



OKLAHOMA CITY
COMMUNITY COLLEGE

SOLICITATION FOR BID

CAMPUS FLOORING REPLACEMENT PROJECT

SFB Number: 2-SFB-23-013
Submission Deadline Date/Time: August 5, 2022; 2:00 p.m. CST

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SOLICITATION FOR BIDS
CAMPUS FLOORING REPLACEMENT PROJECT
OKLAHOMA CITY COMMUNITY COLLEGE

Sealed bids will be received by Oklahoma City Community College (“OCCC”) for the Campus Flooring Replacement Project no later than the Bid Submission date and time indicated below. Due to State requirements for sealed bids, electronic delivery by email will not be accepted. All bids must be sealed and clearly marked with the Solicitation for Bids (SFB) Number and the Submission Deadline and Bid Opening Dates and Times on the outside of the bid envelope.

Bid documents and information concerning the solicitation may be accessed on the OCCC Purchasing Department Webpage at <https://www.occc.edu/purchasing/>. Requests for information or questions concerning the solicitation must be directed solely to the OCCC Director of Purchasing at the email address or telephone number provided below.

OCCC Project Number:	#2-SFB-23-013
Project Name:	Campus Flooring Replacement Project
Project Location:	7777 S. May Ave., Oklahoma City, OK 73159
Bid Documents:	https://www.occc.edu/purchasing/
Pre-bid Conference:	<u>Mandatory</u>
Day, Date, Time:	July 25, 2022; 1:30 p.m.
Location:	OCCC Library, Room 407
Masks encouraged	
Deadline for Questions from Bidders <i>(Questions must be submitted in writing only by email)</i>	July 29, 2022; 1:00 p.m. CST
Bid Submission Deadline Day, Date, Time:	August 5, 2022; 2:00 p.m. CST
Public Bid Opening Day, Date, Time:	August 5, 2022; 2:15 p.m. CST
Bid Opening Location:	Oklahoma City Community College John Massey Center, Rm 131 7777 S. May Ave. Oklahoma City, OK 73159 Attn: Craig Sisco, Director of Purchasing
Contact Person:	Craig Sisco, Director of Purchasing michael.c.sisco@occc.edu

Bid Bond or Other Security:

For projects exceeding \$100,000, security in the form of a cashier’s check or certified check from a federally insured institution, a surety bond from a company authorized in Oklahoma, or irrevocable letter

of credit from a federally insured institution in the amount of five percent (5%) of the total bid must accompany the bid submission. After the bid opening, OCCC will release the bid securities except those of the three lowest bidders. The three lowest bid securities will be placed with OCCC until the contract is entered or cancelled. Afterward, OCCC will return the bid securities to the bidders.

Bid Documents – Bidders must use the complete set of Bidding Documents from the Purchasing Department Webpage. OCCC assumes no responsibility for errors or misrepresentation arising from use of incomplete Bid Documents.

Bid Forms – Bidders must use the bid form contained in this Bid Notice for bid submissions.

Addenda – OCCC will attempt to email Addenda notices to the bidders shown in OCCC records to have received bidding documents. Addenda and other information will additionally be located on the OCCC Purchasing Webpage at <https://www.occc.edu/purchasing/>. Bidders are responsible to check the Webpage to determine if addenda or additional information is posted. OCCC is not responsible for email notification to any bidder during the solicitation process when the solicitation information and updates are posted on the Purchasing Webpage. Therefore, bidders must review the Webpage for all bid information before bid submission.

Sealed Bid Envelope Label – All bids must be sealed with the following information label on the outside envelope. Improperly labeled bids may be excluded from consideration.

SFB No: 2-SFB-23-013

SFB Submission Deadline: August 5, 2022; 2:00 p.m. CST

Public Bid Opening: August 5, 2022; 2:15 p.m. CST

Bidder's Name: _____

Bidder's Address: _____

Project Title: CAMPUS FLOORING REPLACEMENT PROJECT

Mail or Deliver this package to:

Oklahoma City Community College
John Massey Center, Rm 140
7777 S. May Ave.
Oklahoma City, OK 73159
Attn: Craig Sisco, Director of Purchasing



Bidder Document Checklist

All information and items listed below must be included in your bid submission.

Your bid may be excluded from consideration if any omissions are made.

- ☐ Provide company name, company contact, address, telephone number, Tax ID/FEIN, and email address on the form.
- ☐ Complete and sign the bid statement; if any questions do not apply, enter "None".
- ☐ Complete each field in the form, including notice of addenda, base bid or total bid amount, and any alternate prices.
- ☐ Include the required five percent (5%) bid security. Copies are not acceptable. Checks must be either certified or cashier's, and irrevocable letters of credit for bids must be provided on OCCC's form.
- ☐ Check the OCCC Purchasing Department Webpage to ensure you are aware of, and acknowledge all addenda, and bid information at <https://www.occc.edu/purchasing>.
- ☐ Check pricing to verify each entry is correct.
- ☐ Include all documentation requested.
- ☐ Properly label the bid envelope as directed.

OCCC reserves the right to reject any or all bids.



OKLAHOMA CITY
COMMUNITY COLLEGE

Bid Form

Re: Bid #2-SFB-23-013

To: Oklahoma City Community College Purchasing Department John Massey Ctr, Rm 140 7777 S. May Ave. Oklahoma City, OK 73159 Attn: Craig Sisco, Director of Purchasing _____ (Addenda Numbers, if any)	From: _____ (Company Name) _____ (Address) _____ (City, State, Zip) _____ (Telephone) (Tax No./EIN) _____ (Email Address)
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ARTICLE 1: General.

1.1 The undersigned Bidder, who represents that Bidder is knowledgeable about the local area and conditions affecting the cost and performance of the Work, and being familiar with the Contract Documents, including the Solicitation for Bids, General Conditions, Special Conditions, Specifications, and Addendum Number(s) related to the Solicitation listed above, proposes to furnish all labor, materials and equipment necessary for the Project in accordance with specifications provided for the amounts listed below.

1.2 Bidder acknowledges that OCCC reserves the right to reject any and all bids. Bidder agrees that this bid may not be withdrawn for a period of thirty (30) days after the Bid Opening. Work is to start within ten (10) days after receipt of Notice to Proceed, unless otherwise agreed in writing.

1.3 If the bid exceeds \$100,000, it shall be accompanied by a bid security in the form of a certified check or cashier's check from a federally insured institution, surety bond from a company authorized to do business in the State of Oklahoma, or irrevocable letter of credit from a federally insured institution for five percent (5%) of the total bid amount, conditioned upon the Bidder contracting with OCCC under the terms of the bid. It is agreed that said bid security of the successful bidder will constitute liquidated damages, and not a penalty for the failure of the bidder to enter into a contract in accordance with this bid.

ARTICLE 2: Compliance.

2.1 The Bidder certifies that:

2.1.1 Bidder is an Equal Employment Opportunity Employer and does not discriminate in any business or employment practices;

2.1.2 Bidder, and all sub-contractors and suppliers performing work on the Project, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System defined in the Oklahoma Statutes, Title 25, §1312;

2.1.3 Bidder will comply with all applicable laws concerning construction requirements for OCCC as a public institution for higher education in the State of Oklahoma; and

2.1.4 Bidder will comply with the Governor's Executive Order prohibiting use of all tobacco products on State property, including OCCC properties and buildings.

ARTICLE 3: Bid Specifications/Requirement

3.1 Introduction

3.1.1 Project Overview

Provide flooring and installation for a variety of spaces at the Oklahoma City Community College Main Campus located at 7777 S. May Avenue, Oklahoma City. The flooring replacement project consists of the following work:

Base Bid:

- 22,963 estimated square feet of flooring to be replaced per specifications
 - All identified square and linear footage is estimated and actual square and linear footage is to be field verified by the bidder and the bid submission adjusted accordingly.

Oklahoma City Community College reserves to accept or reject any/all submissions, base bids or alternates.

A **mandatory** pre-bid conference will be held. The purpose of this conference is to provide an opportunity for potential Contractors to review the spaces and ask OCCC representatives questions regarding the terms, conditions, and specifications of the bid. Failure of potential Contractors to attend this conference will preclude their ability to submit proposals under this bid. Notifications of attendance must be made prior to the pre-bid conference to the contact listed below.

Location:	Oklahoma City Community College Library, Room 407 7777 S. May Avenue Oklahoma City, OK 73159
Date:	July 25, 2022
Time:	1:30 p.m.
Point of Contact:	Craig Sisco, Director of Purchasing michael.c.sisco@occc.edu

3.2 Exhibits

- a. Exhibit A – Campus Flooring Replacement Inventory
- b. Exhibit B – Campus Flooring Replacement Map
- c. Exhibit C – Armstrong Flooring – Commercial Tile Installation Guide
- d. Exhibit D – Armstrong Flooring – Premium Excelon Raffia Steam Specifications
- e. Exhibit E – Roppe 700 Series 4 IN Cove Wall Base
- f. Exhibit F – VCT Maintenance Instructions

3.3 Scope of Work

The awarded Contractor shall be responsible for the removal, supply, and installation of various floor coverings throughout the main campus of Oklahoma City Community College in accordance with the following specifications and requirements.

A. **Services to be included within the scope generally include, but are not limited to:**

- a. Vinyl composition tile installation
- b. Rubber cove base installation
- c. Skim coating
- d. Removal of existing floor
- e. Transitions/reducers
- f. Initial cleaning and sealing per specifications
- g. Bidders must provide an allowance of unforeseen project requirements in the amount of 2% of the base bid price (bidder to identify value based on their base bid)

B. Project Specification

- a. Armstrong Flooring Premium Excelon Raffia Stream – See Exhibit D
 - Base Bid – 22,963 estimated square feet (#55901 Rain | Pluie)
- b. Cove Base – Roppe 700 Series Burnt Umber 4" x 1/8"
 - Base Bid – estimated 3,938 linear feet
- c. Adhesive – per manufacturer's recommendation – See Exhibit C
- d. Transition strips and reducers must come in a variety of colors including black, gray, blue, and brown with the final selection of color to be made by Oklahoma City Community College
- e. No less than 2% of additional flooring (not cove base) for each identified color to be provided to owner for on-stock inventory
- f. The Contractor shall supply samples of the proposed materials (excluding adhesive) with their bid submission

C. Installation Requirements

- a. Contractor shall be responsible for the removal of existing flooring, cove base, transitions strips or reducers and replace in kind with new project
- b. Any damage that occurs due to removal of cove base, etc. is the Contractor's responsibility to repair and have the original wall finish appearance

- c. Contractor shall be responsible for preparation of flooring and walls underneath existing flooring and or cove base following removal of existing materials to assure proper adhesion, performance and aesthetics of new project
 - d. Flooring shall be installed flat and without humps, bubbles, ripples, cracks, or other defects. Contractor is responsible for leveling the floor, per the manufacturer recommendations
 - e. Flooring shall be ordered in sizes to avoid seams or irregular placement wherever possible. All joints and seams shall be cut in a neat and clean manner so they are subtle and imperceptible.
 - f. Flooring shall be installed in a manner as specified by the manufacturer's recommendations and not in any manner that would void any warranty provided
 - g. Contractor shall be prepared to clean and seal vinyl composite tile after installation per the manufacturer's specifications
 - h. Contractor must be willing to phase the project as coordinated by the owner as to not disrupt the College's educational processes
 - i. Contractor is responsible for removing and replacing all furniture in the project areas. Oklahoma City Community College resources will address computers
 - j. All flooring waste disposal is the Contractor's responsibility
- D. Industry Specific Standards
- a. The Contractor shall provide all necessary services in accordance with the current state adopted codes, and repair service laws or ordinances, and all rules and regulations of health, public and other authorities controlling or limiting the methods to be used, or the actions of those engaged in this kind of work.
- E. Responsibilities
- a. The Contractor shall have sufficient operation licenses for systems and equipment needed to perform the work required as outlines in this RFP
 - b. Proof of any necessary certifications and licenses are required for at least one company representative
- F. Contractor Qualifications
- a. The importance of maintaining the equipment and their components in a safe and satisfactory operating condition requires that the services be performed by a contractor who is regularly engaged with his/her own personnel in the installation, maintenance and service of the equipment utilized in the services outlined in the Scope of this project.
 - b. The Contractor shall have sufficient supervision, staff, equipment and materials to address at least three (3) responses simultaneously.
 - c. The Contractor shall have a minimum of five (5) years of industry experience.
 - d. Bidders shall provide references of no fewer than three (3) projects of like size and scope.
 - e. The Contractor shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of their work. Exceptions are services outside their normal expertise such as excavation. All subcontractors must be approved prior to the start of work by the Director of Facilities or his designee.

G. Pricing Proposal

Please provide the associated project costs in the table below.

The Contractor will provide an expected duration of project, in calendar days (e.g., 25 days)

- Duration begins upon Contractor receiving Notice to Proceed from Oklahoma City Community College
- Liquidated damages will incur at \$200.00 per day past the provided duration
- The College reserves the right to extend the duration upon request of the Contractor due to unforeseen circumstances impeding project progress
- Hours of access
 - Contractor shall have access for project performance Monday-Friday, 6:00 AM to 9:00 PM
 - Work may be performed on Saturdays with a 48-hour prior request and approval if determined necessary by the College
 - Contractors will be expected to honor College holidays
 - Reasonable means of access to the equipment to be inspected will be provided, However, advanced notice may be required
 - The Contractor shall not shutdown any equipment unless permission is first obtained from the Director of Facilities Management or his/her designee

PRICING TABLE		
ITEM	QUANTITY	COST
Armstrong Flooring Premium Excelon Raffia Stream - #55901 Rain – 12” x 24”	Est. 22,963 SF	\$
Cove Base – Roppe 700 Series Burnt Umber 4” x 1/8”	Est. 3,938 LF	\$
Adhesive – Per manufacture’s recommendation	Est. 22,963 SF	\$
Installation/Labor	Est. 22,963	\$
Additional Material & Supplies (please provide detail below)	n/a	\$
		\$
		\$
		\$
2% Unforeseen Project Requirements		\$
BASE BID PRICING TOTAL		\$

Pricing Summary – Base Bid

- Expected Duration of Project (Calendar Days) _____
- Bid Price Total \$ _____

ARTICLE 4: Unit Prices for Concealed or Unknown Conditions.

- 4.1 Refer to General Construction Contract Conditions, Paragraph 4.3.6 "Claims for Concealed or Unknown Conditions".
- 4.2 In the event additional work is required for repair or remediation of concealed or unknown conditions, Unit Prices shall be submitted by the bidder for the purpose of establishing sums to be added to or deducted from the Contract. Unit prices shall cover the cost of materials, labor required, demolition, equipment, incidentals and services, overhead and profit required to complete any necessary additional work.
- 4.3 Unit Prices shall be within a competitive range of the then current market value. OCCC shall be the sole judge of the competitive range determination as reasonably determined by reference to pricing in the industry.
- 4.4 A Change Order shall be submitted and executed before any work using unit prices is started.

ARTICLE 5: Statements.

5.1 Non-collusion Statement.

For the purposes of a competitive bid for a public construction contract, the undersigned, being first duly sworn, certifies that:

5.1.1 I am the duly authorized agent of the Bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

5.1.2 I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

5.1.3 Neither the Bidder nor anyone subject to the bidder's direction or control has been a party:

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
- b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
- c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

5.2 I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached

5.3 Business Relationship Statement.

5.3.1 I further certify that the nature of any partnership, joint venture or other business relationships presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party of the project is:

(If none, so state; use additional sheet if necessary.)

5.3.2 That any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is:

(If none, so state; use additional sheet if necessary.)

5.3.3 And that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are:

(If none of the business relationships herein above mentioned exist, then a statement to that effect. Use additional sheet if necessary.)

BIDDER:

If awarded a contract, the Bidder affirms that the work will be carried out in conformance with the contract requirements and that all invoices submitted for payment will reflect a true and accurate accounting of the work completed. I affirm that I have read and acknowledge all addenda issued in connection with this Bid, if any.

I solemnly swear or affirm, under penalty of perjury, that the foregoing is true and correct.

(Bidder Signature)

(Bidder Printed Name)

(Bidder Printed Title)

(Date)



Bidder Instructions

ARTICLE 1: Definitions.

- 1.1 **Bidding Documents** include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid (Solicitation for Bids), Instructions to Bidders, supplementary instructions to bidders, the bid form(s), and any other sample bidding and contract forms, and the proposed contract documents including any Addenda issued prior to the receipt of Bids.
- 1.2 **Definitions** set forth in the General Construction Contract Conditions, or in other Proposed Contract Documents apply to the Bidding Documents.
- 1.3 **Addenda** are written or graphic instruments issued by the OCCC, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.
- 1.4 A **Bid** is a complete and properly executed proposal to do the Work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- 1.5 The **Base Bid** is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in the Alternate Bids.
- 1.6 An **Alternate Bid** (or Alternate) is an amount stated in the Bid to be added to or deducted, or does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.
- 1.7 A **Unit Price** is a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bid Documents.
- 1.8 A **Bidder** is a person or entity that submits a Bid and meets the requirements set forth in the Bidding Documents.
- 1.9 The **Website** of OCCC is www.occc.edu. The Purchasing Department **Webpage** is <https://www.occc.edu/purchasing/>.
- 1.10 The **Owner** is Oklahoma City Community College (OCCC), 7777 S. May Ave., Oklahoma City, OK 73159.
- 1.11 The **Consultant** is the Licensed Architect, Licensed Landscape Architect, Registered Professional Engineer, or Registered Land Surveyor under contract to OCCC for the purpose of designing and monitoring the construction of the project acting in the capacity as the OCCC's Representative; if OCCC does not contract for a Consultant, OCCC will designate an OCCC employee as the Consultant.

ARTICLE 2: Pre-bid Conference.

- 2.1 The Solicitation for Bids will indicate the date, time, and place for a pre-bid conference if one is to be held.
- 2.2 In some instances, a mandatory pre-bid conference will be announced. In such instances, each prospective Bidder must be present at the meeting or represented by a full-time company employee or an independent contractor authorized to represent the company. Failure to comply will disqualify that Bidder. Attendees must arrive on time and sign in no later than fifteen minutes after the scheduled meeting time. Exceptions to the sign-in requirement may be granted by the OCCC Project Manager for unusual or unforeseen conditions, in the OCCC Project Manager's sole discretion.
- 2.3 **Verbal communications at any pre-bid meeting are non-binding.** All clarifications or changes to the bidding documents will be memorialized in written addenda. Such addenda will be posted on the OCCC Purchasing Department Webpage. Bidders are responsible to check the Webpage for all updates and addenda.

ARTICLE 3: Bidder's Representations and Prequalification.

- 3.1 By submitting a Bid, the Bidder represents that:
- 3.1.1 The Bidder has read and understands the Bidding Documents;

3.1.2 The Bidder has toured the site, is familiar with the local conditions affecting performance of the work, and has a plan to implement the requirements of the proposed contract documents under existing site conditions; and

3.1.3 The submitted Bid is based upon the materials, systems and equipment required by the Bidding Documents without exception.

3.2 **Pre-qualification of Bidders and Special Requirements.** The Solicitation for Bids / Bid Notice indicates the General Contractors, Sub-Contractors, and Material Suppliers that require pre-qualification in order to bid on the project. When designated on the Solicitation for Bids / Bid Notice, the General Contractors, Sub- Contractors, and Material Suppliers shall submit a completed OCCC Form, Contractor's Qualification Statement, describing required specialized experience, for approval by the Owner, fourteen (14) calendar days prior to the Bid Date unless stated otherwise. Printed or electronic forms are available on request from the Owner.

ARTICLE 4: Bidding Documents.

4.1 Copies.

4.1.1 Bidders may obtain complete sets of the Bidding Documents from the OCCC Purchasing Department Webpage.

4.1.2 Bidders shall ensure submission of complete sets of Bidding Documents. Bidders shall be responsible for any omissions or errors due to submission of incomplete Bidding Documents or sets thereof.

4.2 Interpretation or correction of Bidding Documents:

4.2.1 Bidders shall promptly notify OCCC of any ambiguity, issue or mistake that may be discovered within the Bidding Documents or related to the site.

4.2.2 Any change, addition, clarification, or other amendment concerning the Bidding Documents will be in writing and posted on the Purchasing Department Webpage in an Addendum. Communications in any other form concerning any change, addition, clarification, or other amendment to the Bidding Documents shall not be binding in any manner and Bidders may not rely on such communications.

4.3 Substitutions.

4.3.1 When name brands are used to describe materials, products, or equipment, the name brands are used only to establish a standard of required function, dimension, appearance and quality to be met by any properly proposed substitution.

4.3.2 No substitutions for bidding will be considered unless written request for approval has been received by the OCCC at least ten (10) calendar days prior to the date for receipt of Bids, if not otherwise stated in the Bidding Documents. Each request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in any other materials, equipment or other work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. OCCC's decision of approval or disapproval of a proposed substitute shall be final.

4.3.3 If OCCC approves any proposed substitution prior to receipt of Bids, such approval will be set forth in a written Addendum and published on the Webpage. Approvals in any other form shall not be valid and Bidders may not rely upon them.

4.3.4 Substitutions after the contract award shall not be authorized unless expressly addressed the contract documents.

4.4 Addenda.

4.4.1 Addenda will be posted on the OCCC Purchasing Department Webpage. Bidders are responsible to check the Webpage to ensure they have all information before submitting bids.

4.4.2 Addenda will not be issued any later than one business day after the Deadline for Bidder Questions contained on the Bid Notice, except for withdrawal of the request for bids or a change to the Deadline for Bid Submission or Bid Opening dates.

4.4.4 Bidders are responsible to ensure they have reviewed all Addenda and acknowledge review on the Bid Form.

ARTICLE 5: Bidding Procedure.

5.1 Completion of Bids.

5.1.1 Bidders shall complete all blanks on the bid forms.

5.1.3 Sums shall be written in both words and figures, and if they are inconsistent, the amount written in words shall govern.

5.1.4 Interlineation, alteration or erasure of the Bidder's entries on the bid form is not permitted unless the Bidder initials them.

5.1.5 All requested Alternates shall be bid. If no change to the Base Bid is required, enter "No Change".

5.1.6 Each copy of the Bid shall be signed by the person legally authorized to bind the Bidder to a contract.

5.2 Bid Security.

5.2.1 Each Bid must be accompanied by a certified or cashier's check, irrevocable letter of credit, or bid bond for five percent (5%) of the total amount of the Bid and all Alternates (collectively, Bid Securities) as a guarantee that, if awarded the contract, the Bidder will execute the contract and furnish bonds and insurance as required herein. An Irrevocable Bid Letter of Credit used as bid security must be issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation on a form obtained from OCCC. Bonds used as Bid Securities must be issued by companies authorized to conduct business in Oklahoma. All Bid Securities must be delivered to the Purchasing Department of OCCC prior to the Bid Submission Deadline. OCCC reserves the right to hold the bid security of the three (3) lowest Bidders until the successful Bidder has executed the contract and furnished the required bonds and proof of insurance. No bid security is required if the total of the Base Bid and Alternates is One Hundred Thousand Dollars (\$100,000.00) or less.

5.2.2 Failure of the successful Bidder to enter into a contract within the time specified in 5.2.3 of these instructions shall result in forfeiture to OCCC of the cost of republication of Notice to Bidders, all actual expenses incurred by reason of the Bidder's default and the difference between the low Bid of the defaulting Bidder and the amount of the bid of the Bidder to whom the contract is subsequently awarded, but not to exceed the amount of the Bid Security placed with OCCC.

5.2.3 An extension of sixty (60) days may be given to the normal twenty (20) days permitted Bidders to return their contracts when the Bidder experiences issues in obtaining bonds. The Bidder must submit a written request before OCCC may authorize any extension.

5.3 Submission of Bids.

5.3.1 All Bids must be submitted by mail or in person to the OCCC Purchasing Department, John Massey Center, Rm 140, 7777 S. May Ave., Oklahoma City, OK 73159. No bids will be accepted electronically. The Bid Security described above must be included with the Bid and delivered to the OCCC Purchasing Department no later than the Bid Submission Deadline.

5.3.2 The Bidder shall assume full responsibility for timely completion of the bid submission.

5.3.3 Bids received more than ninety-six (96) hours before, excluding weekends and holidays, as well as Bids received after the time set for submission of Bids, will not be considered and will be excluded as non-responsive.

5.4 Modification, withdrawal or cancellation of Bids.

5.4.1 A Bid may not be modified, withdrawn or canceled by the Bidder after the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting a Bid.

5.4.2 Withdrawn Bids may be resubmitted up to the time designated for the submission of Bids provided they are in complete conformance with these Instructions to Bidders.

ARTICLE 6: Consideration of Bids.

6.1 Bids will be opened publicly immediately after the time set for Bid Openings at Oklahoma City Community College, 7777 S. May Ave., John Massey Center, Rm 131, Oklahoma City, OK 73159. The Bids will be read aloud and abstracted.

6.2 Rejection of Bids.

6.2.1 OCCC has the right to reject any or all Bids and to reject a Bid not accompanied by any required bid security, or by other data required by the Bidding Documents, or to reject a Bid which is in any way incomplete or irregular.

6.2.2 OCCC will reject any Bid that is not signed by the authorized representative of the Bidder or does not contain the certification included in the Bidding Documents. The certification must be properly signed by the Bidder.

6.2.3 OCCC may reject bids that are materially unbalanced as non-responsive. A bid is materially unbalanced when it contains prices significantly less than cost for some work and prices which are significantly higher in relation to cost for other work. Further, if reasonable doubt exists concerning whether a bid will actually result in the lowest overall cost to OCCC or if a bid is so unbalanced that it appears to require advance payment, such bids may, and likely will be, rejected.

6.3 Award of contract.

6.3.1 It is the intent of OCCC to award a contract to the lowest responsible Bidder provided the Bid was submitted in accordance with the requirements of the Bidding Documents and does not exceed the OCCC funds available. OCCC shall have the right to waive any informality or irregularity in any Bid or Bids received and to accept the Bid or Bids that are in the best interest of OCCC.

6.3.2 OCCC has the right to accept Alternates in any combination and determine the lowest responsible Bidder from the sum of the Base Bid and/or Alternates that may be accepted.

6.3.3 Time is of the essence in all OCCC work.

ARTICLE 7: Surety Bonds.

7.1 Bond requirements.

7.1.1 All bonds are for the full value of the contract and shall be issued by a surety company authorized by the Oklahoma Insurance Department to do business in the State of Oklahoma and approved by OCCC.

7.1.2 A bond is required for all contracts with a value exceeding One Hundred Thousand Dollars (\$100,000.00) that includes coverage for (1) Performance - to insure the completion of the work in accordance with the contract documents in the time stipulated; (2) Defect - to provide for defects in construction or materials for a period of one (1) year from the date of acceptance of the completed work; and (3) Payment - to assure OCCC is protected from the actions of subcontractors, suppliers and employees for unpaid debts of the contractor.

7.1.3 All bonds must be on the forms prescribed and issued by OCCC to the successful Bidders with the contract.

7.1.4 Irrevocable Letters of Credit may be used as a substitute for the bonds required in 7.1.2 of these instructions. The letters of credit must be issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation on forms obtained from OCCC.

ARTICLE 8: Insurance Requirements.

8.1 The contractor shall carry on his work in accordance with the Worker's Compensation Act, Title 85A of the Oklahoma Statutes, and shall not reject the provisions thereof during the life of the contract. A certificate of coverage must be returned with the contract.

8.2 General Liability to include contractual liability and Automobile Liability insurance in the amount of not less than \$100,000/\$300,000 are required during the life of the contract.

8.3 Builder's Risk insurance of not less than \$50,000/\$100,000 shall be carried by the contractor during the life of the contract.

8.4 Certificates of all required coverages must be returned with the contract.

ARTICLE 9: Form of Contract Agreement.

9. A sample of the contract form to be used as the agreement between OCCC and the successful Bidder is contained in the Bidding Documents. Bidder substitutions, changes, alterations or interlineation to the form of the contract are prohibited.

ARTICLE 10: Labor.

10. The Contractor shall comply with all State and Federal Laws in the employment and payment of labor.

ARTICLE 11: Documents of Construction.

11. Any additional sets of plans and specifications will be the responsibility of the Contractor.

END OF INSTRUCTIONS TO BIDDER



General Construction Contract Conditions

ARTICLE 1: General Provisions.

1.1 Basic Definitions.

1.1.1 **The Contract Documents.** The Contract Documents consist of the agreement between OCCC and the Contractor (hereinafter called the Contract), Conditions of the Contract (General, Supplementary and other Conditions), Drawings and Specifications, along with Addenda issued prior to execution of the Contract, and other documents listed in the Contract and Change Orders issued after execution of the Contract. A Change Order is a written modification of the Contract and must be approved by the Board of Regents of Oklahoma City Community College and signed by both parties.

1.1.2 **The Contract.** The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties thereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract shall be amended or modified only by a Change Order. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Consultant, if any, and Contractor, (2) between the Owner and a Subcontractor or Sub-subcontractor or (3) between any persons or entities other than the Owner and Contractor. The Consultant shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Consultant's duties.

1.1.3 **The Work.** The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

1.1.4 **The Project.** The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner or by separate Contractors.

1.1.5 **The Drawings.** The Drawings are the graphic and pictorial portions of the Contract Documents, wherever located and whenever issued, showing the design, location and dimensions of the Work, and includes plans, elevations, sections, details, schedules, diagrams and drawing notes.

1.1.6 **The Specifications.** The Specifications are located in the Project Manual and are that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the Work, and performance of related services. Where there is a discrepancy between the Drawings and the Specifications, the Specifications will take precedence. Such discrepancies must be brought to the attention of the Owner's Representative (Consultant) and the Owner before execution of any work related to the discrepancies.

1.2 Execution, Correlation and Intent.

1.2.1 The Contract Documents shall be signed by the Owner and Contractor as provided in the Contract.

1.2.2 Execution of the Contract by the Contractor is a representation that the Contractor has toured the site, is acquainted with local conditions affecting the Work to be performed, and has considered the impact of personal observations on completing the requirements of the Contract Documents.

1.2.3 The Contract Documents are to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the intended results.

1.2.4 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

1.2.5 Unless otherwise stated in the Contract Documents, words which have well known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

1.3 **Ownership and Use of Drawings and Specifications.**

1.3.1 The Drawings, Specifications and other documents prepared by OCCC or its Consultant are the property of OCCC. The Contractor may retain one contract record set. Neither the Contractor nor any Subcontractor, Sub-subcontractor or material or equipment supplier shall own or claim a copyright in the Drawings, Specifications and other documents prepared by the Consultant. All copies of them, except the Contractor's record set, shall be returned or suitably accounted for to the Owner, on request, upon completion of the Work. The Drawings, Specifications and other documents prepared by the Consultant, and copies thereof furnished to the Contractor, are for use solely with respect to this Project. They are not to be used by the Contractor or any Subcontractor, Sub-subcontractor or material or equipment supplier on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner. The Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers are granted a limited license to use and reproduce applicable portions of the Drawings, Specifications and other documents appropriate to and for use in the execution of their Work under the Contract Documents.

1.3.2 The Contractor shall provide all copies of the Drawings and Project Manuals required to complete the Work. The Owner will provide an electronic copy of the documents to the reproduction company for printing purposes.

1.4 Capitalization. Terms capitalized in these General Conditions include those which are (1) specifically defined or (2) the titles of numbered articles and identified references to Paragraphs, Subparagraphs and Clauses in the document.

1.5 Interpretation. In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an", but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

ARTICLE 2: Owner.

2.1 **Definition.** The Owner is Oklahoma City Community College. The term "Owner" means the Owner or the Owner's authorized representative.

2.2 **Owner's Right to Stop Work.** If the Contractor fails to correct Work which is not in accordance with the requirements of the Contract Documents as required by Paragraph 12.2 or persistently fails to carry out Work in accordance with the Contract Documents, the Owner, by written order, may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Subparagraph 6.1.3.

2.3 **Owner's Right to Carry Out the Work.** If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may after such seven-day period give the Contractor a second written notice to correct such deficiencies within a second seven-day period. If the Contractor within such second seven-day period after receipt of such second notice fails to commence and continue to correct any deficiencies, the Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies. In such case, an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the cost of correcting such deficiencies, including compensation for the Consultant's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due the Contractor are not sufficient to cover such payments, the Contractor shall pay the difference to the Owner.

2.4 **Owner's Right to Reject Work.** The Owner shall have the authority to reject Work that does not conform to the Contract Documents.

2.5 **Owner's Right to Approve Payment Applications.** The Owner shall have the right to review, evaluate and approve or reject Applications for Payment and Certificates for Payment.

ARTICLE 3: Contractor.

3.1 **Definition.** The Contractor is the person or entity identified as such in the Contract and is referred to throughout the Contract Documents as if singular in number. The term "Contractor" means the Contractor or the Contractor's authorized representative.

3.2 Review of Contract Documents and Field Conditions by Contractor.

3.2.1 The Contractor shall carefully study and compare the Contract Documents with each other and shall at once report to the Consultant or Owner any errors, inconsistencies or omissions discovered. The Contractor shall not be liable to the Owner or Consultant for damage resulting from errors, inconsistencies or omissions in the Contract Documents unless the Contractor recognized such error, inconsistency or omission and knowingly failed to report it to the Consultant. If the Contractor performs any construction activity knowing it involves a recognized error, inconsistency or omission in the Contract Documents without such notice to the Consultant, the Contractor shall assume appropriate responsibility for such performance and shall bear an appropriate amount of the attributable costs for correction.

3.2.2 The Contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the Contractor with the Contract Documents before commencing activities. Errors, inconsistencies or omissions discovered shall be reported to the Consultant at once.

3.3 Supervision and Construction Procedures.

3.3.1 The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless Contract Documents give other specific instructions concerning these matters.

3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons performing portions of the Work under a contract with the Contractor.

3.3.3 The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Consultant in the Consultant's administration of the Contract, or by tests, inspections or approvals required or performed by persons other than the Contractor.

3.3.4 The Contractor shall be responsible for inspection of portions of Work already performed under this Contract to determine that such portions are in proper condition to receive subsequent Work.

3.4 Labor and Materials.

3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

3.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

3.5 **Warranty.** The Contractor warrants to the Owner and Consultant that materials and equipment furnished under the Contract will be of good quality and new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by the Consultant, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

3.6 Taxes.

3.6.1 **Bid Pricing to Reflect OCCC's Tax Exempt Status.** Bid pricing shall be exclusive of taxes. OCCC is exempt from taxes, including State Sales Tax, Property (Ad Valorem) Tax, and Federal Excise Tax. The applicable sales tax exemption authority for public contracting is under the Oklahoma Tax Code, title 68, subsection 1356.10 of the Oklahoma Statutes and the project is sales tax exempt.

3.7 Permits, Fees and Notices.

3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for permits, fees, licenses and inspections necessary for proper execution and completion of the Work which are customarily secured after execution of

the Contract and which are legally required when Bids are received. Building permits from local municipalities are not required for Work on OCCC owned lands except where the Work requires connection to utilities owned by the local municipality.

3.7.2 The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations and lawful orders of public authorities bearing on performance of the Work.

3.7.3 It is not the Contractor's responsibility to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, building codes, and rules and regulations. However, if the Contractor observes that portions of the Contract Documents are at variance therewith, the Contractor shall promptly notify the Consultant and Owner in writing, and necessary changes shall be accomplished by appropriate Change Order.

3.7.4 If the Contractor performs Work knowing it to be contrary to laws, statutes, ordinances, building codes, and rules and regulations without such notice to the Consultant and Owner, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs.

3.8 Allowances.

3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities against which the Contractor makes reasonable objection.

3.8.2 Unless otherwise provided in the Contract Documents:

a. materials and equipment under an allowance shall be selected promptly by the Owner to avoid delay in the Work.

b. allowances shall cover the cost to the Contractor of materials and equipment delivered at the site, tax exempt, and less applicable trade discounts.

c. Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum and not in the allowances.

d. Whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order.

3.9 **Superintendent.** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The Contractor shall submit the name and experience qualifications of the proposed superintendents to the Owner for approval. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be similarly confirmed on written request in each case.

3.10 Contractor's Construction Schedule.

3.10.1 Prior to the Work Order or Notice to Proceed being issued, the Contractor shall prepare and submit for the Owner's and Consultant's information a "90 Day Construction Schedule" which shall be used to monitor the progress of the Work during the first ninety (90) calendar days of the Contract. During this ninety-day period, the Contractor shall prepare and submit the "Construction Schedule" for the entire project, including the "90-day Project Schedule", which shall be used to monitor the remainder of the Work. The overall duration of the "Construction Schedule" shall coincide with and shall not exceed the time limits specified in the Contract Documents. During construction, if the progress of the Work does not meet the "Construction Schedule" the Contractor shall revise and resubmit the schedule for the delayed activities within 21 days of any delayed activity. Resubmitted schedules shall indicate the revised times for each activity and shall not exceed the time limits specified in the Contract Documents and any approved Change Orders. Failure to resubmit the delayed activity or maintain a current "Construction Schedule" shall be considered a breach of the Contract.

3.10.2 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Consultant.

3.10.3 Failure of the Contractor to construct the Work in accordance with the "90-Day Construction Schedule" or the "Construction Schedule" shall be considered a substantial breach of the Contract Documents and the Owner may terminate the Contract in accordance with Section 14.2. All "Float" time in the "Construction Schedule" shall be available to the Owner for the Owner's use.

3.10.4 The Contractor shall prepare and keep current, for the Consultant's or Owner's approval, a schedule of submittals that is coordinated with the Contractor's "Construction Schedule" and allows the Consultant reasonable time to review submittals.

3.11 Documents and Samples at the Site.

3.11.1 The Contractor shall maintain at the site for the Owner one record copy of the Drawings, Specifications, Addenda, Change Orders and other Contract Documents, in good order and marked currently to record changes and selections made during construction and, in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. These shall be available to the Consultant and shall be delivered to the Consultant for submittal to the Owner upon completion of the Work.

3.11.2 Additionally, the Contractor shall maintain at the site the Drawings that have been stamped and approved by the State Fire Marshal. This approved set of Drawings is only for the use of the State Fire Marshal's office.

3.12 Shop Drawings, Product Data and Samples.

3.12.1 Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or Subcontractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

3.12.3 Samples are physical examples that illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.

3.12.4 Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. The purpose of their submittal is to demonstrate, for those portions of the Work for which submittals are required, the way the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents. Review by the Consultant is subject to the limitations of Subparagraph 4.2.7.

3.12.5 The Contractor shall review, approve and submit to the Consultant Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate Contractors. Submittals made by the Contractor that are not required by the Contract Documents may be returned without action.

3.12.6 The Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Consultant. Such Work shall be in accordance with approved submittals.

3.12.7 By approving and submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents that the Contractor has determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

3.12.8 The Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Consultant's approval of Shop Drawings, Product Samples or similar submittals unless the Contractor has specifically informed the Consultant in writing of such deviation at the time of submittal and the Consultant has given written approval to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples or similar submittals by the Consultant's approval thereof.

3.12.9 The Contractor shall direct specific attention, in writing, or on resubmitted Shop Drawings, Product Data, Samples or similar submittals, to revisions other than those requested by the Consultant on previous submittals.

3.12.10 Informational submittals upon which the Consultant is not expected to take responsive action may be so identified in the Contract Documents.

3.12.11 When professional certification of performance criteria of materials, systems or equipment is required by the Contract Documents, the Consultant shall be entitled to rely upon the accuracy and completeness of such calculations and certifications.

3.13 Use of Site. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

3.14 Cutting and Patching.

3.14.1 The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.

3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor

shall not cut or otherwise alter such construction by the Owner or a separate Contractor except with written consent of the Owner and of such separate Contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the Owner or a separate Contractor the Contractor's consent to cutting or otherwise altering the Work.

3.15 Cleaning Up.

3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove from and about the Project site, all waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials.

3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the cost thereof shall be charged to the Contractor.

3.16 **Access to Work.** The Contractor shall provide the Owner and Consultant access to the Work in preparation and progress wherever located.

3.17 **Royalties and Payments.** The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of patent rights and shall hold the Owner and Consultant harmless from loss on account thereof, but shall not be responsible for such defense or loss when a particular design, process or product of a particular manufacturer or manufacturers is required by the Contract Documents. However, if the Contractor has reason to believe that the required design, process or product is an infringement of a patent, the Contractor shall be responsible for such loss unless such information is promptly furnished to the Consultant.

3.18 Indemnification.

3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Consultant, Consultant's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than the Work itself including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph 3.18.

3.18.2 In claims against any person or entity indemnified under this Paragraph 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph 3.18 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workmen's compensation acts.

ARTICLE 4: Administration of the Contract.

4.1 Owner's Representative (Consultant).

4.1.1 The Consultant is the person lawfully licensed to practice architecture or engineering or an entity lawfully practicing architecture or engineering identified as such in the Contract or a person who is employed by OCCC and designated as the Consultant, and is referred to throughout the Contract Documents as if singular in number. The term "Consultant" means the Consultant or the Consultant's authorized representative acting in the capacity as the Owner's Representative. The Consultant on a Project may be an employee of OCCC (may also be referred to as a Supervisory Official) or may be from the private sector.

4.1.2 Duties, responsibilities and limitations of authority of the Consultant as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner and Consultant. Consent shall not be unreasonably withheld.

4.1.3 In case of termination of employment of the Consultant, the Owner shall appoint a Consultant against whom the Contractor makes no reasonable objection and whose status under the Contract Documents shall be that of the former Consultant.

4.2 Consultant's Administration of the Contract.

4.2.1 The Consultant will provide administration of the Contract as described in the Contract Documents, and will be the Owner's representative (1) during construction, (2) until final payment is due and (3) with the Owner's concurrence, from time to time during the correction period described in Paragraph 12.2. The Consultant will advise and consult with the Owner. The Consultant will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified by written instrument in accordance with other provisions of the Contract.

4.2.2 The Consultant and sub-consultants will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the completed Work and to determine in general if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with the Contract Documents. However, the Consultant will not be required to make exhaustive or continuous on-site inspections to check quality or quantity of the Work. Based on onsite observations, the Consultant will keep the Owner informed of progress of the Work, and will endeavor to guard the Owner against defects and deficiencies in the Work.

4.2.3 The Consultant will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility as provided in Paragraph 3.3. The Consultant will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. The Consultant will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.

4.2.4 **Communications Facilitating Contract Administration.** Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall endeavor to communicate through the Consultant. Communications by and with the Consultant's consultants shall be through the Consultant. Communications by and with Subcontractors and material suppliers shall be through the Contractor. Communications by and with separate contractors shall be through the Owner.

4.2.5 Based on the Consultant's observations and evaluations of the Contractor's Applications for Payment, the Consultant will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

4.2.6 The Consultant will have authority to reject Work that does not conform to the Contract Documents. Whenever the Consultant considers it necessary or advisable for implementation of the intent of the Contract Documents, the Consultant will have authority to require additional inspection or testing of the Work in accordance with Subparagraphs 13.5.2 and 13.5.3 whether or not such Work is fabricated, installed or completed. However, neither this authority of the Consultant nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Consultant to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the Work.

4.2.7 The Consultant will review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant's action will be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate Contractors, while allowing sufficient time in the Consultant's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Consultant's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Paragraphs 3.3, 3.5 and 3.12. The Consultant's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Consultant, of any construction means, methods, techniques, sequences or procedures. The Consultant's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

4.2.8 When modifications to the Contract or Contract Documents are being requested, the Contractor shall prepare and submit a Change Order to the Consultant. If approved by the Consultant, the "Change Order" shall be forwarded to the Owner for OCCC Board of Regents review and approval. The Work described in the approved Change Order may be started by the Contractor upon receipt of the approved "Change Order".

4.2.9 The Consultant will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, will receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor, and will issue a final Certificate for Payment upon compliance with the requirements of the Contract Documents.

4.2.10 If the Owner and Consultant agree, the Consultant will provide one or more project representatives to assist in carrying out the Consultant's responsibilities at the site. The duties, responsibilities and limitations of authority of such project representatives shall be as set forth in an exhibit to be incorporated in the Contract Documents.

4.2.11 The Consultant will interpret and decide matters concerning performance under and requirements of the Contract Documents on written request of either the Owner or Contractor. The Consultant's response to such requests will be made with reasonable promptness and within any agreed time limits. If no agreement is made concerning the time within which interpretations required of the Consultant shall be furnished in compliance with this Paragraph 4.2, then delay shall not be

recognized on account of failure by the Consultant to furnish such interpretations until 15 days after written request is made for them.

4.2.12 Interpretations and decisions of the Consultant will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings.

4.3 Claims and Disputes.

4.3.1 **Definition.** A Claim is a demand or assertion by the Contractor seeking, as a matter of right, adjustment or interpretation of Contract terms, payment of money, extension of time or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. Claims must be made by submitting a Change Order.

4.3.2 **Decision of Consultant.** Claims, including those alleging an error or omission by the Consultant, shall be referred initially to the Consultant for action as provided in Paragraph 4.4. A decision by the Consultant, as provided in Subparagraph 4.4.4, shall be required as a condition precedent to consideration by the Owner.

4.3.3 **Time Limits on Claims.** Claims must be made within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later. Claims must be made by written notice. An additional Claim made after the initial Claim has been implemented by Change Order will not be considered unless submitted in a timely manner.

4.3.4 **Continuing Contract Performance.** Pending final resolution of a Claim, including protest, except as otherwise agreed in writing or with exception to 9.6.7, Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make monthly progress payments in accordance with the Contract Documents.

4.3.5 **Waiver of Claims: Final Payment.** The making of final payment shall constitute a waiver of Claims except those arising from:

- a. liens, Claims, security interests or encumbrances arising out of the Contract and unsettled;
- b. failure of the Work to comply with the requirements of the Contract Documents; or
- c. terms of special warranties required by the Contract Documents.

4.3.6 **Claims for Concealed or Unknown Conditions.** If conditions are encountered at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, then written notice by the Contractor shall be given to the Consultant and Owner promptly before conditions are disturbed and in no event later than seven (7) days after first observance of the conditions. The failure by the Contractor to give such written notice of the discovered concealed or unknown condition prior to executing any additional Work shall constitute a waiver of any claim for additional compensation or time extension. Upon receipt of a written notice, the Consultant will promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. Any change in the Contract Sum or Contract Time shall only be made by the execution of a Change Order. If the Consultant determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Consultant shall so notify the Owner and Contractor in writing, stating the reasons. Claims by the Contractor in opposition to such determination must be made within 21 days after the Consultant has given notice of the decision.

4.3.7 **Claims for Additional Cost.** If the Contractor wishes to make Claim for an increase in the Contract Sum, written notice as provided herein shall be given before proceeding to execute the Work. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Paragraph 10.3. If the Contractor believes additional cost is involved for reasons including but not limited to

- (1) a written interpretation from the Consultant,
- (2) an order by the Owner to stop the Work where the Contractor was not at fault,
- (3) a written order for a minor change in the Work issued by the Consultant,
- (4) failure of payment by the Owner,
- (5) termination of the Contract by the Owner,
- (6) Owner's suspension, or

(7) other reasonable grounds,

Claim shall be filed in accordance with the procedure established herein. Any change in the Contract Sum shall only be made by the execution of a Change Order.

4.3.8 Claims for Additional Time

a. If the Contractor wishes to make Claim for an increase in the Contract Time, written notice as provided herein shall be given. The Contractor's Claim shall include a description of the probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary. Any change in the Contract Time shall only be made by the execution of a Change Order.

b. The Contract construction time was determined by the estimated construction time with additional time added for project days lost due to typical adverse weather conditions in the project vicinity. Consideration was given to the projected starting date and an anticipated schedule of work. Adverse weather conditions include abnormal precipitation, temperature and wind conditions. Claims for additional time may be made when the actual weather conditions at the project site cause delay days that exceed the days indicated below.

Month/Work days lost included in Contract Time

Oklahoma City, OK

January 8	February 8	March 5	April 5	May 3	June 3	July 1	August 1
September 1	October 2	November 3	December 4				

Total 44

c. All claims for additional days that exceed the workdays lost as indicated above shall be submitted with documentation from a recognized climatological source such as the Oklahoma Climatological Survey (www.mesonet.ou) or the National Oceanic & Atmospheric Administration (NOAA) (www.noaa.gov). Other sources must be submitted to the Consultant and Owner for approval.

d. All claims for additional time due to adverse weather conditions that exceed the days indicated on the above table shall be submitted with the next monthly payment application.

e. Weather conditions and lost workdays shall be recorded daily by the Contractor and submitted to the Consultant with the monthly payment applications.

f. Unused lost weather days, as indicated in paragraph 4.3.8(b) included in the Contract time shall be used by the Owner to offset lost time for other approved delay claims.

4.3.9 Injury or Damage to Person or Property. If either party to the Contract suffers injury or damage to person or property because of an act or omission of the other party, of any of the other party's employees or agents, or of others for whose acts such party is legally liable, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after first observance. The notice shall provide sufficient detail to enable the other party to investigate the matter. If a Claim for additional cost or time related to this Claim is to be asserted, it shall be filed as provided in Subparagraphs 4.3.7 or 4.3.8.

4.4 Resolution of Claims and Suits.

4.4.1 The Consultant will review Claims and take one or more of the following preliminary actions within ten days of receipt of a Claim: (1) request additional supporting data from the claimant, (2) reject the Claim in whole or in part, stating reasons for rejection, (3) recommend approval of the Claim by the Owner or (4) suggest a compromise. The Consultant may also, but is not obligated to notify the surety, if any, of the nature and amount of the Claim.

4.4.2 If a Claim has been resolved, the Consultant will prepare or obtain appropriate documentation.

4.4.3 If a Claim has not been resolved, the Contractor shall, within ten days after the Consultant's preliminary response, take one or more of the following actions: (1) submit additional supporting data requested by the Consultant, (2) modify the initial Claim or (3) notify the Consultant that the initial Claim stands.

4.4.4 If a Claim has not been resolved after consideration of the foregoing and of further evidence presented to the Owner by the Consultant or Contractor, the Owner will notify the Consultant and Contractor in writing that the Owner's decision will be made within seven days. Upon expiration of such time period, the Owner will render to the parties the Owner's written decision relative to the Claim, including any change in the Contract Sum or Contract Time or both. If there is a surety and there

appears to be a possibility of a Contractor's default, the Owner may, but is not obligated to, notify, the surety and request the surety's assistance in resolving the controversy.

ARTICLE 5: Subcontractors.

5.1 Definitions.

5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a separate contractor or subcontractors of a separate contractor.

5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

5.2 Award of Subcontracts and other Contracts for Portions of the Work.

5.2.1 The Contractor, within seven (7) days, shall furnish in writing to the Owner, through the Consultant, the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. The Consultant will promptly reply to the Contractor in writing stating whether or not the Owner or the Consultant, after due investigation, has reasonable objection to any such proposed person or entity. Failure of the Owner or Consultant to reply promptly shall constitute notice of no reasonable objection.

5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Consultant has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

5.2.3 If the Owner or Consultant has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Consultant has no reasonable objection. The Contract Sum shall be increased or decreased by the difference in cost occasioned by such change and an appropriate Change Order shall be issued. However, no increase in the Contract Sum shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

5.2.4 The Contractor shall not change a Subcontractor, person or entity previously selected if the Owner or Consultant makes reasonable objection to such change.

5.3 **Sub Contractual Relations.** By appropriate agreement, written where legally required for validity, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by these Documents, assumes toward the Owner and Consultant. Each subcontract agreement shall preserve and protect the rights of the Owner and Consultant under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement which may be at variance with the Contract Documents. Subcontractors shall similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

5.4 Contingent Assignment of Subcontracts.

5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner provided that:

- a. assignment is effective only after termination of the Contract by the Owner for cause pursuant to Paragraph 14.2 and only for those subcontract agreements which the Owner accepts by notifying the Subcontractor in writing; and
- b. assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

5.4.2 If the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted.

ARTICLE 6: Construction by Owner or by Separate Contractor(s).

6.1 **Owner's Right to Perform Construction and to Award Separate Contracts.**

6.1.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other construction or operations on the site under Conditions of the Contract identical or substantially similar to these including those portions related to insurance and waiver of subrogation. If the Contractor claims that delay or additional cost is involved because of such action by the Owner, the Contractor shall make such Claim as provided elsewhere in the Contract Documents.

6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner- Contractor Contract.

6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate contractor with the Work of the Contractor who shall cooperate with them. The Contractor shall participate with other separate contractors and the Owner in reviewing their construction schedules when directed to do so. The Contractor shall make any revisions to the construction schedule and Contract Sum deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors and the Owner until subsequently revised.

6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Contractor under the Conditions of the Contract.

6.2 Mutual Responsibility.

6.2.1 The Contractor shall afford the Owner and separate contractors' reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Consultant apparent discrepancies or defects in such other construction that would render it unsuitable for such proper execution and results. Failure of the Contractor to so report shall constitute an acknowledgment that the Owner's or separate contractors completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discoverable.

6.2.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the party responsible therefor.

6.2.4 The Contractor shall promptly remedy damage wrongfully caused by the Contractor to completed or partially completed construction or to property of the Owner or separate contractors as provided in Subparagraph 10.2.5.

6.2.5 Claims and other disputes and matters in question between the Contractor and a separate contractor shall be subject to the provisions of Paragraph 4.3 provided the separate contractor has reciprocal obligations.

6.2.6 The Owner and each separate contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Paragraph 3.14.

6.3 **Owner's Right to Clean Up.** If a dispute arises among the Contractor, separate contractors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish as described in Paragraph 3.15, the Owner may clean up and allocate the cost among those responsible as the Consultant determines to be just.

ARTICLE 7: Changes in the Work.

7.1 Changes.

7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Section 7 and elsewhere in the Contract Documents.

7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor and Consultant; a Construction Change Directive requires agreement by the Owner and Consultant and may or may not be agreed to by the Contractor; an order for a minor change in the Work may be issued by the Consultant alone.

7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Contractor shall proceed promptly, unless otherwise provided in the Change Order.

7.1.4 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are so changed in a proposed Change Order that application of such unit prices to quantities of Work proposed will cause substantial inequity to the Owner or Contractor, the applicable unit prices may be equitably adjusted by negotiation.

7.1.5 A Change Order shall be submitted by the Contractor and approved and executed by the Consultant, and Owner before any Work, including Work using unit prices, is started.

7.2 Change Orders.

7.2.1 A Change Order is a written instrument prepared by the Consultant and signed by the Owner, Contractor and Consultant, stating their agreement upon all of the following:

- a. a change in the Work;
- b. the amount of the adjustment in the Contract Sum, if any; and
- c. the extent of the adjustment in the Contract Time, if any.

7.2.2 The cost or credit to the Owner resulting from a change in the work shall be determined by the Contractor completing Change Order that requires a listing of:

- a. all materials with the cost per item;
- b. all labor with the number and cost of hours;
- c. all equipment used with an hourly cost;
- d. cost of insurance and bonds;
- e. cost of fringe benefits;
- f. overhead costs, which are limited to 15%; and
- g. profit which is limited to 10%.

7.2.3 The Contractor must include a breakdown of costs for each Subcontractor similar to the requirements in Paragraph 7.2.2.

7.2.4 In the case where direct costs are incurred by a Sub- contractor (or a Sub sub-contractor) fees for overhead and profit shall be limited to 15% and 10% respectively and an additional fee may be applied by the Contractor (and Sub-contractor in the case of a Sub sub-contractor) not to exceed 15% (includes both overhead and profit) of the increase in cost. Bond cost, insurance cost, social security taxes (FICA), workmen's compensation, employee fringe benefits and other taxes may be added by the contractors.

7.3 Construction Change Directives.

7.3.1 A Construction Change Directive is a written order prepared by the Consultant and signed by the Owner and Consultant, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- a. mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- b. unit prices stated in the Contract Documents or subsequently agreed upon;
- c. cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- d. as provided in Subparagraph 7.3.6.

7.3.4 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Consultant of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

7.3.5 A Construction Change Directive signed by the Contractor indicates the agreement of the Contractor therewith, including adjustment in the Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

7.3.6 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the method and the adjustment shall be determined by the Consultant on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, a reasonable allowable for overhead and profit. In such case, and also under Clause 7.3.3.3, the Contractor shall keep and present, in such form as the Consultant may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Subparagraph 7.3.6 shall be limited to the following:

- a. costs of labor, including social security and unemployment insurance, fringe benefits required by agreement or custom, and workers' compensation insurance;
- b. costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
- c. rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- d. costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work; and
- e. additional costs of supervision and field office personnel directly attributable to the change.

7.3.7 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change which results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Consultant. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured based on net increase, if any, with respect to that change.

7.3.8 Pending final determination of the total cost of a Construction Change Directive to the Owner, amounts not in dispute for such changes in the Work shall be included in Applications for Payment accompanied by a Change Order indicating the parties' agreement with part or all of such costs. For any portion of such cost that remains in dispute, the Consultant will make an interim determination for purposes of monthly certification for payment for those costs. That determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a claim in accordance with Article 4.

7.3.9 When the Owner and Contractor agree with the determination made by the Consultant concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and shall be recorded by preparation and execution of an appropriate Change Order.

7.4 Minor Changes in the Work. The Consultant will have authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes shall be affected by written order and shall be binding on the Owner and Contractor. The Contractor shall carry out such written orders promptly.

ARTICLE 8: Time.

8.1 Definitions.

8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments by Change Order, allotted in the Contract Documents for Substantial Completion of the Work.

8.1.2 The date of commencement of the Work is the date established in the Notice to Proceed/WORK ORDER. The date shall not be postponed by the failure of acts of the Contractor or of persons or entities for whom the Contractor is responsible.

8.1.3 The date of Substantial Completion is the date certified by the Consultant and approved by the Owner in accordance with Paragraph 9.8.

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

8.2 Progress and Completion.

8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Contract, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the site or elsewhere prior to the date of commencement as established by the WORK ORDER issued by the Owner.

8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

8.3 Delays and Extensions for Time.

8.3.1 If the Contractor is delayed at any time in progress of the Work by an act or neglect of the Owner or Consultant, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control, or by delay authorized by the Owner pending hearing results, or by other causes which the Consultant determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Consultant and Owner may determine.

8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Paragraph 4.3.

8.3.3 An extension of the Contract Time is the sole and exclusive remedy available to the Contractor, in the event of delays described in Paragraph 8.3. In no event, and under no circumstances, shall the Contract Sum be increased, nor shall the Contractor claim, recover or receive payment for any delay to the Project, whether or not such delayed event is in the critical path of the construction schedule.

ARTICLE 9: Payments and Completion.

9.1 **Contract Sum.** The Contract Sum is stated in the Contract and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents. The Contract Sum shall only be changed by a Change Order.

9.2 **Schedule of Values.** Before the first Application for Payment is submitted, the Contractor shall submit to the Consultant and Owner a schedule of values allocated to various portions of the Work, prepared in such form and supported by such data to substantiate its accuracy as the Consultant and Owner may require. Each value indicated on the Schedule of Values shall be the exact amount of each subcontract or portion of the Work it represents. This schedule, unless objected to by the Consultant or Owner, shall be used as a basis for reviewing the Contractor's Applications for Payment.

9.3 Applications for Payment (Contract's Invoice).

9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Consultant an itemized Application for Payment for operations completed in accordance with the schedule of values. Such application shall be notarized and supported by such data substantiating the Contractor's right to payment as the Owner or Consultant may require, such as copies of requisitions from Subcontractors and material suppliers.

a. Up to five percent (5%) of all partial payments made shall be withheld as retainage.

b. All payment applications must be on the Owner's form, "Contractor's Invoice".

Contractor's Invoice.

c. Such applications shall not include requests for payment of amounts the Contractor does not intend to pay to a Subcontractor or material supplier because of a dispute or other reason.

9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location properly bonded or insured as a warehouse for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include applicable insurance, storage and transportation to the site for such materials and equipment stored off the site. All stored materials shall be protected from weather conditions by properly secured methods. The Owner shall not pay for stored materials that are not properly protected.

9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or encumbrances in favor of the Contractor, Subcontractors, material suppliers, or other persons or entities making a claim by reason of having provided labor, materials and equipment relating to the Work.

9.4 Certificates for Payment.

9.4.1 The Consultant will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Consultant determines is properly due, or notify the Contractor and Owner in writing of the Consultant's reasons for withholding certification in whole or in part as provided in Subparagraph 9.5.1. The Owner shall have the right to review and approve the Certificates for Payment.

9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Consultant to the Owner, based on the Consultant's observations at the site and the data comprising the Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Consultant's knowledge, information and belief, quality of the Work is in accordance with the Contract Documents.

9.5 Decisions to Withhold Certification.

9.5.1 The Consultant or Owner may decide not to certify payment and may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Consultant's opinion the representations to the Owner required by Subparagraph 9.4.2 cannot be made. If the Consultant is unable to certify payment in the amount of the Application, the Consultant will notify the Contractor and Owner as provided in Subparagraph 9.4.1. If the Contractor and Consultant cannot agree on a revised amount, the Consultant will promptly issue a Certificate for Payment for the amount for which the Consultant is able to make such representations to the Owner. The Consultant may also decide not to certify payment or, because of subsequently discovered evidence or subsequent observations, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Consultant's opinion to protect the Owner from loss because of:

- a. defective Work not remedied;
- b. third party claims filed or reasonable evidence indicating probable filing of such claims;
- c. failure of the Contractor to make payments properly to Subcontractors or for labor, materials or equipment;
- d. reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- e. damage to the Owner or another Contractor;
- f. reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- g. persistent failure to carry out the Work in accordance with the Contract Documents.

9.5.2 When the above reasons for withholding certification are removed, certification will be made for amounts previously withheld.

9.6 Progress Payments.

9.6.1 After the Consultant has issued a Certificate for Payment, the Owner shall review for approval and make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Consultant.

9.6.2 The Contractor shall promptly pay each Subcontractor, upon receipt of payment from the Owner, out of the amount paid to the Contractor on account of such Subcontractor's portion of the Work, the amount to which said Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of such Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in similar manner.

9.6.3 The Consultant will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Consultant and Owner on account of portions of the Work done by such Subcontractor.

9.6.4 Neither the Owner nor Consultant shall have an obligation to pay or to see to the payment of money to a Subcontractor except as may otherwise be required by law.

9.6.5 Payment to material suppliers shall be treated in a manner similar to that provided in Subparagraphs 9.6.2, 9.6.3 and 9.6.4.

9.6. A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

9.6.7 Progress payments shall be discontinued after the Contract Time, including approved Change Orders, has been exceeded. No additional progress payments will be made until Substantial Completion of the Work.

9.7 Failure of Payment.

9.7.1 If the Consultant does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within thirty days after the date of receipt from the Consultant, the Contractor may be entitled to interest on the certified amount.

9.7.2 Interest shall be paid to the Contractor at the prevailing state rate on the final payment if the payment is delayed more than thirty (30) days after the Contract is completed, accepted, and all required materials, certificates and other required documentation have been provided to the Owner.

9.8 Substantial Completion.

9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Consultant a comprehensive list of items to be completed or corrected. The Contractor shall proceed promptly to complete and correct items on the list. Failure to include all items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Upon receipt of the Contractor's list, the Consultant will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Consultant's inspection discloses any item, whether or not included on the Contractor's list, which is not in accordance with the requirements of the Contract Documents, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Consultant. The Contractor shall then submit a request for another inspection by the Consultant to determine Substantial Completion. When the Work or designated portion thereof is substantially complete, the Owner will prepare a Certificate of Substantial Completion which shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion. The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in such Certificate.

9.8.3 Upon Substantial Completion of the Work or designated portion thereof and upon application by the Contractor and certification by the Consultant, the Owner shall make payment, reflecting adjustment in retainage, if any, for such Work or portion thereof as provided in the Contract Documents.

9.9 Partial Occupancy or Use.

9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is authorized by the Owner. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, Retainage if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Consultant as provided under Subparagraph 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Consultant.

9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor and Consultant shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

9.10 Final Completion and Final Payment.

9.10.1 Upon receipt of written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Consultant will promptly make such inspection and, when the Consultant finds the Work acceptable under the Contract Documents and the Contract fully performed, the Consultant will promptly issue a final Certificate for Payment stating that to the best of the Consultant's knowledge, information and belief, and on the basis of the Consultant's observations and inspections, the Work has been completed in accordance with terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor and noted in said final Certificate is due and

payable. The Consultant's final Certificate for Payment will constitute a further representation that conditions listed in Subparagraph 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Consultant an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied.

9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Consultant so confirms, the Owner shall, upon application by the Contractor and certification by the Consultant, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Consultant prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of claims. The making of final payment shall constitute a waiver of claims by the Owner as provided in Subparagraph 4.3.5.

9.10.4 Acceptance of final payment by the Contractor, a Subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment. Such waivers shall be in addition to the waiver described in Subparagraph 4.3.5.

9.10.5 When the Contract Time has been exceeded, including approved Change Orders, and claims for additional compensation are submitted by Consultants for extended services and approved by the Owner, the Owner shall deduct the amount of the claims from the final payment to the Contractor.

ARTICLE 10: Protection of Persons and Property.

10.1 Safety Precautions and Programs.

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

10.1.2 In the event the Contractor encounters on the site material reasonably believed to be asbestos or polychlorinated biphenyl (PCB) which has not been rendered harmless, the Contractor shall immediately stop Work in the area affected and report the condition to the Owner and Consultant in writing. The Work in the affected area shall not thereafter be resumed except by written agreement of the Owner and Contractor if in fact the material is asbestos or polychlorinated biphenyl (PCB) and has not been rendered harmless. The Work in the affected area shall be resumed in the absence of asbestos or polychlorinated biphenyl (PCB), or when it has been rendered harmless, by written agreement of the Owner and Contractor.

10.1.3 The Contractor shall not be required (pursuant to Article 7) to perform any Work without consent relating to asbestos or polychlorinated biphenyl (PCB).

10.2 Safety of Persons and Property.

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

- a. employees on the Work and other persons who may be affected thereby;
- b. the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors; and
- c. other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

10.2.2 The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

10.2.3 The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

10.2.4 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Clauses 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Clauses 10.2.1.2 and 10.2.1.3, except damage or loss attributable to acts or omissions of the Owner or Consultant or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Paragraph 3.18.

10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Consultant.

10.2.7 The Contractor shall not load or permit any part of the construction or site to be loaded so as to endanger its safety.

10.3 Emergencies.

10.3.1 In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Paragraph 4.3 and Section 7.

ARTICLE 11: Insurance and Bonds.

11.1 Contractor's Liability Insurance.

11.1.1 The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Oklahoma such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. claims under workmen's compensation;
- b. claims involving contractual liability
- c. liability insurance
- d. builder's risk insurance

11.1.2 The insurance required by Subparagraph 11.1.1 shall be written for not less than limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverage, whether written on an occurrence or claims-made basis, shall be maintained without interruption from date of commencement of the Work until date of final payment and termination of any coverage required to be maintained after final payment.

11.1.3 Certificates of Insurance acceptable to the Owner shall be filed with the Owner with the executed Contract. These Certificates and the insurance policies required by this Paragraph 11.1 shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner.

11.2 Performance Bond, Payment Bond and Defect Bond.

11.2.1 The Contractor is required to have three bonds for Contracts exceeding One Hundred Thousand Dollars (\$100,000.00):

- a. Performance Bond for 100% of the value of the Contract to insure completion of the Work.
- b. Defect Bond for 100% of the value of the Contract to provide correction of defects in the construction and equipment for one year after acceptance of the Work; and
- c. Payment Bond for 100% of the Contract to assure that the Owner is protected from the action of Subcontractors, suppliers and employees for unpaid debts of the Contractor.

11.2.2 All bonds shall be on the forms prescribed and issued by the Owner. All bond submittals shall contain all terms and conditions of the bonds or applicable to the bonds.

11.2.3 Irrevocable Letters of Credit may be used as a substitute for the bonds required above. The Letters must be on the forms prescribed and provided by the Owner and issued by a financial institution insured by Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

11.2.4 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor or the Owner shall promptly furnish a copy of the bonds or of letters of credit or shall permit a copy to be made.

ARTICLE 12: Uncovering and Correction of Work.

12.1 Uncovering of Work.

12.1.1 If a portion of the Work is covered contrary to the Consultant's request or to requirements specifically expressed in the Contract Documents, it must, if required in writing by the Consultant, be uncovered for the Consultant's observation and be replaced at the Contractor's expense without change in the Contract Time.

12.1.2 If a portion of the Work has been covered which the Consultant has not specifically requested to observe prior to its being covered, the Consultant may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncovering and replacement shall, by appropriate Change Order, be charged to the Owner. If such Work is not in accordance with the Contract Documents, the Contractor shall pay such costs unless the condition was caused by the Owner or a separate contractor in which event the Owner shall be responsible for payment of such costs.

12.2 Correction of Work.

12.2.1 The Contractor shall promptly correct Work rejected by the Consultant or failing to conform to the requirements of the Contract Documents, whether observed before or after Substantial Completion and whether or not fabricated, installed or completed. The Contractor shall bear costs of correcting such rejected Work, including additional testing and inspections and compensation for the Consultant's services and expenses made necessary thereby.

12.2.2 If, within one year after the date of Substantial Completion of the Work or designated portion thereof, or after the date for commencement of warranties established herein, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. This period of one year shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual performance of the Work. This obligation under this Subparagraph 12.2.2 shall survive acceptance of the Work under the Contract and termination of the Contract. The Owner shall give such notice promptly after discovery of the condition.

12.2.3 The Contractor shall remove from the site portions of the Work which are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

12.2.4 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Paragraph 2.3. If the Contractor does not proceed with correction of such nonconforming Work within a reasonable time fixed by written notice from the Consultant, the Owner may remove it and store the salvable materials or equipment at the Contractor's expense. If the Contractor does not pay costs of such removal and storage within ten days after written notice, the Owner may upon ten additional days written notice sell such materials and equipment at auction or at private sale and shall account for the proceeds thereof, after deducting costs and damages that should have been borne by the Contractor, including compensation for the Consultant's services and expenses made necessary thereby. If such proceeds of sale do not cover costs which the Contractor should have borne, the Contract Sum shall be reduced by the deficiency. If payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the Owner.

12.2.5 The Contractor shall bear the cost of correcting destroyed or damaged construction, whether completed or partially completed, of the Owner or separate Contractors caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

12.2.6 Nothing contained in this Paragraph 12.2 shall be construed to establish a period of limitation with respect to other obligations that the Contractor might have under the Contract Documents. Establishment of the time period of one year as described in Subparagraph 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

12.3 Acceptance of Non-conforming Work.

12.3.1 If the Owner prefers to accept Work which is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be affected whether or not final payment has been made.

ARTICLE 13: Miscellaneous Provisions.

13.1 Governing Law.

13.1.1 The Contract shall be governed by the laws of the State of Oklahoma without reference to its conflict of law provisions and the obligations, rights and remedies of the parties hereunder shall be determined in accordance with such laws.

13.1.2 The parties submit to the exclusive jurisdiction of the District Courts of Oklahoma for Oklahoma County in any action or proceeding arising out of or relating to this Contract, with venue solely in Oklahoma City, Oklahoma.

13.2 Successors and Assigns.

13.2.1 The Contractor respectively binds itself, its partners, successors, assigns and legal representatives to the other party hereto and to partners, successors, assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in the Contract Documents. The Contractor shall not assign the Contract as a whole without written consent of the Owner. If the Contractor attempts to make such an assignment without such consent, the Contractor shall nevertheless remain legally responsible for all obligations under the Contract.

13.3 Written Notice.

13.3.1 Written notice shall be deemed to have been duly served if delivered in person to the individual or a member of the firm or entity or to an officer of the corporation for which it was intended, or if delivered at or sent by certified mail, return receipt requested, to the last business address known to the party giving notice.

13.4 Rights and Remedies.

13.4.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

13.4.2 No action or failure to act by the Owner, Consultant or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

13.5 Tests and Inspections.

13.5.1 Tests, inspections and approvals of portions of the Work required by the Contract Documents shall be made at appropriate times as specified. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections and approvals with the independent testing laboratory under separate contract with the Owner. The Contractor shall give the Consultant timely notice of when and where tests and inspections are to be made so the Consultant may observe such procedures. The Owner shall bear costs of tests, inspections or approvals.

13.5.2 If the Consultant or Owner determine that portions of the Work require additional testing, inspection or approval not included under Subparagraph 13.5.1, the Consultant will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection or approval by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Consultant of when and where tests and inspections are to be made so the Consultant may observe such procedures. The Owner shall bear such costs except as provided in Subparagraph 13.5.3.

13.5.3 If such procedures for testing, inspection or approval under Subparagraphs 13.5.1 and 13.5.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, the Contractor shall bear all costs made necessary by such failure including those of repeated procedures and compensation for the Consultant's services and expenses.

13.5.4 Required certificates of testing, inspection or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Consultant.

13.5.5 If the Consultant is to observe tests, inspections or approvals required by the Contract Documents, the Consultant will do so promptly and, where practicable, at the normal place of testing.

13.5.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

13.6 Interest.

13.6.1 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at such rate as specified in current law.

ARTICLE 14: Termination or Suspension of the Contract.

14.1 Termination by the Contractor.

14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 days through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons performing portions of the Work under contract with the Contractor, for any of the following reasons:

- a. issuance of an order of a court or other public authority having jurisdiction;
- b. an act of government, such as a declaration of national emergency, making material unavailable; or
- c. If repeated suspensions, delays or interruptions by the Owner as described in Paragraph 14.3 constitute, in the aggregate, more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

14.1.2 If one of the above reasons exists, the Contractor may, upon seven additional day's written notice to the Owner and Consultant, terminate the Contract and recover from the Owner payment for Work executed and for proven loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead, profit and damages.

14.1.3 If the Work is stopped for a period of 60 days through no act or fault of the Contractor or a Subcontractor or their agents or employees or any other persons performing portions of the Work under contract with the Contractor because the Owner has persistently failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days written notice to the Owner and the Consultant, terminate the Contract and recover from the Owner as provided in Subparagraph 14.1.2.

14.2 Termination by the Owner for Cause.

14.2.1 The Owner may terminate the Contract if the Contractor:

- a. persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- b. fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
- c. persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction;
- d. repeatedly fails to comply with the terms and conditions of the Contract and Contract Documents; or
- e. otherwise is in substantial breach of a provision of the Contract Documents.

14.2.2 When any of the above reasons exist, the Owner may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days written notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- a. take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- b. accept assignment of subcontracts pursuant to Paragraph 5.4; and
- c. finish the Work by whatever reasonable method the Owner may deem expedient.

14.2.3 When the Owner terminates the Contract for one of the reasons stated in Subparagraph 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Consultant's services and expenses made necessary thereby, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Consultant, upon application, and this obligation for payment shall survive termination of the Contract.

14.3 Suspension by the Owner for Convenience.

14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the Owner may determine.

14.3.2 An adjustment shall be made for increases in the cost of performance of the Contract, including profit on the increased cost of performance, caused by suspension, delay or interruption. No adjustment shall be made to the extent:

- a. that performance is, was or would have been so suspended, delayed or interrupted by another cause which the Contractor is responsible; or
- b. that an equitable adjustment is made or denied under another provision of this Contract.

14.3.3 Adjustments made in the cost of performance may have a mutually agreed fixed or percentage fee.

14.4 Termination by the Owner for Convenience.

14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

14.4.2 Upon receipt of written notice from the Owner of such termination for the Owner's convenience, the Contractor shall:

- a. cease operations as directed by the Owner in the notice;
- b. take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- c. except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

14.4.3 In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed, costs incurred by reason of such termination, reasonable overhead expenses related to contract termination and reasonable profit on the Work not executed.

ARTICLE 15: Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. 12101). As a public entity, OCCC may only contract with other entities that comply with the ADA. Contractors, by signing the bid documents and entering into a contract with OCCC, signify that they are aware of and comply with the requirements of the ADA. Failure to comply with the ADA may require cancellation of a contract.

END OF GENERAL CONDITIONS



Sample Standard Agreement Form

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion.

AGREEMENT made as of the _____ day of _____, 20____.

BETWEEN THE OWNER:

Oklahoma City Community College
7777 S. May Ave.
Oklahoma City, OK 73159

PROJECT: Campus Flooring Replacement Project

Bid #2-SFB-22-020

AND THE CONTRACTOR:

(Company Name)

(City, State ZIP)

(Address)

(Email)

(Telephone Number)

In consideration of the mutual covenants and obligations contained herein, Owner and Contractor agree as set forth herein.

ARTICLE 1: The Contract Documents.

1.1 The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 8.

ARTICLE 2: The Work of this Contract.

2.1 The Contractor shall fully execute the Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3: Date of Commencement and Substantial Completion.

3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

3.2 The Contract Time shall be measured from the date of Notice to Proceed/Work Order.

3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than [Days in Words] () calendar days from the date of commencement, or as follows: None, subject to adjustments of this Contract Time as provided in the Contract Documents.

ARTICLE 4: Contract Sum.

4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be [Insert Amount in Words] Dollars (), subject to additions and deductions as provided in the Contract Documents.

4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner.

None

4.3 Options. The following options shall remain available for 30 days after the contract date. After the expiration date, the cost of the option may be negotiated by the Owner and Contractor.

None

4.4 Unit prices, if any, are as follows:

None

ARTICLE 5: Payments.

5.1 Progress Payments.

5.1.1 Based upon Applications for Payment submitted to the Consultant by the Contractor and Certificates for Payment issued by the Consultant, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

5.1.3 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month or as follows:

—

5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Consultant may require. This schedule, unless objected to by the Consultant, shall be used as a basis for reviewing the Contractor's Application for Payment.

5.1.5 Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

a. Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedules of values, less retainage of five percent (5%). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Subparagraph 7.3.8 of General Conditions of the Contract for Construction ("General Conditions");

b. Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of five percent (5%).

c. Subtract the aggregate of previous payments made by the Owner; and

d. Subtract amounts, if any, for which the Consultant has withheld or nullified a Certificate for Payment as provided in Subparagraph 9.5 of the General Conditions.

5.1.7 The progress payment amount determined in accordance with Subparagraph 5.1.6 shall be further modified under the following circumstances:

a. Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Consultant and Owner shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and (state other requirements if any).

b. Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Subparagraph 9.10.3 of the General Conditions.

5.1.8 Reduction or limitation of retainage, if any, shall be as follows: Refer to General Conditions, Subparagraph 9.3.1.a.

5.2 Final Payment.

5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:

a. the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Subparagraph 12.2.2 of the General Conditions, and to satisfy other requirements, if any, which extend beyond final payment; and

b. a final Certificate for Payment has been issued by the Consultant and accepted by the Owner.

5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Consultant's final Certificate for Payment.

ARTICLE 6: Termination or Suspension.

6.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of the General Conditions.

6.2 The Work may be suspended by the Owner as provided in Article 14 of the General Conditions.

ARTICLE 7: Miscellaneous Provisions.

7.1 Where reference is made in this Agreement to a provision of the General Conditions or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Document.

7.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the legal state rate.

7.3 The Owner is Oklahoma City Community College; contact Chris Snow, Executive Director of Facilities Management.

7.4 The Owner's Representative (Consultant): [Insert Company Name and POC Name]

7.5 The Contractor's Representative is: [Insert Name].

7.6 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

7.7 Audits and Records Clause: As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with Oklahoma City Community College, the Contractor agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract. The contractor is required to retain all records relative to this contract for the duration of the contract term and for a

period of three years following completion and/or termination of the contract. If an audit, litigation, or other actions involving such records are started before the end of the three-year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

7.8 Oklahoma Taxpayer and Citizen Protection Act of 2007. The Contractor certifies that it and all proposed subcontractors and suppliers, whether known or unknown at the time this contract is executed or awarded, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System. The Status Verification System is defined in the Oklahoma Statutes, Title 25, section 1312.

7.9 State of Oklahoma Governor's Executive Order 2012-01. Per the State of Oklahoma Governor's Executive Order 201201, filed February 6, 2012 and effective July 1, 2012, the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

ARTICLE 8: Enumeration of Contract Documents.

8.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

8.1.1 The Agreement is this executed edition of the Standard Agreement Form between Owner and Contractor.

8.1.2 The General Conditions are the current edition of the General Conditions of the Contract for Construction, as incorporated in the Project Manual.

8.1.3 The Supplementary and other Conditions of the Contract are those contained in the Project Manual dated [Insert Project Manual Date] and are as follows:

<u>Document</u>	<u>Date</u>
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8.1.4 The Specifications are those contained in the Project Manual dated [Insert Specifications Date] as in Subparagraph 8.1.3, and are as follows:

<u>Number</u>	<u>Title</u>	<u>Date</u>
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8.1.5 The Drawings are as follows, and are dated [Insert Drawings Date] unless a different date is shown below: Number
Title Date

8.1.6 The Addenda, if any, are as follows:

<u>Number</u>	<u>Date</u>	<u>Pages</u>
---------------	-------------	--------------

8.1.7 Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 8.

8.1.8 Other documents, if any, forming part of the Contract Documents are as follows:

Purchase Order

Notice to Proceed/Work Order [Enter Additional or DELETE]

This agreement is entered into as of the day and year first written above and is executed in at least four original copies, of which one is to be delivered to the Contractor, one to the Owner's Representative for use in the administration of the Contract, and the remainder to the Owner.

OWNER:

(Owner Signature)

(Date Signed)

(Title)

CONTRACTOR:

Non-Collusion Statement

The Authorized Representative for the Contractor, of lawful age, solemnly swears or affirms, under penalty of perjury, that (s)he is the duly authorized agent of the Company indicated herein under the contract which is attached to this statement, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said Contract.

(S)He is fully aware of the facts and circumstances surrounding the making of the Contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the procurement of said Contract: and

Neither the Company nor anyone subject to the Company's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the Contract to which this statement is attached.

(Authorized Representative Signature)

(Date Signed)

(Authorized Representative Printed Name)

(Authorized Representative Printed Title)

(EIN/TIN number)

Exhibits/Attachments list:



Oklahoma City Community College ■ Purchasing Department ■ John Massey Center ■ 7777 South May Avenue ■ Oklahoma City, OK 73159

PAYMENT BOND

CAMPUS FLOORING REPLACEMENT - Project #2-SFB-23-013

Project Name and Number

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable. This document may not be altered or modified.

OWNER (Obligee):

OKLAHOMA CITY COMMUNITY COLLEGE
PURCHASING DEPARTMENT 405-682-7556
7777 South May Avenue
OKLAHOMA CITY, OK 73159
michael.c.sisco@occc.edu

PROJECT:

#2-SFB-23-013

(Project Number)

CAMPUS FLOORING REPLACEMENT

(Project Name)

7777 South May Avenue, Oklahoma City, OK
73159

(Address/Location)

PRINCIPAL (Contractor):

(Company Name)

(Address)

(City, State, Zip)

(Email address)

SURETY:

(Company Name)

(Address)

(City, State, Zip)

(Email address)

STANDARD AGREEMENT:

(Dated)

(Amount)

BOND DATE:

(Not earlier than date of Standard Agreement)

BOND AMOUNT (whole numbers only):

\$ _____
(Million) (Thousand) (Hundred) (cent)

(Bond Number)

DATED this ____ day of __, 20 ____

PRINCIPAL:

1. _____
(Authorized Representative Signature)

(Authorized Representative Printed Name)

2. _____
(Authorized Representative Signature)

(Authorized Representative Printed Name)

3. _____
(Authorized Representative Signature)

(Authorized Representative Printed Name)

(Authorized Representative Printed Title)

(Authorized Representative Printed Title)

(Authorized Representative Printed Title)

SURETY:

ATTEST:

(Surety Company Name)

(Notary Printed Name)

(Attorney-in-Fact Signature)

(Surety Seal)

(Notary Signature)

(Attorney-in-Fact Printed Name)

(Surety Telephone No.)
Seal)

(Notary

(Attach Power of Attorney)

FOR INFORMATIONAL PURPOSES ONLY

AGENT/BROKER:

OWNER REPRESENTATIVE (Consultant or Other Party):

(Company Name)

(Company Name)

(Address)

(Address)

(City, State, Zip)

(City, State, Zip)

(Email Address)

(Email Address)

1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference.

2 With respect to the Owner, this obligation shall be null and void if the Contractor:

2.1 Promptly makes payment, directly or indirectly, for all sums due Claimants, and

2.2 Defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, provided the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 12) of any claims, demands, liens or suits to the Contractor and the Surety, and provided there is no Owner Default.

3 With respect to Claimants, this obligation shall be null and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.

4 The Surety shall have no obligation to Claimants under this Bond until:

4.1. Claimants who are employed by or have a direct contract with the Contractor have given notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and, with substantial accuracy, the amount of the claim.

4.2. Claimants who do not have a direct contract with the Contractor:

4.2.1. Have furnished written notice to the Contractor and sent a copy, or notice thereof, to the Owner, within 90 days

after having last performed labor or last furnished materials or equipment included in the claim stating, with substantial accuracy, the amount of the claim and the name of the party to whom the materials were furnished or supplied or for whom the labor was done or performed; and

4.2.2. Have either received a rejection in whole or in part from the Contractor, or not received within 30 days of furnishing the above notice any communication from the Contractor by which the Contractor has indicated the claim will be paid directly or indirectly; and

4.2.3. Not having been paid within the above 30 days, have sent a written notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and enclosing a copy of the previous written notice furnished to the Contractor.

5 If a notice required by Paragraph 4 is given by the Owner to the Contractor or to the Surety, that is sufficient compliance.

6 When the Claimant has satisfied the conditions of Paragraph 4, the Surety shall promptly and at the Surety's expense take the following actions:

6.1 Send an answer to the Claimant, with a copy to the Owner, within 45 days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.

6.2 Pay or arrange for payment of any undisputed amounts.

7 The Surety's total obligation shall not exceed the amount of this Bond, and the amount of this Bond shall be credited for any payments made in good faith by the Surety. Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and the Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

8 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

9 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction or after the expiration of one year from the date (1) on which the Claimant gave the notice required by Subparagraph 4.1 or Clause 4.2.3, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

10 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page. Actual receipt of notice by Surety, the Owner or the Contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.

11 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

12 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

13 DEFINITIONS

14.1. Claimant: An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

14.2. Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

14.3. Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract.



(Authorized Representative Printed Name)

(Authorized Representative Printed Name)

(Authorized Representative Printed Name)

(Authorized Representative Printed Title)

(Authorized Representative Printed Title)

(Authorized Representative Printed Title)

SURETY:

ATTEST:

(Surety Company Name)

(Notary Printed Name)

(Attorney-in-Fact Signature)

(Surety Seal)

(Notary Signature)

(Attorney-in-Fact Printed Name)

(Surety Telephone No.)
Seal)

(Notary

(Attach Power of Attorney)

FOR INFORMATIONAL PURPOSES ONLY

AGENT/BROKER:

Other Party):

OWNER REPRESENTATIVE (Consultant or

(Company Name)

(Company Name)

(Address)

(Address)

(City, State, Zip)

(City, State, Zip)

(Email Address)

(Email Address)

1. The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.
2. If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences as provided in Subparagraph 3.1.
3. The Surety's obligation under this Bond shall arise after:
 - 3.1 The Owner has notified the Contractor and the Surety at its address described in Paragraph 10 below that the Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than ten (10) days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor's Default; and
 - 3.2 The Owner has declared a Contractor Default and formally terminated the Contractor's right to complete the contract. Such Contractor Default shall not be declared earlier than seven (7) days after the Contractor and the Surety have received notice as provided in Subparagraph 3.1; and

3.3 The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a contractor selected to perform the Construction Contract in accordance with the terms of the contract with the Owner.

4. When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions.

4.1 Arrange for a Contractor, with consent of the Owner, to perform and complete the Construction Contract; or

4.2 Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors; or

4.3 Obtain proposals or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 6 in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or

4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

4.4.1 After investigation, determine the amount for which it maybe liable to the Owner, and as soon as practicable after the amount is determined, tender payment therefor to the Owner; or

4.4.2 Deny liability in whole or in part and notify the Owner citing reasons therefor.

5. If the Surety does not proceed as provided in Paragraph 4 with reasonable promptness, the Surety shall be deemed to be in default on this Bond fourteen (14) days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Subparagraph 4.4, and the Owner refuses the paymenttendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

6. After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act under Subparagraph 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for:

6.1 The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

6.2 Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 4; and

6.3 Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

7. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

8. Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page.

9. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provisions in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

10. DEFINITIONS

10.1 Balance of the Contract Price: The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in Settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

10.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

10.3 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction Contract.

10.4 Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract.



Oklahoma City Community College ■ Purchasing Department ■ John Massey Center ■ 7777 South May Avenue ■ Oklahoma City, OK 73159

Statutory Defect Bond

CAMPUS FLOORING REPLACEMENT – Project #2-SFB-23-013

Project Name and Number

61 O.S. §113 (B)(3)

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable. This document may not be altered or modified.

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal and

_____ a corporation organized under the laws of the State of _____ and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto the State of Oklahoma in the penal sum of

_____ Dollars

(\$_____)

in lawful money of the United States of America, said sum being equal to One Hundred Percent (100%) of the Contract

price, for the payment of which, well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors, and assigns, jointly and severally, firmly by these presents:

The condition of this obligation is such that

WHEREAS, said Principal entered into a written contract with OCCC, dated_____, for

Project # _____
Number _____

all in compliance with the plans and specification, therefore
made a part of said contract

and on file in the Purchasing Department at Oklahoma City Community College, 7777 South May Avenue, Oklahoma City, OK 73159

NOW, THEREFORE, if said Principal shall pay or cause to be paid to Oklahoma City Community College all damage, loss, and expense which may result by reason of defective materials and/or workmanship in connection with said work, occurring within a period of one (1) year from and after the acceptance of said project by Oklahoma City Community College; then this obligation shall be null and void, otherwise to be and remain in full force and effect.

It is expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviation from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year set forth below.

Dated this _____ day of _____, 20____

PRINCIPAL:

(Authorized Representative Signature)

BY:

(Authorized Representative Printed Name)

ATTEST:

SURETY:

(Notarial Seal & Signature)

(Attorney-in-Fact Signature)

BY: _____
(Authorized Representative Printed Name)



Oklahoma City Community College ■ Purchasing Department ■ John Massey Center ■ 7777 South May Avenue ■ Oklahoma City, OK 73159

Irrevocable Standby Letter of Credit

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion.

NUMBER _____, ISSUED in _____, Oklahoma on the _____ day of _____ in the year 20_____.

BENEFICIARY (Owner):

OKLAHOMA CITY COMMUNITY COLLEGE
PURCHASING DEPARTMENT, 405-682-7556
7777 South May Avenue
Oklahoma City, OK 73159
michael.c.sisco@occc.edu

PROJECT:

2-SFB-23-013

(Project Number)

Campus Flooring Replacement

(Project Name)

7777 S. May Ave., OKC, OK 73159

(Address/Location)

APPLICANT (Bidder, Contractor, Constuction Manager, Design-Builder):

(Company Name)	(City, State, ZIP)	
(Address)	(Email)	(Telephone Number)
ISSUING BANK		

(Company Name)		
_____	(City, State, ZIP)	
(Address)		
_____	(Email)	(Telephone Number)

DATE AND PLACE OF EXPIRATION

- ☐ Pursuant to 61 O.S., Section 113, this Letter of Credit (of "X" appears in checkbox) shall remain in effect for a period of one (1) year after acceptance of the project, to protect the Beneficiary against deceptive workmanship and materials.

(Time)	(Date)	(Place)
(Time)	(Date)	(Place)
(Time)	(Date)	(Place)
(Time)	(Date)	(Place)

Issuing bank hereby establishes an irrevocable standby letter of credit at the request of the Applicant in favor of the Owner, and authorizes same to draw on us by sight draft, up to the aggregate amount of _____ US Dollars, (_____).

We further agree that:

1. This Letter of Credit shall be automatically extended without amendment for additional one-year periods from and after the above- referenced date of expiry, unless Issuing Bank has notified the Beneficiary, in writing, not less than 60 days before such date that Issuing Bank elects not to renew this Letter of Credit. The notice of Issuing Bank's election not to renew shall be sent to Beneficiary by registered mail to the above address, ATTN: Vice President for Administrative Services, Oklahoma City Community College

2. Upon receipt of Issuing Bank's notice not to renew, the Beneficiary may elect either to obtain cash collateral by drawing on a sight draft on the Issuing Bank for an amount not to exceed the unused balance of this Letter of Credit, or to let the Letter of Credit expire.

3. *(The clause selected with an "X" shall be the valid 3 clause)*

☐ The purpose of this Letter of Credit is to fill the requirement of 61 O.S. Section 107. Drafts drawn by the Beneficiary under this Letter of Credit shall be accompanied by a written statement purportedly signed by the Vice President for Administrative Services certifying that "The Successful Bidder has failed to execute the contract or failed to provide the required bonds, or irrevocable letters of credit and insurance to the awarding public agency within the period of time, not to exceed sixty (60) days, specified in the bid notice by the awarding public agency." Except that drafts drawn in response to Issuing Bank's notice not to extend this Letter of Credit will not be accompanied by such statement from the Vice President for Administrative Services.

☐ The purpose of this Letter of Credit is to fill the requirement of 61 O.S. Section 1 and 61 O.S. Section 113. Drafts drawn by the Beneficiary under this Letter of Credit shall be accompanied by an original copy of the Letter of Credit and a written statement purportedly signed by the Vice President for Administrative Services certifying to one or more of the following:

- a. "Contractor has failed to perform in accordance with the terms and conditions of Project Number _____ by and between Beneficiary and Contractor"; and/or,
- b. "Contractor has failed to pay all indebtedness incurred for the contractor's subcontractors and all suppliers of labor, material, rental of machinery or equipment, and or repair of and or parts for equipment the contract requires the contractor to furnish in accordance with the terms and conditions of Project Number _____ by and between Beneficiary and Contractor"; and/or
- c. "Contractor has performed defective workmanship and/or supplied defective materials in violation of the terms and conditions of Project Number _____ by and between Beneficiary and Contractor."

Except that drafts drawn in response to Issuing Bank's notice not to extend this Letter of Credit will not be accompanied by such statement from the Vice President for Administrative Services.

4. Issuing Bank hereby represents and affirms that the execution and tendering of this Letter of Credit has been duly authorized and will not constitute a violation of any applicable law, regulation, charter; or corporate restriction of Issuing Bank. Issuing Bank further represents and warrants that it is a financial institution insured by the Federal Deposit Insurance Corporation.

5. Unless automatically extended in accordance with paragraph 1 above, this Letter of Credit expires at 5:00 p.m. on the stated expiration date.

6. Draft(s) drawn and negotiated under this Letter of Credit shall state that it is "DRAWN UNDER ISSUING BANK LETTER OF CREDIT NUMBER _____, DATED _____, 20____."

7. Except as otherwise expressly stated herein, this Letter of Credit shall be governed by and construed in accordance with the laws of the State of Oklahoma and is subject to the Uniform Customs and Practices for Documentary Credits, International Chamber of Commerce Brochure No. 500 (UCP) in effect on the date of issuance of this Letter of Credit. In the event of any conflict between Oklahoma law and the UCP, Oklahoma law shall prevail. Venue for any action necessary to interpret or enforce this Letter of Credit shall lie in Oklahoma County, Oklahoma.

8. Reference to any contract is for information purposes only and is not part of this Letter of Credit.

We hereby engage with you that any draft drawn upon and in compliance with the terms of this credit will be duly honored on presentation at our office in, on or before 5:00 p.m. on the stated expiration date or any extended date as hereinabove provided.

ISSUING BANK:

<i>(Authorized Representative Signature)</i>	<i>(Date Signed)</i>	<i>(Authorized Representative Signature)</i>	<i>(Date Signed)</i>
<i>(Authorized Representative Printed Name)</i>		<i>(Authorized Representative Printed Name)</i>	
<i>(Authorized Representative Printed Title)</i>		<i>(Authorized Representative Printed Title)</i>	
<i>(Authorized Representative Signature)</i>	<i>(Date Signed)</i>	<i>(Authorized Representative Signature)</i>	<i>(Date Signed)</i>
<i>(Authorized Representative Printed Name)</i>		<i>(Authorized Representative Printed Name)</i>	
<i>(Authorized Representative Printed Title)</i>		<i>(Authorized Representative Printed Title)</i>	



Oklahoma City Community College ■ Purchasing Department ■ John Massey Center ■ 7777 South May Avenue ■ Oklahoma City, OK 73159

CERTIFICATE OF COMPLIANCE

IMPORTANT: THIS MUST BE READ, SIGNED AND RETURNED WITH BID DOCUMENTS

Certificate of Compliance with Executive Order 11246 as amended for Contract in Excess of \$10,000.

In entering into any resulting contracts over \$10,000, the contractor agrees to comply with the Equal Employment Opportunity requirements stipulated in Executive Order 11246 as amended by Executive Order 11375. These specific requirements state:

- I. "Equal Opportunity Clause"
During the performance of this/these contract(s) the contractor agrees as follows:
 - A. 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 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 by the contracting officer setting forth the provisions of this nondiscrimination clause.
 - B. The contractor will, in all solicitations or advancements 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.
 - C. 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.
 - D. 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 by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - E. The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
 - F. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and order of the Secretary of Labor, or pursuant

thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

- G. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965 and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- H. The contractor will include the provisions of paragraphs (A) through (H) 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 No. 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 may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

II. Certification on Non-Segregated Facilities

By the submission of this bid and/or acceptance of purchase orders during the above period, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any locations under his control where segregated facilities are maintained. He further agrees that breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin because of written or oral policies or employee custom. He further agrees that (except where he has obtained identical certifications from proposed contractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to award of subcontracts exceeding \$10,000 which are not tax exempt from the provision of the equal opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).

III. Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements

In entering into any contract that exceeds \$10,000, the bidder agrees to comply with the Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements as stipulated in Public Law 93-508 and all amendments thereto. Failure to comply with the requirements of Public Law 93-508, Title 41, CFR60-250 and Title 41, CFR60-741 and all amendments thereto shall be deemed a material breach of this agreement and subject this contract to cancellation and rescission at the option of Oklahoma City Community College.

Certification of Compliance

If awarded this Contract _____ agrees to comply with the provisions of Clauses I, II, and III above.

Signature

Date

Printed Name

Title

STATE OF _____)

COUNTY OF _____)

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

Notary Public (or Clerk or Judge) Signature _____

My Commission Number _____

My Commission Expires _____

(Seal)



OKLAHOMA CITY
COMMUNITY COLLEGE

Oklahoma City Community College ■ Purchasing Department ■ John Massey Center ■ 7777 South May Avenue ■ Oklahoma City,
OK 73159

NO BID RESPONSE FORM

Project # 2-SFB-23-013

Please be advised that our company does not wish to submit a proposal in response to the attached referenced Request for Proposal for the following reasons:

_____ Too busy at this time

_____ Not engaged in this type of work

_____ Project too large/small

_____ Cannot meet mandatory specifications (Please specify below)

_____ Other (Please specify)

Company Name

Date

Signature

Title

Printed Name

Address

Phone Number

Email

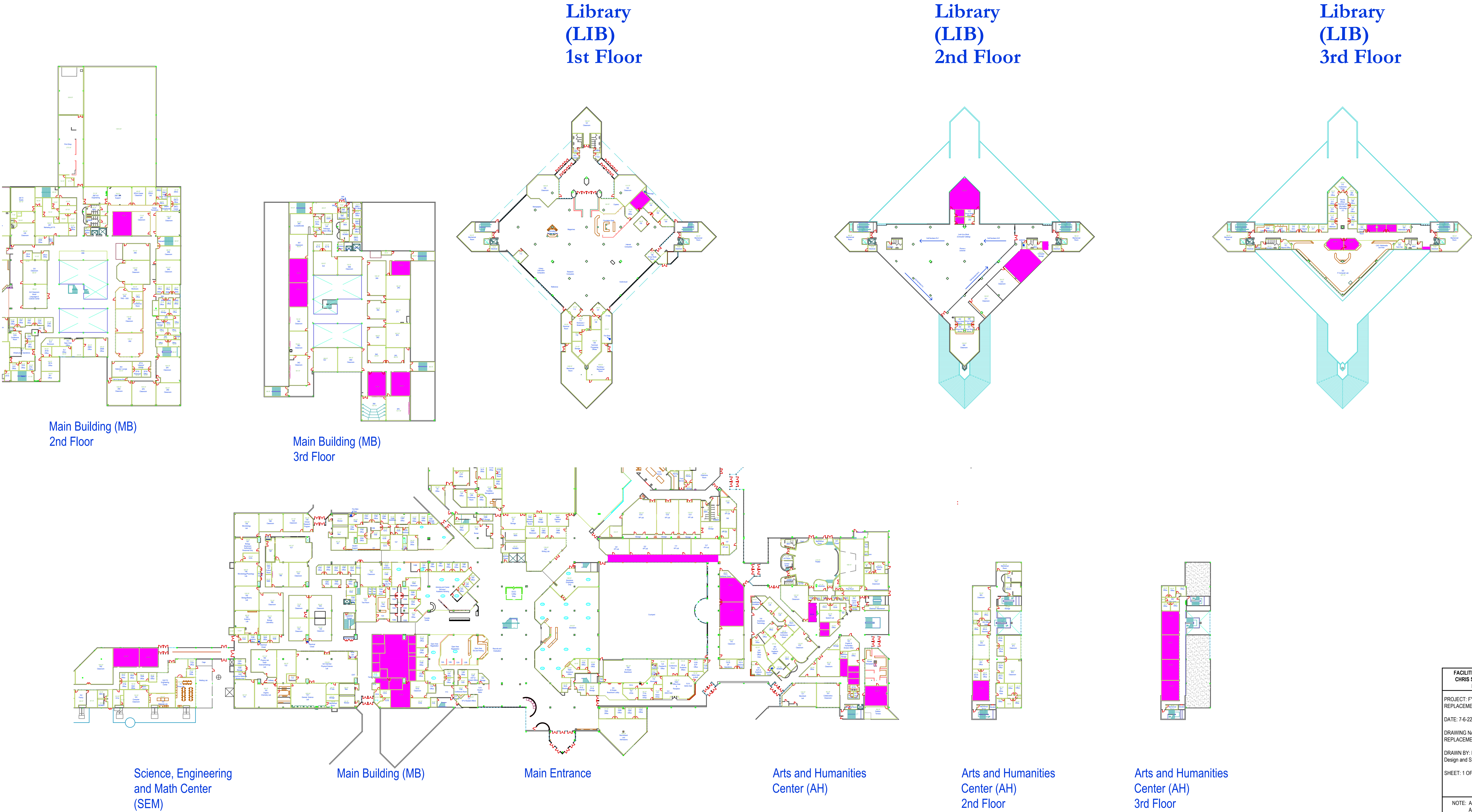
Please return to:

Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
Purchasing Office, JMC Room 140
Oklahoma City, Oklahoma 73159
michael.c.sisco@occc.edu

EXHIBIT A

Building	Room Number	Existing Floor Type	Room Type	Estimated Square Footage	Estimated Cove Base Linear Feet	Flooring To Be Used
Arts, English, and Humanities	AEH 1 - Strip Under Bulletin Board	Carpet	Common Area	20	18	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1C4(A)	Carpet	Office	155	50	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1C4(B)	Carpet	Office	155	50	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1D4(A)	Carpet	Office	122	44	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1D4(B)	Carpet	Office	106	41	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1E1(D)	Carpet	Office	116	43	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1E2	Carpet	Office	238	62	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1E2(A)	Carpet	Office	118	43	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 1F1	Carpet	Computer Classroom	766	111	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 2E1	Carpet	Classroom	581	96	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 3E1	Carpet	Classroom	627	100	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 3E2	Carpet	Classroom	633	101	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 3E3	Carpet	Classroom	743	109	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH 3E4	Carpet	Classroom	718	107	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Arts, English, and Humanities	AEH1E2(B)	Carpet	Office	118	43	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LB 203	Carpet	Electronic Services	116	43	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LB 213	Carpet	Computer Classroom	1129	134	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 201	Carpet	Computer Classroom	1233	140	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 202	Carpet	Study	117	43	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 2nd Floor Vending Area	Tile	Common Area	90	38	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 301	Carpet	Office	135	46	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 302	Carpet	Office	119	44	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 303	Carpet	Office	127	45	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 323	Carpet	BIT Division Office	320	72	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 324	Carpet	Office	272	66	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library	LIB 3rd Floor Vending Area	Tile	Common Area	350	75	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Library 101	LIB 101	Carpet	Conference Room	370	77	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	Old Bursar/New HPC Hall	Carpert	Common Area/Hall	1080	131	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1F2(A)	Carpet	Financial Aid	120	44	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1F3(A)	Carpet	Veteran's Services	192	55	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1F3(B)	Carpet	Veteran's Services	200	57	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB Financial Aid	Carpet	Common Area	1877	173	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1F3(C)	Carpet	Financial Aid	120	44	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1G1	Carpet	Financial Aid	707	106	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1G2(A)	Carpet	Financial Aid	135	46	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1G2(B)	Carpet	Financial Aid	257	64	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1G2(C)	Carpet	Financial Aid	223	60	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1H2(D)	Carpet	Financial Aid	124	45	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1H2(E) + Storage Closet	Carpet	Financial Aid	400	80	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1H2(F)	Carpet	Financial Aid	113	43	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1H2(G)	Carpet	Financial Aid	113	43	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1X4	Carpet	Classroom	996	126	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 1X5	Carpet	Classroom	932	122	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 2N7	Carpet	Classroom	797	113	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 3K5	Carpet	Classroom	763	110	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 3K6	Carpet	Classroom	763	110	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 3N1	Carpet	Classroom	745	109	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 3P1	Carpet	Classroom	796	113	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Main Building	MB 3P6	Carpet	Classroom	463	86	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Science, Engineering and Math	SEM 1R3	Carpet	Classroom	845	116	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
Science, Engineering and Math	SEM 1S3	Carpet	Classroom	608	99	Armstrong Flooring - Premium Excelon Raffia Stream - 12" x 24" - #55901 Rain Pluie
TOTALS				22963	3938	

FY23 FLOORING REPLACEMENT - PROPOSED LOCATIONS



Installation Guide for Resilient Flooring

Commercial Tile Installation Instructions

Raffia® Stream™, Crown Texture™, Stonetex®, ChromaSpin™, Feature® Strip & Tile, Imperial Texture®, Safety Zone™, Migrations® BBT™, Striations BBT™

VCT Installation – S-515 Adhesive, S-525 Adhesive, S-1000 Adhesive, S-319 Adhesive, Flip® Spray

BBT Installation – S-525 Adhesive, S-1000 Adhesive, S-319 Adhesive

Substrates – Concrete; Approved Suspended Wood; Steel, Stainless Steel, Aluminum; Ceramic Tile, Terrazzo, Marble; Polymeric Poured (Seamless Floors)

Tile-On System – Existing Resilient Sheet Floors; Vinyl Composition, Vinyl Asbestos, Asphalt, and Vinyl Tile (On Grade or Suspended Only)

NOTE: To install over steel, stainless steel, or aluminum, use S-319. In areas subject to direct sunlight, topical moisture, or temperature fluctuations, use S-1000.

NOTE: VCT tiles are packaged face down except for the last tile in the carton. Before opening, flip the carton of tiles upside down. After removing the first tile, the rest will be face up.

ACCEPTABLE SUBFLOORS & UNDERLAYMENTS**Wood**

Flooring can be installed on suspended wood, OSB, or a treated plywood subfloor with a 1/4" underlayment and a minimum of 18" of well-ventilated air space below. Armstrong Flooring does not recommend installing resilient flooring on wood subfloors applied directly over concrete or on sleeper-construction subfloors over, on, or below grade concrete. Subfloors must meet local and national building codes. Trade associations, such as the APA - The Engineered Wood Association, offer structural guidelines for meeting various code requirements. Refer to ASTM F 1482 Standard Practice for Installation and Preparation of Panel Type Underlayments to receive Resilient Flooring for additional information.

Wood strip, board, or plank subfloors must meet structural requirements. If the top layer is tongue-and-groove and the strip wood is 3" or less in face width, cover with 1/4" or thicker underlayment panels. All other layers should be covered with 1/2" or thicker underlayment panels.

Subject to the board manufacturer's recommendations and warranties, the following underlayments may be used with Armstrong flooring products:

- Plywood rated as suitable underlayment for resilient floor coverings
- Poplar or Birch Plywood with a fully sanded face and exterior glue
- Luan Plywood, Type 1 (Exterior)
- Fiber Reinforced Gypsum Underlayment, Fiber Cement Board & Cementitious Backerboard rated as suitable underlayment for resilient floor coverings

Armstrong Flooring does not recommend OSB or Treated Plywood (unless covered with a 1/4" of APA plywood underlayment), Particleboard or Hardboard.

Underlayments for resilient floors must:

- be structurally sound
- be designed for resilient flooring underlayment purposes
- be a minimum of 1/4" thick
- have panels smooth enough so that texture or graining will not show through
- resist dents and punctures from concentrated loads

Installation Guide for Resilient Flooring

- be free of any substance that may stain vinyl such as edge patching compounds, marking inks, paints, solvents, adhesives, asphalt, dye, etc.
- be installed in strict accordance with the board manufacturer's recommendations

For approved underlayments, Armstrong Flooring suggests the panels be lightly butted and not filled or flashed, unless the manufacturer specifically recommends filling the joints. Differences in the thickness of wood panels should be corrected by sanding. Allow the panels to condition to the job site per manufacturer's recommendations.

Concrete

New and existing concrete subfloors must meet the requirements of the current edition of ASTM F710, "Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring". Regardless of the type of concrete or other cement-like material used as a base for resilient flooring, in the event of underlayment failure, the responsibility for warranties and/or performance guarantees rests with the concrete or cement-like material manufacturer and not with the manufacturer of resilient flooring.

Below-Grade & On-Grade Concrete Floors

1. The slab must be of good quality, standard density concrete with low water/cement ratios consistent with placing and finishing requirements, having a maximum slump of 4", a minimum compressive strength of 3000 psi, and following the recommendations of ACI Standard 302.1R for Class 2 or Class 4 floors and the Portland Cement Association's recommendations for slabs on ground.
2. The concrete slab must be dry, clean, smooth, structurally sound, and free of foreign materials that might prevent adhesive bond as described in the current edition of ASTM F710, Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring.
3. The concrete slab must be protected from ground moisture with an effective and intact vapor retarder that conforms to the requirements of the current edition of ASTM E1745, "Standard Specification for Water Vapor Retarders Used in Contact with Soil or Granular Fill Under Concrete Slabs."
4. The concrete slab must be placed directly on the vapor retarder.
5. The concrete must be wet cured with a moisture-retaining curing cover. Do not use spray-on curing compounds because these reduce the drying rate of concrete and can interfere with the adhesive bond.
6. Before installing the finished flooring, moisture, alkali and bond testing must be conducted.
7. Moisture testing must be performed in accordance with the current edition of ASTM F2170 "Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using in situ Probes" (preferred method) or in accordance with the current edition of ASTM F1869, "Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride." See the section on Moisture Testing for more details.
8. Unless otherwise indicated in the adhesive specifications, the surface of the concrete must have a pH of 9 or less when tested according to the method described in the current edition of ASTM F710.
9. Bond testing must be performed to determine compatibility of the adhesives to the concrete slab.
10. After the concrete has cured and is dry, clean construction joints, saw cuts, score marks and cracks, and fill with an underlayment. Use high quality Portland Cement, calcium aluminates, or gypsum-based products. The floor fill, topping or underlayment must also have a minimum compressive strength of 3500 psi. When using these products, be sure to follow the manufacturer's recommendations regarding application, drying time, and moisture testing. S-194 Patch, Underlayment & Embossing Leveler, S-463 Level Strong and S-466 Patch Strong meet or exceed this requirement as underlayments.

Installation Guide for Resilient Flooring

11. Repaired areas must be finished flush with the surface of the concrete and allowed to fully dry before the installation of the floor covering.
12. Actual expansion joints or other moving joints with elastomeric fillers are designed to absorb movement in concrete slabs. Cementitious underlayments, patches and resilient flooring installed across expansion joints often crack or buckle when the slabs move. Armstrong Flooring does not recommend flooring products be installed across expansion or isolation joints. Expansion joint covers are available for use with various floor coverings and should be specified by the architect.
13. Dusty concrete slabs may be primed with one coat of S-185 Latex Primer. Sweep or vacuum the concrete and apply the S-185 with a 3/8" nap paint roller. You may also prime concrete subfloors with the recommended flooring adhesive for the material about to be installed. When using adhesive as a primer, allow the adhesive to dry completely.
14. After sweeping/vacuuming, apply the adhesive using a smooth-edge trowel.
15. A rough concrete floor can be ground smooth with a commercial diamond or carbide-equipped grinding machine. If the concrete subfloor is extremely rough or uneven, it may be too great a job to smooth this way. In this case, apply a cementitious underlayment such as S-194, S-463 or S-466. A smooth, flat, uniform surface is necessary as a good base for resilient flooring.

Above-Grade Concrete Floors

Above-grade concrete is usually protected from most sources of moisture except the moisture initially in the mix and water vapor in the atmosphere. As with concrete placed on and below grade, above-grade concrete must be kept damp during the curing process to permit hydration to occur. Concrete poured on a metal deck is often produced with lightweight aggregate that can retain excess water longer than normal-weight aggregate. Because drying is only possible from the top surface, such construction usually takes additional drying time. Floors on metal decks or above-grade structural concrete floors must be dried and must meet the same requirements as described in Sections C-2 and C-3 for slabs on and below grade. Follow steps 7-15 above.

Curing, Sealing, Hardening, or Parting Compounds

Curing compounds leave a film that can interfere with adhesion. Use should be avoided on surfaces that will later be covered with resilient floor covering. Where applicable, a letter of compatibility should be obtained from the manufacturer before the use of a curing compound.

When curing, sealing, hardening, or parting compounds have been used, the following general statements can be made:

- If they contain soap, wax, oil, or silicone, the compounds must be removed before a resilient floor can be installed. The compounds can be removed by using a terrazzo or concrete grinder, by sanding with a drum sander or by using a polishing machine equipped with a heavy-duty wire brush.
- There are many materials that do not contain soap, wax, oil, or silicone and are advertised as being compatible with resilient flooring adhesives. Conduct bond tests to determine the need for removal. If the bond fails after 72 hours, the compound must be removed.

NOTE: In the event of adhesion failure, the responsibility for warranties and/or performance guarantees rests with the compound manufacturer and not with the manufacturer of the resilient flooring and/or adhesives.

Existing Resilient Floors

VCT can be installed over existing on- and above-grade VCT and Sheet. The responsibility for determining if the old resilient flooring is well bonded to the subfloor and will not show through the final installation rests with the contractor and the installer. Armstrong Flooring does not recommend installing new flooring over existing rubber or slip retardant floors.

Installation Guide for Resilient Flooring

- Confirm that the existing flooring is completely and firmly bonded. Existing flooring must have been properly installed over underlayments and subfloors recommended as suitable for resilient flooring. They may not show evidence of moisture or alkaline.
- Waxes, polishes, and other finishes must be removed with a commercially available stripper. We would recommend using a 3M Black pad for stripping purposes only. Do not allow the stripping solution to dry at any time. Thoroughly rinse the existing flooring with clean water after removing the stripping solution. Do not flood with water or stripping solution at any time.
- Indentations or damaged areas should be replaced or repaired.

Polymeric Poured Floors, Metal, Ceramic Tile, Quarry Tile, Terrazzo & Marble

Armstrong VCT may be installed directly over polymeric poured floors. To install flooring over polymeric poured floors, the surface must be roughened and then a Portland cement-type underlayment applied. Mix S-194 with the S-195 Underlayment Additive.

Polymeric poured floors must be well cured, have no history of moisture related problems, be free of any residual solvent, smooth, structurally sound, and well bonded to a concrete subfloor. Loose or damaged areas must be completely removed and patched with S-194 as necessary. Remove any “nubby” texture with wet, sharp sand and a floor machine equipped with carborundum stones. Do not use a skim coat of latex underlayment to smooth the surface as it will not adhere reliably.

Armstrong VCT may be installed directly over ceramic tile, quarry tile, terrazzo or marble subfloors on all grade levels which are firmly bonded to a structurally sound substrate. Clean the floor of all paint, varnish, oil, wax and finishes. Roughen glazed or very smooth surfaces and repair badly fitted joints or cracks with, S-466 or S-194. If the floors are badly worn or have low places, they should be leveled with, S-466 or S-194. To install over metal, the surface must be roughened and then a Portland cement-type underlayment applied at a minimum of 1/8” thickness. Mix S-194 with the S-195 Underlayment Additive.

JOB CONDITIONS/PREPARATION

- **Resilient flooring should only be installed in temperature-controlled environments.** It is necessary to maintain a constant temperature before, during and after the installation. Therefore, the permanent or temporary HVAC system must be in operation before the installation of resilient flooring. Portable heaters are not recommended, as they may not heat the room and subfloor sufficiently. Kerosene heaters should never be used.
- The surface shall be free of dust, solvents, varnish, paint, wax, oil, grease, sealers, curing compounds, residual adhesive¹, adhesive removers and other foreign materials that might affect the adhesion of resilient flooring to the substrate or cause a discoloration of the flooring from below. Spray paints, permanent markers and other indelible ink markers must not be used to write on the back of the flooring material or used to mark the substrate as they could bleed through, telegraphing up to the surface and permanently staining the flooring material. If these contaminants are present on the substrate, they must be mechanically removed prior to the installation of the flooring material.
- In renovation or remodel work, remove any existing adhesive residue¹ so that 100% of the overall area of the original substrate is exposed.

¹ Some previously manufactured asphaltic “cutback” adhesives contained asbestos (see warning statement on the last page). For removal instructions, refer to the Resilient Floor Covering Institute’s publication Recommended Work Practices for Removal of Resilient Floor Coverings.

Installation Guide for Resilient Flooring

- Allow all flooring materials and adhesives to condition to the room temperature for a minimum of 48 hours before starting the installation.
- The area to receive the resilient flooring should be maintained at a minimum of 65° F (18° C) and a maximum of 100° F (38° C) for 48 hours before, during and for 48 hours after completion.
- During the service life of the floor, the temperature should never rise above 100° F (38° C) nor fall below 55° F (13° C). The performance of the flooring material and adhesives can be adversely affected outside this temperature range.
- Conduct calcium chloride tests or percent relative humidity tests. Testing for internal relative humidity of concrete slabs must be conducted in strict accordance with the current edition of ASTM F2170 Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using in situ Probes. All tests must meet allowable moisture limits. Any area that exceeds the allowable moisture limit must be further dried to an acceptable level or treated with a moisture remediation system before flooring installation. Performance of any third-party moisture remediation system rests with the manufacturer of that system, not with Armstrong Flooring. As a reminder, these tests cannot predict long-term moisture conditions of concrete slabs. They are only indicators of moisture conditions at the time the tests are conducted.
- MVER tests must be conducted in accordance with the current edition of ASTM F1869 Standard Test Method for Measuring Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride. When performing these tests, it is important to remove any curing agents or residues down to the bare concrete. The calcium chloride tests are to be performed only on ordinary concrete floors and are not applicable on lightweight concrete, smoothing or leveling compounds, or gypsum underlayments.

Adhesives	% Internal Relative Humidity (RH)	MVER, lbs. per 1000ft ² / 24 hours	pH
S-515 Adhesive	95	7	11
S-525 Adhesive	90	7	11
S-1000 Adhesive	100	14	14
S-319 Adhesive	99	NA	12
Flip® Spray	95	NA	11

- Bond tests should also be conducted for compatibility with the substrate. It is recommended that this test be used to determine the compatibility of resilient flooring adhesives to concrete subfloors after the removal of old adhesives, curing agents, parting compounds, dust inhibitors, oil, grease, paint, varnish and other special surface treatments or conditions. Using the flooring material and recommended adhesives, install 3' x 3' panels spaced approximately 50" apart throughout the subfloor area. Select areas next to walls, columns, or other light traffic areas. Tape edges of panels to prevent edge drying of adhesive. When testing where a curing agent has been used, the curing agent must be removed in some areas for bond testing. If the panels are securely bonded after a period of 72 hours, you may conclude that the subfloor surface is sufficiently clean of foreign material for satisfactory installation.
- As an alternative to the removal of residual asphalt cutback adhesives or when installing over metal, you can apply a minimum 1/8" layer of cementitious underlayment, such as S-194 Patch, Underlayment and Embossing Leveler or S-466 Patch Strong™, as approved by the underlayment manufacturer. All warranties and/or performance guarantees concerning third-party underlayment failure rest with the underlayment manufacturer and not with Armstrong Flooring.

Installation Guide for Resilient Flooring

- Many adhesive removal products contain solvents that leave a residue within the subfloor. This residue can negatively affect the new adhesive and bleed through the new floor covering. The use of asbestos encapsulants or bridging materials over asphaltic adhesive is not recommended. These products may affect the bonding properties of the new adhesive.
- Radiant-heated substrates must not exceed a maximum surface temperature of 85° F (29° C).
- Concrete floors should be tested for alkalinity. The allowable readings are determined by the adhesive being used for installation.

KEYS TO A SUCCESSFUL INSTALLATION

- Heat tiles from the back; do not heat from the front of the tile.
- Do not wash tile for at least 5 days after installation. This will allow the tile to become well seated in the adhesive and prevent excess moisture and cleaning agents from interfering with the adhesive
- Products installed using the Tile-On System may have less resistance to indentation. Select proper non-staining furniture rests and casters; the contact area should be smooth, flat, and firmly on the floor.
- S-1000 Adhesive is recommended for Safety Zone Tile in areas that may be exposed to frequent surface moisture and/or cooler temperatures. S-1000 Adhesive may also be used to install the first 3 to 5 rows of Safety Zone Tile when used in areas that will be affected by surface moisture and/or cooler temperatures.

Installation Guide for Resilient Flooring

FITTING

- Before installing the material, plan the layout so tile joints fall at least 6 in. (152 mm) away from subfloor/underlayment joints. Do not install over expansion joints.
- When installing over an existing resilient floor, plan the layout so the new joints are a minimum of 6 in. (152 mm) away from the original seams.
- When installing over tile floors, joints should fall in the center of the tile. Avoid having border pieces less than 6 in. (152 mm) wide.

Adhesives	Open Time	Working Time	Traffic Post-Installation
S-515 Adhesive For use with VCT	Open Time: >30 minutes Dry-to-Touch only Trowel: U Notch 1/32" (0.8 mm) deep, 1/16" (1.6 mm) wide, 5/64" (2.0 mm) apart	24 Hours	Light Foot Traffic: 24 Hours Heavy Traffic & Rolling Loads: 72 Hours
S-525 Adhesive For use with VCT & BBT	Open Time: >20 minutes Dry-to-Touch only Trowel: U Notch 1/32" (0.8 mm) deep, 1/16" (1.6 mm) wide, 5/64" (2.0 mm) apart	24 Hours	Light Foot Traffic: 24 Hours Heavy Traffic & Rolling Loads: 72 Hours
S-1000 Adhesive For use with Safety Zone™ Tile	Set-In-Wet Open Time: Approximately 10 minutes Trowel: U Notch 1/32" (0.8 mm) deep, 1/16" (1.6 mm) wide, 1/32" (0.8 mm) apart	45 Minutes	Light Foot Traffic: 4 Hours Heavy Traffic & Rolling Loads: 8 Hours
S-319 Adhesive	Open Time: 15 minutes Applicator: 3/8" nap Roller	4 Hours	Immediate
Flip® Spray	Dry-to-touch: Approximately 30-40 minutes (no transfer of adhesive to finger) Refer to the provided spray patterns for proper application	4 Hours	Immediate

NOTE: S-515 and S-525 should be dry-to-touch before installing tile and applied with a U Notch trowel [1/32 in. (0.8 mm) deep, 1/16 in. (1.6 mm) wide, 5/64 in. (2.0 mm) apart]. The amount of open time will vary according to job conditions, temperature, humidity, air flow and type of substrate.

ABUTTING DIFFERENT GAUGES OF RESILIENT FLOORING

When installing thinner gauge material next to thicker gauge materials, install thicker material first and then butt a 12" (30.5 cm) wide piece of scribing felt against the thicker material. Adhere the scribing felt to the subfloor with suitable adhesive. Use S-194 Patch, Underlayment and Embossing Leveler or S-466 Patch Strong™ to feather the edge of the scribing felt to the level of the substrate. Allow the patch to dry completely before installing the flooring. Scribing felt is not recommended to be used under the entire installation.

Installation Guide for Resilient Flooring

PROCEDURE | S-515 & S-525 Adhesive

- When using tile from two or more cartons, check to be sure all pattern and lot numbers are the same to ensure proper color match. On larger installations, open several cartons and mix them as they are installed to help blend any slight shade differences from one carton to the next.
- Line off entire area to be installed. Apply the adhesive over the area, being careful not to cover the chalk lines and using the recommended trowel. You may prefer to spread and install one quarter of the room at a time.
- Allow the adhesive to set until dry-to-touch following the recommended open time. To test, press your thumb lightly on the surface of the adhesive in several places. If the surface feels slightly tacky as your thumb is drawn away and does not stick to your thumb, the adhesive is ready for the installation.
- Install the tile along the chalk lines, laying the field area first and then fitting in the border tile.
- Clean adhesive from the surface of the tile.
- Tile should not be exposed to rolling load traffic for at least 72 hours after installation to allow setting and drying of the adhesive.

NOTE: When installing tile be sure that all tile is firmly seated into the adhesive. Rolling with a 100-lb. roller will achieve the same result and is highly recommended.

Installation Guide for Resilient Flooring

PROCEDURE | S-1000 Flooring Adhesive for Safety Zone™ Tile, BBT and VCT

- S-1000 Adhesive is recommended for Safety Zone Tile (for full coverage or first 3 to 5 rows) in areas that may be exposed to frequent surface moisture and/or cooler temperatures.
- S-1000 Adhesive may also be used to install VCT and BBT in areas where concrete moisture exceeds 99% RH or is unknown (no testing required).
- S-1000 requires a porous substrate per ASTM F3191. All patching or leveling materials should be portland cement-based and suitable for high moisture applications, such as S-466 PatchStrong.
- Apply the Adhesive in no larger than 2' or 3' bands (Figure 1), to 1/2 of the area at a time so you can start the installation along the center starting line. Do not apply more adhesive than you can cover within 45 minutes. Allowing a 10-minute open time and fitting the border tile tightly will reduce tile shifting and adhesive oozing. DO NOT allow the adhesive to skin over or dry. If the adhesive skins over or dries, remove it and reapply.

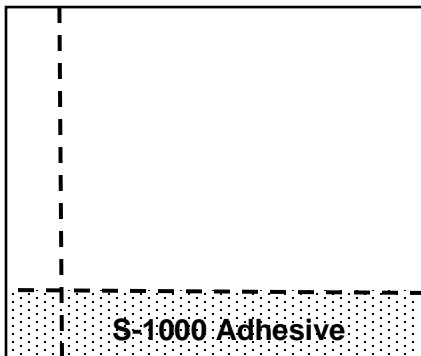


Figure 1: Adhesive Band

- **Do not work on newly installed tile except to roll tile. If unavoidable, use a kneeling board.**
- Begin laying tiles along the center starting line and install row by row including the cut pieces at the perimeter until 1/2 of the installation is complete. Periodically lift tiles to ensure 100% adhesive transfer, reducing open time if adhesive transfer is insufficient. Use a hand roller such as a Crain 333 or similar tool to initially embed the tile into the wet adhesive. This will allow you to regulate downward pressure, limiting adhesive bleed-up at the joints. Apply adhesive to the remaining portion of the room and complete the installation of tiles.
- Immediately remove any adhesive from the surface of the flooring using a clean, white cloth dampened with a neutral detergent and water.
- After 1 hour but before 2 hours after the tiles are installed, roll the installed tiles in both directions with a 100-lb. roller. Use a hand roller in confined areas where the large floor roller will not reach, such as under toe kicks.
- Tiles may be exposed to light foot traffic four hours post-installation. The floor can be exposed to heavy rolling traffic in 8 hours post-installation. Use pieces of hardboard or underlayment panels to protect the floor when moving heavy furniture and appliances back into the room.

Installation Guide for Resilient Flooring

PROCEDURE | S-319 Roll Strong™

- A clean substrate is extremely important with the use of S-319 Roll Strong Adhesive. Thoroughly sweep and vacuum the substrate first. Damp mop to remove any remaining dust or debris. Extra attention to substrate preparation is essential for a successful installation. Failure to properly clean the substrate may result in telegraphing of debris.
- A roll-on application method is recommended with a medium nap (3/8" nap) roller to achieve a smooth even full-spread coating. Spread rate and drying time of the adhesive will depend on the porosity and texture of the substrates and the ambient temperature and relative humidity. **KEEP PAINT ROLLER WET!** Do not apply pressure to the roller, allow it to freely roll over the substrate. **ADHESIVE COVERAGE MUST NOT EXCEED 400 ft²/gal!** Once the coating has dried, it must be kept clean and apart from any contact with other surfaces until ready to begin the bonding process. Do not spread more adhesive than can be covered in 4 hours.
- Bond testing prior to the installation will help identify the appropriate application rate, open and working time, and any potential bonding problems to the substrate or flooring. To determine the accurate coverage rate, measure, and chalk line the substrate into grids (using the appropriate square feet of area for the adhesive application) and apply adhesive onto each measured grid area.
- Allow the adhesive to dry completely with no transfer to fingers when lightly touched. Open time will vary depending on the adhesive coverage, substrate porosity and the ambient conditions.
- Once the S-319 Roll Strong adhesive has dried, install tile as per recommended. Tile can be repositioned as necessary prior to applying pressure. After completion of the installation, roll the entire floor in both directions with 100 lb. roller to achieve a full contact bond.

NOTE: After the flooring has been rolled or pressed into place, repositioning is not possible. Normal traffic and rolling loads may be allowed as soon as the installation, finishing and clean-up are complete.

SAFETY AND CLEAN UP: Wet adhesive should be cleaned up immediately with soap and water on a clean cloth. Remove any dried adhesive residue with a clean, white cloth dampened with denatured alcohol.

COVERAGE: Rate of application depends on porosity of the substrate. Approximately 300 - 400 square feet per gallon when applied with a 3/8" Nap roller.

Installation Guide for Resilient Flooring

PROCEDURE | FLIP® Adhesive

- Condition area to be installed, adhesive, and tile at 65° F (18° C) or above for 48 hours before
- Shake bottle well. Point the bottle downward and press the side of the nozzle tip.
- Walk back and forth at a steady pace. Do not use a sweeping motion.
- Use a shield to protect walls from overspray. A shield can be as simple as a piece of cardboard.
- Spray the perimeter first, then fill in the rest of the room.
- Allow adhesive to set open until dry to the touch, approximately 30 minutes. When dry to the touch, the adhesive will be tacky with no transfer to fingers.
- Wet adhesive, overspray or drips should be cleaned and smoothed immediately using a cloth moistened with soap and water. Drips can be smoothed out with spatula or flat trowel. Between uses, clean the spray tip with a clean wet cloth to prevent accumulation of dried adhesive.
- Install and fit all material within 4 hours. Working time will vary based on job conditions, substrate, temperature, and humidity.
- Roll the floor once immediately after installation with 100-lb roller.
- Remove wet adhesive residue using a clean, white cloth dampened with soapy water. Use denatured alcohol for dried adhesive residue carefully following warnings on container.
- Do not wet wash or scrub flooring for at least five days after installation.

Installation Guide for Resilient Flooring

REMOVAL OF RESILIENT FLOOR TILE, SHEET FLOORING AND “CUTBACK” ADHESIVE

RECOMMENDED WORK PRACTICES

Instructions for removing resilient floor tile, sheet flooring and asphaltic “cutback” adhesives are not contained in this manual. Refer to the current Resilient Floor Covering Institute’s (RFCI) publication Recommended Work Practices for Removal of Resilient Floor Coverings, that addresses each in-place product type: resilient floor tile, resilient sheet flooring, asphaltic “cutback” adhesive or other adhesive.

REGULATIONS AFFECTING THE REMOVAL OF EXISTING RESILIENT FLOOR COVERINGS

- Various federal, state and local government agencies have regulations governing the removal of in-place asbestos-containing material. If you contemplate the removal of a resilient floor covering structure that contains (or is presumed to contain) asbestos, you must review and comply with all applicable regulations.
- Vinyl-asbestos tile and asphalt tile contain asbestos fibers, as did some asphaltic “cutback” adhesives and the backings of many sheet vinyl floorings and lining felts. The presence of the asbestos in these products is not readily identifiable.
- Unless positively certain that the product is a non-asbestos containing material, you must presume it contains asbestos. Regulations may require that the material be tested to determine asbestos content.
- The Recommended Work Practices are a defined set of instructions that address the task of removing all resilient floor covering structures, whether or not they contain asbestos. When the Recommended Work Practices are followed, resilient floor covering structures that contain (or are presumed to contain) asbestos can be removed in a manner that will comply with the current Occupational Safety and Health Administration’s (OSHA) Occupational Exposure to Asbestos Standard’s Permissible Exposure Limits (PEL).
- Numerous products, devices and techniques have been introduced and/or recommended for the removal of resilient floor covering structures. Armstrong is only able to endorse the RFCI Recommended Work Practices. Before you use any other practice for the removal of an in-place resilient floor covering product that contains (or is presumed to contain) asbestos, you should determine if the practice meets all applicable regulations or standards, including those of OSHA, for occupational exposure to asbestos and that the material will be compatible with the new floor covering to be installed.
- See federal and location regulations on lead- based paint testing, safety precautions and notification requirements.

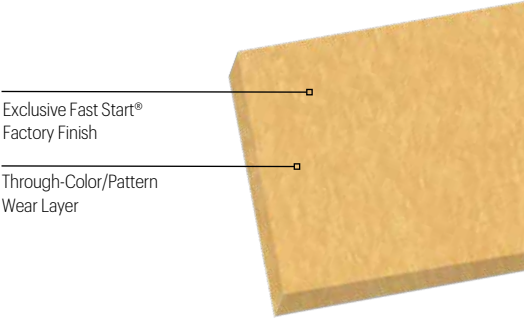
WARNING

EXISTING IN-PLACE RESILIENT FLOOR COVERING AND ASPHALTIC ADHESIVES. DO NOT SAND, DRY SWEEP, DRY SCRAPE, DRILL, SAW, BEADBLAST, OR MECHANICALLY CHIP OR PULVERIZE EXISTING RESILIENT FLOORING, BACKING, LINING FELT, ASPHALTIC “CUTBACK” ADHESIVE OR OTHER ADHESIVE.

These existing in-place products may contain asbestos fibers and/or crystalline silica. Avoid creating dust. Inhalation of such dust is a cancer and respiratory tract hazard. Smoking by individuals exposed to asbestos fibers greatly increases the risk of serious bodily harm. Unless positively certain that the product is a non-asbestos-containing material, you must presume it contains asbestos. Regulations may require that the material be tested to determine asbestos content and may govern the removal and disposal of material. See current edition of the Resilient Floor Covering Institute (RFCI) publication Recommended Work Practices for Removal of Resilient Floor Coverings for instructions on removing all resilient floor covering structures.

Product Information

- Construction - Vinyl Composition Tile
- International Specifications - ASTM F1066 - Class 2 Through Pattern, ISO 10595, Type II
- Overall/Wear Layer Thickness - 1/8 in. (3.2 mm)
- Factory Finish - Fast Start®
- Installation - Adhesives: S-515, S-525, S-1000
- Maintenance Options - Polish



Packaging

Size	Tile per Carton/Coverage	Shipping Weight per Carton
Crown Texture Stonetex 12 in. x 12 in. (305 mm x 305 mm)	45 - 45 sq. ft. (4.18 m²)	63 lbs./carton (28.6 kg)
Raffia Stream 12 in. x 24 in. (305 mm x 610 mm)	22 - 44 sq. ft. (4.08 m²)	61 lbs./carton (27.7 kg)

Testing

ASTM F1066			
Performance	Test Method	Requirement	Performance vs. Requirement
Thickness	ASTM F386	Nominal ± 0.005 in.	Meets
Size	ASTM F2055	± 0.016 in. per linear foot	Meets
Squareness	ASTM F2055	0.010 in. max	Meets
Indentation – One Minute	ASTM F1914	≥ 0.006 in. to ≤ 0.015 in.	Meets
Indentation @ 115°F	ASTM F1914	< 0.032 in.	Meets
Impact	ASTM F1265	No cracks beyond limit	Meets
Deflection	ASTM F1304	1.0 in. minimum	Meets
Dimensional Stability	ASTM F2199	≤ 0.024 in. per linear foot	Meets
Chemical Resistance	ASTM F925	No more than slight change in surface dulling, attack or staining	Meets
Resistance to Heat	ASTM F1514	ΔE < 8.0	Meets
Additional Testing			
Static Load Resistance	ASTM F970*	< 0.005 in.	2000 psi
Fire Test Data – Flame Spread	ASTM E648	0.45 W/cm² or more Class 1	Meets
Fire Test Data – Smoke Evolution	ASTM E662	450 or less	Meets
Fire Test Data – Canada	CAN\ULC S102.2	Use dependent	Flame Spread - 0 Smoke Developed - 30
ADA Standards for Accessible Design	Chapter 3 Section 302.1	Floor surfaces shall be stable, firm and slip-resistant	Meets
Static Coefficient of Friction**	ASTM D 2047/UL 410	≥ 0.5	Meets

Maritime Usage

IMO Resolution A653 (16)	Passes
Surface Flammability Test - IMO Resolution MSC 61(67) Annex 1 Part 5 and Annex 2	Passes
Smoke and Toxicity Test - IMO Resolution MSC 61(67) Annex 1 Part 2 and Annex 2	
Safety Of Life at Sea (SOLAS) 1974 Regulation	
II-2/3.40.5	Compliant
II-2/5.3.2.4	
II-2/6.2	
United States Coast Guard	Approved

Sustainability

WELL v1 Feature

Air	Feature 04 - VOC Reduction
	Feature 11 - Fundamental Material Safety
	Feature 25 - Toxic Material Reduction
Mind	Feature 97 - Material Transparency
	Feature 88 (Part 2) Biophilia I - Qualitative
	Feature 99 - Beauty and Design II

Premium Excelon

✓
✓
✓
✓
✓
✓

Contribution

Tested and third party certified by FloorScore® as complying with CDPH v1.2
Product is free of asbestos and added lead (Part 1)
Free of flame retardants (Part 2)
Readily available Health Product Declaration® (HPD) to 1000 ppm
Products available that incorporate nature patterns
Patterns and colors to aid in wayfinding and spatial familiarity (Part 3)

WELL v2 Feature

Air	Feature X12 - Short Term Emission Control
	Feature X11 Long-Term Emission Control
	Feature X01 Fundamental Material Precautions
	Feature X10 Volatile Organic Compound
Materials	Feature X14 Material Transparency
Mind	Feature M02 Access to Nature
Community	Feature C13 (Part 2) Accessibility and Universal Design

Premium Excelon

✓
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✓

Contribution

Adhesives associated with product are tested and third party certified by FloorScore as complying with CDPH v1.2
Flooring is tested and third party certified by FloorScore as complying with CDPH v1.2
Product is free of asbestos
Free of flame retardants (Part 2)
Readily available Health Product Declaration (HPD) to 1000 ppm
Products available that incorporate nature patterns
Patterns and colors to aid in wayfinding and spatial familiarity

LEED™ v4.1

BPDO - EPD
BPDO - Material Ingredient
BPDO - Sourcing
Location of Manufacturer
Low Emitting Flooring
Low Emitting Adhesives
SCAQMD #1168 Compliant.
Adhesives meet <50 g/L requirement

Premium Excelon

Product Specific certified by ASTM International
HPD
Recycled Content – 30% Pre-Consumer - Raffia® Stream™, Stonetex® 25% Total - Crown Texture™ (5% Post-Consumer and 20% Pre-Consumer)
Extended Producer Responsibility – On&On™ Recycling Program
USA
Tested and third party certified by FloorScore as complying with CDPH v1.2
Tested and compliant to CDPH v1.2; Methylene Chloride and Perchloroethylene not intentionally added; FloorScore Certified
S-515 – 0 g/L
S-525 – 16 g/L
S-1000 – 0.1 g/L

Carbon Footprint

Global Warming Potential, including Biogenic Carbon Raw Materials (A1) through Production (A3)
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Premium Excelon

0.33 Kg CO ² eq. / square foot (3.52 Kg CO ² eq. / square meter)

Limited Warranty

5-year Commercial Warranty when installed in strict accordance with the detailed instructions.

Visit ArmstrongFlooring.com

for complete Product, Technical, Adhesives, Installation & Maintenance recommendations.

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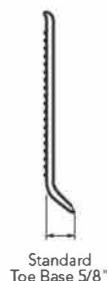
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The Health Product Declaration® logo is a registered trademark of HPD Collaborative.

*Testing at loads above 125 psi is outside the scope of the test method. Since testing is conducted on uninstalled flooring, results do not consider the performance of the adhesive, underlayment, or subfloor. These test results are not an indicator of the installed flooring system performance.



Nominal Dimensions	4" (101.6 mm) x 48" (1.22 m) x 1/8" (3.2 mm) 4" (101.6 mm) x 120' (36.58 m) x 1/8" (3.2 mm)
ASTM F1861 - Resilient Wall Base	Type TP, Group 2, Styles B
ASTM E648 (NFPA 253) - Critical Radiant Flux	Class 1, ≥ 0.45 W/cm ²
ASTM E662 (NFPA 258) - Smoke Density	Passes, ≤ 450
ASTM E84 - Flammability	Class A
CAN/ULC-S102.2 - Surface Burning	10 Flame Spread Rating 60 Smoke Developed Classification
ASTM F925 - Chemical Resistance	Excellent with chemicals listed in standard, Additional chemicals available via chart
ASTM F1515 - Light Stability	Excellent, $\Delta E \leq 8$
Acclimation Time	48 Hours, see installation instructions for details
Service & Storage Temperature	65° - 85° F, see installation instructions for details
Sustainability Information	Contributes to LEED v4/4.1 Meets CA 01350 Requirements FloorScore Certification* NSF/ANSI 332 Certified Platinum* HPD Available*
Warranty	5 Year Commercial, see warranty document for details
Recommended Adhesives	Excelsior WB-600, Wall Base Adhesive Excelsior C-630, Contact Adhesive
Technical Support	solutions@rhctechnical.com
Product Support	sales@roppe.com
Technical Documentation	www.roppe.com

*certificate or document available on website



Attach color submittal sample here

Vinyl Composition Tile & Bio-Based Tile Maintenance Instructions

Following a regular and well-planned maintenance program will ensure a beautiful floor and increase its service life.

Helpful Tips

- Always use proper safety signage while working, especially during wet maintenance.
- Use walk-off mats at every entrance to help control grit and soil; clean walk-off mats regularly. We recommend mats without latex or rubber backing since these backings can cause permanent discoloration.
- Protect the floor with plywood or Kraft paper during construction and while moving equipment and furniture.
- Select proper non-staining furniture rests and casters; the contact area should be smooth, flat, and firmly on the floor at all times.
- After removing loose dirt and debris, use a damp mop and a properly diluted cleaner for daily maintenance. Do not use an excessive amount of liquid.
- When using disinfectants, always follow manufacturer's instructions for use to avoid slippery conditions and possible discoloration.
- Protect your floor by avoiding the use of brown and black pads, or stiff-bristled, highly abrasive brushes.

Immediately After Installation

- Newly installed flooring should not be exposed to rolling load traffic for at least 72 hours after installation to allow the adhesive to dry.
- Do not wet wash, machine scrub, or strip the floor for at least five days after installation. Excess moisture can interfere with the adhesive and/or seam treatments.
- When performing wet maintenance, always use proper signage and prohibit traffic until the floor is completely dry.
- Remove any adhesive residue with a clean, white cloth dampened with denatured alcohol.
- Sweep, dust mop or vacuum the floor to remove loose dust, dirt, and debris.
- Damp mop the floor with a properly diluted cleaner, like S-485 Commercial Floor Cleaner.
- Apply at least two coats of a high-quality commercial floor polish, like S-480 Commercial Floor Polish to temporarily protect the floor until regular maintenance procedures can begin.
- In areas where the flooring will be exposed to heavy traffic and/or staining agents, we recommend applying 1 or 2 coats of a stain resistant sealer, like S-495 Commercial Floor Sealer, prior to the application of polish.

Preparation for Commercial Traffic



- Scrub the floor using a rotary machine or auto scrubber (300 rpm or less) with a properly diluted cleaner
 - Use a 3M® red pad, or equivalent, for a light scrub
 - Use a 3M blue pad, or equivalent, for a deep scrub
- **Thoroughly scrub the floor, passing slowly in each direction.**
- If the floor is badly soiled and/or scratched, strip it using the procedure above but use a properly diluted stripping solution in place of the cleaner.
- **PLEASE NOTE:** The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than two years old because they may affect the adhesive bond.
- Rinse the floor with fresh, clean water and allow the floor to dry.
- Apply 3 to 5 coats of high-quality floor polish, like S-480 Commercial Floor Polish.
- In areas where the flooring will be exposed to heavy traffic and/or staining agents, we recommend applying 1 or 2 coats of a stain resistant sealer, like S-495 Commercial Floor Sealer, prior to the application of polish.
- When using disinfectant/germicidal cleaners, always follow manufacturer's instructions for use to avoid slippery conditions and possible discoloration. We recommend a pH neutral disinfectant.

Sweep & Damp Mop in Areas with Light Soiling

- Sweep, dust mop or vacuum the floor to remove loose dust, dirt, and debris.
- Damp mop the floor with a properly diluted cleaner, like S-485 Commercial Floor Cleaner, on a regular or daily basis.

Machine Scrub for Heavy Soiling and Corrective Cleaning



- When necessary, after sweeping, dust mopping or vacuuming, scrub the floor using a rotary machine or auto scrubber (300 rpm or less) with a properly diluted cleaner
 - Use a 3M® red pad, or equivalent, for a light scrub
 - Use a 3M blue pad, or equivalent, for a deep scrub
- Thoroughly scrub the floor, passing slowly in each direction
- Rinse the floor with fresh, clean water and allow the floor to dry.
- If needed, additional coats of floor polish may be applied. If there is sufficient base of polish remaining (3 to 5 coats), buff, spray buff or burnish to restore gloss.

Restorative Maintenance – Stripping Existing Floor Polish

- Mix stripping solution to the appropriate dilution, depending on floor finish buildup.
- Cordon off areas to be stripped and apply liberal amounts of solution uniformly on floor with mop.
- Let stripping solution soak for the appropriate amount of time recommended by the stripper manufacturer.
- Keep areas to be stripped wet. Rewet if necessary.
- Machine scrub the floor (300 rpm or less) with a 3M blue pad or equivalent to break up the polish film. Do not allow stripping solution to dry on the floor.
- Remove dirty stripping solution with a wet vacuum or mop.
- Rinse the floor with fresh, clean water and allow the floor to dry.
- Apply 3 to 5 coats of high-quality floor polish, like S-480 Commercial Floor Polish.
- In areas where the flooring will be exposed to heavy traffic and/or staining agents, we recommend applying 1 or 2 coats of a stain resistant sealer, like S-495 Commercial Floor Sealer, prior to the application of polish.
- When using disinfectant/germicidal cleaners, always follow manufacturer's instructions for use to avoid slippery conditions and possible discoloration. We recommend a pH neutral disinfectant.

FEATURE TILE™: Like solid-colored floors of any composition, shows scratches and soiling more readily than patterned materials. They have been designed for use as decorative bands, borders and spot accent colors in combination with VCT products. Feature Tile is not suitable for us as an overall floor color and is not recommended for this use. When first installed, the plain-colored surface may reveal a light dusty or powdery film and some directional surface markings. These are common to the production of this type of product, but the markings will be eliminated with regular cleaning and polishing, and they will not affect the performance of the floor.

STONETEX®: Although Stonetex presents a monolithic or solid-colored image, the speckled pattern enables it to look better longer than Feature Tile or other non-patterned vinyl composition tile. Stonetex may require more frequent maintenance than a typical vinyl composition tile with a more prominent pattern.

We recommend using the following accessories and equipment as part of a regular and well-planned maintenance program to ensure a beautiful floor and increase its service life.

- Wet mops (microfiber, cotton, synthetic blend)
- Dry mops (microfiber, rayon, polyester, acrylic)
- Polish applicators (optional)



- Use a 3M® 5100 red pad or equivalent brush or pad for a light scrub



- Use a 3M 5300 blue pad or equivalent brush or pad for a deep scrub



- S-480 Commercial Floor Polish



- S-485 Commercial Floor Cleaner



- S-495 Commercial Floor Sealer

Guidelines for Floor Protection Devices

- The contact area should be smooth, slightly rounded and large enough to distribute the load evenly without damaging the floor.
- Floor contact devices should be manufactured from non-staining materials.
- Felt glides are recommended on smooth, hard surface. They must be kept clean and properly maintained.
- Nylon glides are recommended on heavily embossed or textured surfaces.
- When using rolling casters, we recommend double wheel options. To avoid damage under the casters, use a non-staining chair mat.
- Furniture, appliances, and equipment should be leveled so that all flooring protection devices rest fully and firmly on the floor.



- Slip-Over® Floor Saver from Expanded Technologies



- Flexi-Felt® Sled Base

ArmstrongFlooring™

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For more information about establishing your maintenance program, scan here.