when possible, it has taken steps to ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms have been considered for the above-named Project, in accordance with 2 C.F.R. § 200.321.

Such consideration includes, without limitation:

- (1) Including the aforementioned business types on solicitation lists;
- (2) Soliciting the aforementioned business types whenever they are deemed eligible as potential sources;
- (3) Dividing procurement transactions into separate procurements to permit maximum participation by the aforementioned business types;
- (4) Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by the aforementioned business types;
- (5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Applying the same consideration to all subcontracts and subcontractors.

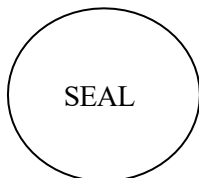
The Bidder hereby agrees to provide any additional information or documentation if requested by the Owner in support of the statements and certifications contained herein.

The Bidder hereby certifies that he or she has read this Affidavit in its entirety, understands its contents, and is authorized to bind the Bidder to the certifications contained herein.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__.

Notary Public _____

My commission expires _____

For SRF projects, please note the EPA’s six Good Faith Efforts found in 40 CFR 33

Filling out the Good Faith Efforts Form and providing Table B (if subcontracting is achieved) constitutes compliance with EPA’s six good faith efforts.

- (1) Ensure MBE/WBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and local Government recipients, this will include placing MBE/WBEs on solicitation lists and soliciting them whenever they are potential sources.
- (2) Make information of forthcoming opportunities available to MBE/WBEs and arrange time for contracts and establish delivery schedules, where requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (3) Consider in the contracting process whether firms competing for large contracts could subcontract with MBE/WBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities in order to increase opportunities for participation by MBE/WBEs in the competitive process.
- (4) Encourage contracting with a consortium of MBE/WBEs when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance of the SBA and the MBDA.
- (6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in subparagraphs (1)-(5) of this section.

Pertinent State of North Carolina Administrative Code Regarding M/WBE Compliance. The provisions in this Compliance Supplement constitute compliance with the Rules below.

Owner Requirements	01 NCAC 30I .0306
Contractor Requirements	01 NCAC 30I .0308

Resources

Some sources for identifying MBE/WBE (DBE) firms

- <https://www.ips.state.nc.us/vendor/SearchVendor.aspx> (NCDOA)
- <https://www.ebs.nc.gov/VendorDirectory/default.html> (NCDOT)
- http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm (US SBA)

Some sources for finding minority trade papers for potential solicitation advertisements and Federal advertising options

- <http://web.sba.gov/subnet/> (US SBA Subnet advertising website)
- <https://www.mbda.gov/> (US Dept. of Commerce)
- <https://ncadmin.nc.gov/businesses/hub> (NC HUB Office)

Good Faith Efforts Form

Attempts to provide subcontracting opportunities for MBE/WBE firms.

Per 01 NCAC 30I .0101, 50 points must be claimed below by the bidder.

(This is identical to State of NC Affidavit A)

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

Results of Good Faith Efforts Undertaken (you must check one box below)

- ☐ No subcontractors are being used for this contracted work. Fill out Table A listing only the Prime Contractor. (This statement takes the place of State of NC Affidavit B)
- ☐ Subcontractors are being used. Fill out Table A and B for each trade. **Each Table B lists 3.**
- ☐ Subcontractors are being used. If any Table B has fewer than 3 solicitations you must also advertise in an M/WBE trade paper and indicate what source of M/WBE firms you used (*must list at least one*). Some possible papers and sources of M/WBE firms are listed in the Instructions of this Supplement.

Name of the Trade Paper: _____

Submit proof of advertisement with package

M/WBE Sources: Source: _____ Source: _____

Submit printouts from M/WBE source(s)

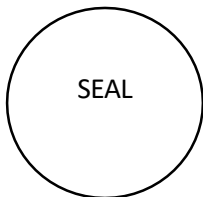
Certification Statement and Affidavit of Contractor.

The below affidavit constitutes compliance with 01NCAC 30I .0308(7)(a) and (b) and takes the place of State of North Carolina Affidavits C and D.

I have read the information in this compliance supplement and all information provided to the State in this package is accurate and true to the extent of my knowledge including the calculated percentages and the good faith efforts presented herein.

Prime Contractor Company Name (Print)

Prime Contractor Representative (Sign & Date)



State of _____, County of _____

Subscribed and sworn to before me this ____ day of _____ 20____

Notary Public _____

My Commission Expires _____

Certification of Project Owner/Funding Applicant

Funding Applicant (City, Town etc.)

Applicant Authorized Representative (Sign & Date)

Division of Water Infrastructure Project Number

Table A: Prime Contractor and list of selected subcontractors

List Prime and ALL of the selected subcontractors (both DBE's and non-DBE's) being used on the project. Each Trade listed on this sheet should have a completed Table B: Subcontract Solicitation List showing the DBE firms contacted and given opportunities to bid.

Company Name (list prime first then subs)	Company Address and Phone	Trade (Above) and Price (Below)	MBE or WBE and certifying agency <u>if applicable</u>	(State use only) Listed in EPLS as Debarred?
		\$		
		\$		
		\$		
		\$		

Calculate M/WBE utilization as a percent (00.00%) of the prime contract. Limited to 100% even if the Prime is a DBE.

MBE and WBE subs total	\$	_____ %
Prime Contract Price	\$	

Note: Table A substitutes for both the State of NC "Identification of Minority Participation" form and EPA Form 6100-4

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Table B: Subcontract Solicitation List

Table B is required if:

- 1) Project is Federally funded (SRF) OR;
- 2) Project is a State Reserve Project or State Emergency Loan (SRP or SEL) and Utilization % on Table A is less than 10% 3)

Trade: _____ (enter the trade being solicited, paving, hauling etc.)

List the firm being used on the project first. If three MBE or WBE firms are not listed, additional information must be provided showing advertisements and/or sources used to identify MBE/WBE subs.

Use as many of these sheets as are necessary to cover every trade being subbed out.

Company Name	Company Address and Phone	MBE or WBE and certifying agency if applicable.	How was this firm contacted (email, letter, phone) and what was the result of the solicitation?*

*Must submit copies of emails or letters. If phone calls were made this sheet can serve as documentation of calls.

MBE/WBE (DBE) – Change or Add a Subcontractor Form

According to EPA guidance on 40 CFR 33.302

If a DBE subcontractor fails to complete work under the subcontract for any reason, the recipient must require the prime contractor to employ the six good faith efforts described in §33.301 if soliciting a replacement subcontractor.

Please provide the information below **if the subcontracted work in question was included in previously submitted good faith efforts documentation:**

Prime Contractor:

Subcontracted work:

Previous Subcontractor:

Reason this firm did not complete the work:

New subcontractor and DBE status:

☐ MBE

☐ WBE

☐ N/A

If this is a new trade being subcontracted, or was not documented in the original Project Bid Information submittal to the State then good faith efforts to solicit a DBE firm must be documented. As the original DBE instructions indicate, please provide a Table B from those original instructions, showing all the DBE firms contacted to perform this work. If three (3) firms are not listed on Table B, then additionally you must submit proof of an advertisement in a minority trade paper and evidence that there were not three reasonably available firms in the work area. The EPA provides in 33.301(a) that good faith efforts are to be carried out "...to the fullest extent practicable...". If solicitations were not carried out due to being impracticable, please attach this explanation to this form.

Please follow the steps below for new subcontracted work:

Indicate the new trade being subcontracted:

Indicate the firm being used and DBE status:

☐ MBE

☐ WBE

☐ N/A

Attach Table B

(For State Use) Is this sub debarred?

☐ Yes

☐ No

Project Owner/Applicant:

Project Number:

Signature of Prime Contractor's Representative

NOTICE OF AWARD

Dated _____, 20 ____

To: _____
(Bidder)

Address: _____

Owner: **BRUNSWICK COUNTY** _____

Owner's Contract No. **N/A** _____

Project: _____

(Insert Name of Contract as it Appears in the Construction Documents)

You are hereby notified that your bid dated _____, 20 ____ for the above-described project has been considered and has been accepted by the Owner.

The amount of your Contract is: _____
_____ Dollars (\$_____)

Enclosed with this Notice of Award are the following:

Form of Performance Bond, Form of Payment Bond, and Certificate of Insurance.

You must comply with the following conditions precedent within twelve (12) days of the date of this Notice of Award, that is by:

_____, 20 ____

1. You must execute the contract by electronic signature. A DocuSign email with an electronic form of construction contract has been/will be sent to you for electronic signature.
2. You must deliver to the Owner 2 each of the fully executed Performance Bond, Payment Bond, and Form of Insurance. Each of the Documents must bear your signature.

3. List other condition precedents:

None

Failure to comply with these conditions within the time specified will entitle Owner to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

After you have satisfactorily complied with the above conditions, Owner will return to you a fully signed copy of the Contract.

BRUNSWICK COUNTY

(OWNER)

By: _____

(AUTHORIZED SIGNATURE)

(TITLE)

ACCEPTANCE OF AWARD

(CONTRACTOR)

By: _____

(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)

COPY to ENGINEER

(Use Certified Mail, Return Receipt Requested)

Name: _____

Address: _____

FORM OF PERFORMANCE BOND

Date of Contract: _____

Date of Execution: _____

Name of Principal:
(Contractor) _____

Name of Surety: _____

Name of Contracting
Body: _____

Amount of Bond: _____

Project: _____

KNOW ALL MEN BY THESE PRESENTS, that we, the PRINCIPAL and SURETY above named, are held and firmly bound unto the above named contracting body, hereinafter called the contracting body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind, ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain Contract with the contracting body, identified as shown above and hereto attached:

NOW, THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term of said Contract and any extensions thereof that may be granted by the contracting body, with or without notice to the surety, and during the life of any guaranty required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in _____ counterparts.

Witness:

Contractor:

(Trade or Corporate Name)

(Proprietorship or Partnership)

Attest: (Corporation)

By: _____

Title: _____
(Owner, Partner, or Corp. President or Vice President Only)

By: _____

Title: _____
(Corp. Sec. or Asst. Sec. Only)

(Corporate Seal)

(Surety Company)

Witness

By: _____

Title: _____
(Attorney in Fact)

Countersigned:

(Surety Corporate Seal)

(N.C. Licensed Resident Agent)

(Name and Address-Surety Agency)

(Surety Company Name and N.C.
Regional or Branch Office Address)

FORM OF PAYMENT BOND

Date of Contract: _____

Date of Execution: _____

Name of Principal
(Contractor): _____

Name of Surety: _____

Name of Contracting
Body: _____

Amount of Bond: _____

Project: _____

KNOW ALL MEN BY THESE PRESENTS, that we, the PRINCIPAL and SURETY above named, are held and firmly bound unto the above named contracting body, hereinafter called the contracting body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain Contract with the contracting body identified as shown above and hereto attached:

NOW, THEREFORE, if the principal shall promptly make payment to all persons supplying labor/material in the prosecution of the work provided for in said Contract, and any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in _____ counterparts.

Witness:

Contractor: (Trade or Corporate Name)

(Proprietorship or Partnership)

By: _____

Attest: (Corporation)

Title: _____
(Owner, Partner, or Corp. President or Vice President Only)

By: _____

Title: _____
(Corp. Sec. or Asst. Sec. Only)

(Corporate Seal)

(Surety Company)

Witness

By: _____

Title: _____
(Attorney in Fact)

Countersigned:

(Surety Corporate Seal)

(N.C. Licensed Resident Agent)

(Name and Address-Surety Agency)

(Surety Company Name and N.C.
Regional or Branch Office Address)

BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

A. **COMMERCIAL GENERAL LIABILITY** Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$ 5,000	Medical Expense Limit

B. **WORKERS' COMPENSATION**

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000 Each Accident
 \$500,000 Disease - Each Employee
 \$500,000 Disease - Policy Limit

C. **COMMERCIAL AUTOMOBILE LIABILITY**

\$1,000,000 Combined Single Limit – Any Auto

D. **PROFESSIONAL LIABILITY**

\$1,000,000 Per Occurrence

E. **POLLUTION LIABILITY INSURANCE**

\$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend, and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured: BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

- B. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents, and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- C. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- D. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- E. The Certificate of Insurance should note in the Description of Operations the following: Department: _____
Contract #: _____
- F. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- G. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- H. Certificate Holder shall be listed as follows:
ATTENTION: Brunswick County Risk Manager
30 Government Center Dr. NE
P. O. Box 249
Bolivia, NC 28422
- I. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

CERTIFICATE OF INSURANCE (Workmen's Compensation and Liability)

This certificate of insurance neither affirmatively nor negatively amends, extends, or alters the coverage afforded by the policy(ies) listed on this certificate.

Project _____ Location _____

Owner Brunswick County Address P. O. Box 249; Bolivia, NC 28422

Contractor (Insured) _____ Address _____

The undersigned hereby certifies that the following policies, subject to their terms, conditions, and exclusions have been issued by the named companies to the above insured and are presently in full force and effect:

A. WORKMEN'S COMPENSATION:

Policy No. _____ Expiration Date _____

Insurance Co. _____ Address _____

COVERAGE: Statutory Workmen's Compensation. Employers Liability Limit \$ _____ Each Accident.

Locations Covered: _____

B. COMPREHENSIVE GENERAL LIABILITY & PROPERTY DAMAGE:

Policy No. _____ Expiration Date _____

Insurance Co. _____ Address _____

LIMITS:

Bodily Injury, including Personal Injury.

\$ _____	Each Person	Property Damage \$ _____	Each Occurrence
\$ _____	Each Occurrence	\$ _____	Aggregate
\$ _____	Aggregate	Other	

COVERAGE PROVIDED (Check Applicable Squares):

	Yes	No	Property Damage Liability Includes:	Yes	No
Premises Operations	☐	☐	Damage Due to Blasting (explosion)	☐	☐
Subcontractor Operations	☐	☐	Damage Due to Collapse	☐	☐
Personal Injury	☐	☐	Damage to Underground Facilities	☐	☐
Completed Operations	☐	☐	Broad Form Property Damage:	☐	☐
Contractual Liability (Per Spec)	☐	☐	Operations of Contractor	☐	☐
Other _____	☐	☐	Contractual	☐	☐

C. COMPREHENSIVE AUTOMOBILE LIABILITY & PROPERTY DAMAGE:

Policy No. _____ Expiration Date _____

Insurance Co. _____ Address _____

LIMITS:

Bodily Injury

\$ _____	Each Person	Property Damage \$ _____	Each Occurrence
\$ _____	Each Occurrence	\$ _____	Aggregate
\$ _____	Aggregate	Other	

COVERAGE PROVIDED - for operation of all owned, non-owned, and hired vehicles.

D. UMBRELLA EXCESS LIABILITY:

Policy No. _____ Expiration Date _____

Insurance Co. _____ Address _____

LIMITS: Single Limit Bodily Injury and Property Damage \$ _____ Each Occurrence.

COVERAGE PROVIDED - applies in excess of the coverages listed above for Employer's Liability, Comprehensive General, Automotive, and Property Damage Coverage.

The undersigned further certifies that in the event of cancellation or any material change in any of the above policies, thirty (30) days prior written notice of such cancellation or change shall be delivered by registered or certified mail to the above Owner.

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE

Name of Agency _____

Address _____

Date _____

By _____

NOTICE TO PROCEED

Dated _____, 20 _____

To: _____
(CONTRACTOR)

Address: _____

Owner: **BRUNSWICK COUNTY**

Owner's Contract No. **N/A**

Project: _____

(Insert Name of Contract as it Appears in the Bidding Documents)

You are notified that the Contract times under the above Contract will commence to run on: _____.

By that date, you are to start performing your obligations under the Contract Documents. Your Contract completion date is therefore: _____.

The Contract provides for the assessment of liquidated damages for each consecutive calendar day that the work remains incomplete after the above established completion date.

Before you may start any Work at the site, you must deliver the required certificates of insurance to the Owner.

Also, before you may start any Work at the site, you must: (add other requirements)

Brunswick County

(OWNER)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

Project:

Date:

Brunswick County

Submittal #:

Contractor Submittal

ATTENTION:

TO (Designer):

ADDRESS:

ATTENTION:

FROM (Contractor):

ADDRESS:

WE ARE SENDING YOU:

☒ First Submittal

☐ Re-submittal # ____ _

☐ Shop Drawings

☐ O&M Manuals_

☐ Specifications

☐ Samples

☐ Or-Equal Item Substitution Item

☐ Other_____

MANUFACTURER	COPIES	SPEC. SECTION #	SCHEDULED SUBMITTAL DATE	DESCRIPTION

THESE ARE TRANSMITTED AS CHECKED BELOW:

☒ For approval

☐ For your use

☐ As Requested

☐ For review and comment

“I certify that I have reviewed the Contract Documents and that the information herein submitted meets the requirements outlined in the Contract Documents except as specifically stated on this submittal form.”

(Affix Contractor’s Stamp of Approval Above)

REMARKS (Include any exceptions to the Contract Documents):

COPY TO:

SIGNED:

Project:
Date:
Brunswick County

Request for Information (RFI)

RFI #: _____

ATTENTION: _____

TO (Designer): _____

ADDRESS: _____

ATTENTION:	
FROM (Contractor):	
ADDRESS:	

ATTACHED TO THIS RFI FORM, WE ARE SENDING YOU:

☐ First Submittal

☐ Re-submittal # _____

☐ Annotated Shop Drawings ☐ Annotated Specifications ☐ Samples ☐ Sketches ☐ Other _____ ☐ Other _____

AFFECTED DRAWINGS:

AFFECTED SPECIFICATIONS:

REQUEST (Describe specific issue and include supporting material - annotated drawings, specifications):

This image shows a full page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COPY TO: _____

SIGNED: _____
(Contractor)

*Directive/Written Notice/Correspondence/Order/Minor Change in the Work
Brunswick County*

Date:_____Time:_____a.m./p.m. Project Name:_____

Designer:_____Contractor:_____

Designer Rep:_____Contractor Rep:_____

In accord with the Article “Construction Supervision” of the General Conditions, the Contractor, by signing below, 1) acknowledges receipt of this correspondence, and 2) acknowledges that, unless noted otherwise under Contractor’s comments, he/she agrees that the correspondence contained herein does **not** constitute a “Change In The Work” or an “Extra Cost” (as defined in the General Conditions) that would require additional compensation or an extension of the Contract time.

Contractor’s Comments:

(The Contractor is directed to the General Conditions when making “Claims for Extra Cost.” If the Contractor views instructions from the Designer as requiring additional compensation or an extension of the Contract time, the contractor shall not proceed with the work affected until further advised.)

Signature/Date:_____Print Name:_____

Representing:_____Position: _____

**Work Change Directive
Brunswick County**

Date:_____ **Time:**_____ **a.m./p.m.** **Project Name:**_____

Designer:_____ **Contractor:**_____

Designer Rep:_____ **Contractor Rep:**_____

Directive:

Reason for Change:

The preceding directive requires the following actions by the Contractor before
(Date):

CONTRACTOR:

The total lump sum cost for the change noted above shall not exceed \$_____.

OR

The estimated quantities, maximum unit prices, and maximum extended prices for each item are as follows:

<u>Item</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
-------------	---------------------------	-------------------	-----------------------

The total change to the Time of Completion shall be an i n c r e a s e /decrease of _____ days.

DESIGNER:

The work change noted above is in the best interests of the owner. The price and Contract Time adjustment have been evaluated and are reasonable. The changes will be affected by a final adjusting change order at the close of the project **or** by _____ (date), whichever is sooner.

OWNER:

The Owner agrees to the change as being in the Owner's best interest.

SIGNATURES:

Contractor

Date

Designer

Date

Owner

Date

Original Designer

Yellow Contractor

Pink Owner

Change Proposal
Brunswick County

Date:_____ **Project Name:**_____

Designer:_____ **Contractor:**_____

Designer Rep:_____ **Contractor Rep:**_____

The Contractor recommends the following change to the project with associated changes to the Time of Completion and/or total project cost:

This change will: ADD SUBTRACT NOT CHANGE (circle as appropriate) the total project cost by \$_____.

The total change to the Time of Completion shall be an: INCREASE DECREASE (circle as appropriate) of _____ days.

A breakdown of the proposed work is attached. No work shall be commenced until authorized by the Owner. All work shall be in accordance with the terms, stipulations, and conditions of the Contract Documents.

SIGNATURES:

Contractor
Date

Designer's Action: ☐ Recommend ☐ Do NotRecommend
☐ Recommend with the following changes

Designer
Date

BRUNSWICK COUNTY
CHANGE ORDER NO.

FOR BC USE ONLY

- ☐ OR Owner Request
☐ CR Contractor Request
☐ DR Designer Request
☐ CC Concealed Condition
☐ DE Design Error
☐ DO Design Omission
☐ SC Schedule Change
☐ OT Other

PROJECT:
ORIG. TIME OF COMP.
ORIG. DATE OF COMP.

CAUSE CODE:

Under the terms of the Contract and without invalidating the original provisions thereof, the following change(s) in work is(are) authorized for the change in Contract amount herein set forth: (Description of change order with detailed breakdown attached)

The Time of Completion including previous orders is __ calendar days and shall be (increased) (decreased) (unchanged) by calendar days by this change order for a revised Contract date of completion of __. (Detailed analysis supporting the requirements for a change in duration is attached)

CONTRACT COST SUMMARY

					TOTALS
1. Original Contract Amount					\$
2. Amount of Previous Orders	ADD	\$0	Deduct	\$0	
3. Amount of This Order:	ADD	\$0	Deduct	\$0	
4. Total additions lines 2 & 3			Minus Total Deducts:	\$0	\$
(Line 4 shall show the net amount to be added or [deducted] from the original Contract amount.)					
5. Revised Contract Total Amount					\$

I certify that my Bonding Company will be notified forthwith that my Contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety.

_____	By:	_____	_____
(Contractor)			(Date)
_____	By:	_____	_____
(Designer)			(Date)
_____	By:	_____	_____
(Owner)			(Date)
_____	By:	_____	_____
(County Commissioners)		Chairman	(Date)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Approved as to Form

Brunswick County Finance Officer

Brunswick County Attorney

DISTRIBUTION: 1 original to Owner 1 original to Contractor

DESIGNER'S REQUEST FOR AUTHORIZATION TO CHANGE

DATE:

REQUEST NO.:

PROJECT NAME:

OWNER:

CONTRACTOR:

DESIGNER:

CONTRACT FOR:

REASON FOR CHANGE:

SUMMARY REVIEW OF CONTRACTOR'S ESTIMATE FOR TIME AND COST: (Attach Contractor's detailed cost breakdown of labor and materials)

DESIGNER SUMMARY:

1. Schedule items affected by this change:
2. Can Contractor mitigate the change without requiring a Contract time extension?
3. Will the change require a Contract time extension for other Contractors? Which?
4. Are additional costs indicated by reason of the time extension If so they must be included in 5 & 6 Below.

	CONTRACTOR'S ESTIMATE	DESIGNER'S ESTIMATE
5. Estimated cost of change:		
6. Estimated time extension field cost (if any):		

DESIGNER RECOMMENDATION AND CERTIFICATION:

I certify that I have reviewed all aspects of this change order and have determined that it is in the best interest of the Owner to have the work accomplished. I have also determined that the cost and time allotment are fair and equitable, and I recommend acceptance by the Owner.

Approved by: _____ Date: _____

Title: _____

**Request for Payment
Brunswick County**

Project Name: _____

Period: From _____ **to** _____.
(1st day of month to last day of month)

Designer: _____

Contractor: _____

Contract Value as Awarded: \$ _____

Time of Completion as Awarded: _____ days

Date of Completion as Awarded: _____

CHANGE ORDERS: Amount Days

#1 \$ _____

#2 \$ _____

#3 \$ _____

#4 \$ _____

Total Change Orders: \$ _____

Adjusted Contract Value: \$ _____

PREVIOUS PAYMENTS AUTHORIZED

Req.	Payment Authorized	Req.	Payment Authorized
#1	_____	#9	_____
#2	_____	#10	_____
#3	_____	#11	_____
#4	_____	#12	_____
#5	_____	#13	_____
#6	_____	#14	_____
#7	_____	#15	_____
#8	_____	#16	_____

The undersigned Contractor certifies that 1) all previous progress payments received from Owner on account of work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; 2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such liens, security interests, or encumbrances); 3) all Work covered by this Request for Payment is in accordance with the Contract Documents and is not defective; and 4) that, to the best of his knowledge, the estimate is correct, due, and unpaid.

Certified By: _____
Contractor Date

Reviewed By: _____
Resident Project Representative Date

Reviewed By: _____
Designer Date

Approved By: _____
Brunswick County Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Total Value of Completed Work	\$	_____
5% Retained	-	\$ _____
95% of Material on Hand	+	\$ _____
Liquidated Damages _____ Days _____ / Days	-	\$ _____
Net Total	=	\$ _____
Previous Payments	-	\$ _____
Total Due This Payment	=	\$ _____

To Be Completed by Designer:

Record Drawings are complete & Up to Date:	YES - NO
Monthly Rain Day Record Submitted:	YES - NO
Erosion Control Documentation Submitted:	YES - NO
MBE Document. for Contract Payments Submitted:	YES - NO
Updated Schedule Submitted:	YES - NO
Tax Statement & Certification Submitted:	YES - NO
Status Report Submitted:	YES - NO

Julie A. Miller, Finance Officer
Brunswick County, North Carolina

***Rain Day Record
Brunswick County***

Project Name: _____ **Period: From** _____ **to** _____.
(1st Day of month to last day of month)

Designer: _____ **Contractor:** _____.

Designer Rep: _____ **Contractor Rep:** _____.

The Contractor shall submit this form with each pay request. Extension of the Time of Completion shall be made in accordance with the Article "Time of Completion, Delays, Extension of Time" in the General Conditions. Rain days noted on this form shall be used as a means of determining the validity of requests for extensions to the Time of Completion but shall not be construed to mean that all days herein itemized shall lead to an extension of the Time of Completion. Time extensions shall not be granted for rain, wind, snow, or other natural phenomena of normal intensity.

☐ "During the normal work days of this period, no delays were incurred due to rain or wet conditions at the site."

OR

☐ "During the normal work days of this period, no substantial work could be performed on the project due to rain or wet conditions during the following days":

_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____

_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____
_____, 20_____

SIGNATURES:

Contractor

Date

Inspector Comments (Note agreement/disagreement): _____

Resident Inspector

Date

Minority Business Enterprise (MBE) Documentation for Contract Payments
Brunswick County

Project Name: _____ **Period: From** _____ **to** _____.

(1st day of month to last day of month)

Designer: _____ **Contractor:** _____.

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* INDICATE TYPE OF MBE	AMOUNT PAID THIS MONTH	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F), Social and Economically Disadvantage (D)

Date: _____ Approved/Certified By: _____
(Contractor) Name

Title

Signature

CONTRACTOR TO SUBMIT WITH EACH REQUEST FOR PAYMENT & REQUEST FOR FINAL PAYMENT

BRUNSWICK COUNTY
PERIODIC PAYMENT TAX CERTIFICATION
COUNTY SALES AND USE TAX

CONTRACTOR: _____

Page _____ of _____

PROJECT: _____

FOR PERIOD: _____

	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL ALL COUNTIES
CONTRACTOR							
SUBCONTRACTOR(S)*							
COUNTY TOTAL							

* Attach subcontractor(s) report(s)

NOTE: Totals above must balance with Detail Sheet(s)

I certify that the above figures include only tax paid on supplies, materials, fixtures, and equipment that actually became a part of or annexed to the constructed facilities. I certify that, to the best of my knowledge, the information provided here is true, correct, and complete.

Sworn to and subscribed before me,

This the _____ day of _____, 20_____

Signed

Notary Public

My Commission Expires: _____

Print or Type Name of Above

Seal

NOTE:

This certified statement may be subject to audit

BRUNSWICK COUNTY
PERIODIC PAYMENT ITEMIZED TAX STATEMENT
COUNTY SALES AND USE TAX

CONTRACTOR: _____

Page_____of_____

SUBCONTRACTOR _____

FOR PERIOD: _____

PROJECT: _____

[illegible]

TOTAL:	\$	1\$	J\$
--------	----	-----	-----

* If this is an out-of-state vendor, the County of Sale should be the county to which the merchandise was shipped.

**BRUNSWICK COUNTY FINAL
TAX CERTIFICATION
COUNTY SALES AND USE TAX**

CONTRACTOR: _____

Page _____ of _____

PROJECT: _____

DATE: _____

PERIODIC PAYMENT NUMBER AND PERIOD END DATE	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL FOR COUNTY OF:	TOTAL ALL COUNTIES
#							
#							
#							
#							
#							
#							
#							
#							
#							
#							
#							
#							
COUNTY TOTAL							

NOTE: Attach each Periodic Payment Tax Certification Sheet. (Totals above must balance with Periodic Payment Tax Certifications).

I certify that the above figures include only tax paid on supplies, materials, fixtures, and equipment that actually became a part of or annexed to the constructed facilities. I certify that, to the best of my knowledge, the information provided here is true, correct, and complete.

Sworn to and subscribed before me,

This the _____ day of _____, 20____

Signed

Notary Public

My Commission Expires: _____
Seal

Print or Type Name of Above
NOTE: This certified statement may be subject to audit

*Contractor's Affidavit of Release of Liens
Brunswick County*

State of _____

County of _____

_____, _____
(Name) (Title)

of _____, being first duly sworn, deposes and says that:

1. The undersigned is authorized to execute this Affidavit, Release, and Waiver of Claim on behalf of the Contractor and has personal knowledge of all facts set forth herein;
2. This Affidavit, Release, and Waiver of Claim is made concerning the construction of the following project _____;
3. All payrolls, material bills, sales tax, social security, state and federal unemployment insurance, and all other liabilities and taxes owed by the Contractor and arising in any manner from the above-described Project have been paid in full;
4. No claim or lien exists in favor of any supplier of materials or labor or in favor of any Subcontractor furnishing materials or labor on the above-described Project;
5. Notwithstanding the foregoing, if the Owner or property of the Owner is subjected to any claim or lien which arises in any manner from the failure of the Contractor to pay any liability described above, the Contractor will indemnify and hold the Owner harmless for any amount which the Owner is required to pay to discharge such lien or settle such claim and further will pay the Owner's expenses, costs, and attorney fees incurred in connection therewith;
6. All claims, suits, and proceedings of every name, description, or nature as arising out of the Project against the Owner, its officers, employees, and agents have been settled;
7. The Contractor releases and waives any and all claims of every type and description which the Contractor may have against the Owner arising in any manner from the construction of the above-described Project.

Title _____

Sworn to and subscribed before me this the _____

Date _____

_____ day of _____, 20____.

Notary Public

My Commission expires: _____

***Certificate of Compliance
Brunswick County***

PROJECT:
LOCATION:
DATE OF FINAL ACCEPTANCE
CONTRACTOR:

I (we) certify that the work on the above-referenced Project has been inspected in accordance with Chapter 133, Article 1, of the General Statutes, and that:

(1) The inspections of the construction, repairs, or installations have been conducted with the degree of care and professional skill and judgment ordinarily exercised by a member of my (our) profession; and

(2) to the best of my (our) knowledge, and in my (our) professional opinion as an architect or engineer, the Contractor has fulfilled the obligations of such plans, specifications and Contract.

Signed this _____ day of _____

(SEAL)

Designer

Title

State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public: _____ (SEAL)

My Commission Expires: _____

Certificate of Completion
Brunswick County

PROJECT _____

LOCATION _____

DATE _____

OWNER _____

DESIGNER _____

PRIME CONTRACTOR _____

I (we), as Designer, certify that all work on the above referenced project has been completed according to the plans, specifications, addenda and approved change orders and that the project is ready for owner occupancy.

The final inspection was made on _____, 20__. The guarantee period begins on _____, 20__, and shall terminate on _____, 20__.

The contractors report that final payments have been made to all material suppliers, employees and subcontractors, and copies of their lien waivers are attached.

Builder's risk insurance was cancelled as of _____, 20__, and a copy of the cancellation notice is attached hereto.

The total time for completion as allowed in the contract plus granted time extensions is _____ days. The actual time required for completion was _____ days, and the contractor(s) is/is not (are/are not) liable for liquidated damages. The contractor(s) has (have) been notified of any proposed assessments of liquidated damages. Copies of each notification and my (our) letter of recommendations as to the amount of liquidated damages are attached.

Copies of the following items are attached as indicated below:

Written guarantees:

Affidavits:

Consent of surety company to final payment: _____

Manuals of operation instructions:

Final report _____

As-built drawings _____

Other required closing papers of the contractor:

There are no unsettled disputes between the Owner and Contractor, Owner and Designer, or the Designer and Contractor at this time.

Signed this _____ day of _____ 20__.

(SEAL)

Designer

Title