



**FINANCE AND ADMINISTRATION CABINET
DEPARTMENT FOR FACILITIES MANAGEMENT
DIVISION OF ENGINEERING AND CONTRACT ADMINISTRATION**

GENERAL CONDITIONS of the Contract for Construction
- General Contractor

These **General Conditions of the Contract for Construction – General Contractor** have been implemented by the Kentucky Division of Engineering and Contract Administration for the purpose of delineating the provisions of the Contract for Construction when the Commonwealth has entered into a Contract with a General Contractor to accomplish a Capital Construction Project. The Document as a whole outlines the primary obligations and basic expectations for each entity involved in the Project.

These General Conditions apply to each section of the specifications and to the Contract Documents as a whole and are binding upon the Contractor and all Subcontractors as each are subject to the provisions contained herein.

These General Conditions are intended to define and establish certain definitions, procedures, rules and provisions of the Contract governing the operation so that the Work may be continued and be completed in an orderly, expeditious and workmanlike manner.

These General Conditions, together with the specifications and Contract Documents, shall further establish the standards of material and workmanship for the Work.

Specific Project requirements may alter the provisions indicated herein where strict adherence to the provisions of this document are not warranted or applicable. The Special Conditions and Supplemental Conditions contained in the Contract Documents, if present, modify and take precedence over the provisions of these General Conditions for this specific Project.

These General Conditions are based on and are consistent with the specific Kentucky Revised Statutes passed by the Kentucky Legislature and signed into effect by the Governor; specific Kentucky Administrative Regulations promulgated by State Agencies to enhance and clarify procedures that are authorized by a specific statute; specific Finance Cabinet Administrative Regulations; and the DECA Procedures Manual.

Contents

<u>Page</u>	<u>Article</u>	<u>Title</u>
3	'1.	<u>Definitions of Terms</u>
6	'2.	<u>Intent and Interpretation</u>
8	'3.	<u>The Architect, Engineer, Consultant (A-E)</u>
12	'4.	<u>Construction Schedule</u>
13	'5.	<u>Shop Drawings; Submittals</u>
15	'6.	<u>Documents and Samples at the Site</u>
15	'7.	<u>Contract Documents Property of Owner</u>
15	'8.	<u>Supervision and Construction Procedures</u>
19	'9.	<u>Labor, Material and General Contractor Warranty</u>
23	'10.	<u>Surveys, Permits, Fees, Notices, and Tests</u>
22	'11.	<u>Protection of Work, Property, Employees and Public</u>
25	'12.	<u>Inspection of Work/ Defective or Incomplete Work / Special Inspections</u>
27	'13.	<u>Royalties and Patents</u>
27	'14.	<u>Changes in the Work/ Change Orders</u>
31	'15.	<u>Project Records</u>
31	'16.	<u>Delays and Extensions of Time</u>
35	'17.	<u>Subcontractors</u>
36	'18.	<u>Payment</u>
39	'19.	<u>Completion</u>
45	'20.	<u>Correction of Work</u>
46	'21.	<u>Suspension of Work</u>
47	'22.	<u>Termination</u>
48	'23.	<u>Indemnification</u>
48	'24.	<u>Insurance</u>
50	'25.	<u>Performance and Payment Bonds</u>
51	'26.	<u>Claims by the Contractor/Concealed Conditions/Disputes</u>
52	'27.	<u>Liens</u>
52	'28.	<u>Assignments</u>
53	'29.	<u>Separate Contracts</u>
53	'30.	<u>Allowances</u>
53	'31.	<u>Project Meetings</u>
55	'32.	<u>Miscellaneous Provisions Regarding Contractor's Work</u>
56	'33.	<u>Apprentices</u>
56	'34.	<u>Nondiscrimination in Employment</u>
55	'35.	<u>Affirmative Action; Reporting Requirements</u>
57	'36.	<u>Access to Records</u>
58	'37.	<u>Commonwealth Project Forms and other Web links</u>

Articles

1. Definitions of Terms

Wherever used in these General Conditions or in other Contract Documents, the following terms have the meaning indicated which are applicable to both the singular and plural thereof:

1.1 Addenda Written or graphic instruments issued prior to the opening of Bids which clarify, correct or change the Bidding Requirements or the Contract Documents. An Addendum supersedes related provisions of the Contract Documents which are clarified, corrected or changed by the addenda.

1.2 Agency or Using Agency, defined by KRS 45a.030, and is the state government entity which utilizes the Work being contracted. The Agency is a "client" of the Owner and advises the Owner of the needs, requirements and desires of the Agency related to the project. The Owner consults with the Agency on matters related to the Project. The Agency does not possess the legal authority of the Owner (see KRS 45a.045).

1.3 Architect, Engineer or Consultant (A-E) is the person or entity, either a registered Architect, Registered Engineer, or Consultant, who is identified as such in the Contract Documents and on the drawings or any replacement Registered Architect, Registered Engineer, or consultant identified by the Owner. The A-E is a separate contractor and not an agent of the Owner. The term includes any associates or consultants employed by the A-E to assist in providing the required professional services to the Owner.

1.4 Certification of Payment is the Owner's Progress Payment Forms, DOA-24 and DOA-25. All Payments made to the Contractor under this contract shall be on the appropriate Owner's Progress Payment Form.

1.5 Change Order means a written order to the Contractor executed by the Owner and the A-E after execution of the Contract, directing a change in the Work and may include a change in the Contract Price or the Contract Time, or any combination thereof. There shall be no authorized changes in the Work, which affect either Contract Price or Contract Time, without a fully executed Change Order, except as provided elsewhere herein.

1.6 Contract is the legal relationship, duties and obligations between the Owner and Contractor as evidenced by the Contract Documents for the Project.

1.7 Contract Time is the number of calendar days between the Date of Commencement and the dates set for Substantial Completion and Final Completion of the Work, including any adjustments thereto, all as established in the Contract between Owner and Contractor

1.8 Contract Documents include the Invitation for Bids, the Instructions to Bidders, the Payment and Performance Bonds, the General Conditions, the Special or Supplemental Conditions, the drawings, specifications, solicitation addenda, the contractors response to the solicitation, any written clarification of the response, the award document containing the Agreement between Owner and Contractor, and modifications issued after execution of the Contract. Modifications include (1) Change Orders issued as provided in Article 14, and (2) Field Orders for minor changes in the work issued by the A-E as provided in Article 14. Documents not included or expressly contemplated in this Paragraph, 1.8, do not, and shall not, form any part of the Contract between the Owner and the Contractor.

1.9 Contract Sum means the sum stated in the Contract including any authorized adjustments thereto and is the total amount payable by the Owner to the Contractor for the performance of the Work under the Contract Documents.

‘1.10 Contractor or General Contractor means the person or entity with whom the Owner has executed the Contract for construction. The Contractor may also be referred to as General Contractor. The Contractor shall hold his subcontractors, suppliers and others under his employ or contract to the terms and conditions of the Contract Documents.

‘1.11 Damages for untimely performance means a calculated monetary amount to be paid to the Owner, based on real costs which the Commonwealth incurs, due to the Contractor's failure to complete the Work within the allowable time identified in the Contract Documents. This term may also be referred to as "Liquidated Damages" where the actual cost of damages for untimely performance cannot be readily calculated and a definite sum is predetermined to be paid to the Owner. The amount of Liquidated Damages shall be defined in the Special Conditions of this Project.

‘1.12 Date of Commencement is the date specified in the Contract as the date upon which the Contractor is authorized to begin work. The Contract Time as set forth in paragraph 1.7 is determined using this Date of Commencement as the starting date.

‘1.13 DECA Project Manager means the person(s) delegated authority to act on behalf of the Owner. Such person(s) is employed by the Owner, DECA's Project Manager(s) will be designated at the Pre-Construction Meeting. DECA reserves the right to change its designated Project Manager(s) at any stage of the Work, for the sole purpose or benefit of the Commonwealth.

‘1.14 Delay means an event that causes an increase in the duration of the Project, or that changes the sequence of the Work or individual Work activities, thereby preventing completion of the Project within the time period specified in the Contract Documents. An event that does not cause an increase in the duration of the Project or prevents the completion of the Project within the time period specified in the Contract Documents, such as an event that is not on the critical path of the project schedule, is not a delay under this Contract.

‘1.15 Direct Expenses is defined as "All items of expenses directly incurred by or attributable to a specific project, assignment or task" and "Direct costs consist of direct materials, direct labor, subcontract costs, and other miscellaneous direct costs such as bonding and equipment rentals, that are directly related to and can be specifically attributed to an individual contract."

‘1.16 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, generally including plans, elevations, sections, details, schedules and diagrams. Where it is obvious that a drawing illustrates only a part of the given work or of a number of items, the remainder shall be deemed repetitious and so construed.

‘1.17 Document Collaboration is the Owner's web-based document collaboration system that shall be used by all project participants for the submission, transmittal, transfer, review, approval, processing of all documents related to this project. Where the General Conditions, the technical specifications, or the Contract for Construction indicates that a submission of documents is required, this submission shall be through the Owner's Document Collaboration System.

‘1.18 Extra Work as used in Article 14 is defined as Work not part of the existing Contract Documents which is being added to the Contract by a fully executed Change Order.

‘1.19 A Field Order is a written order issued by the A-E which clarifies or interprets the Contract Documents, or orders minor changes in the Work which does not require a change under Article 14. Field Orders are issued to the Contractor through the Owner's Document Collaboration System. Field Orders are also called A-E's Supplemental Instructions (ASIs).

‘1.20 Final Completion is defined as the Work being acceptable under the Contract Documents and the Contract fully performed in accordance with the terms and conditions of the Contract Documents and the entire payment balance due the Contractor is due and payable.

'1.20.1 Final Completion Date shall have the meaning as described to it in Article '19.5.

'1.21 Notice of Intent to Award is a written letter issued to the apparent successful contractor after acceptance of bid price, unit prices, subcontractors and equipment and materials to inform them of such acceptance and request the required additional documentation to initiate the Contract. **This is NOT an authorization to proceed.**

'1.22 Owner means the Commonwealth of Kentucky, acting through the Finance and Administration Cabinet and its Administrative Agent, the Department for Facilities and Support Services, Division of Engineering and Contract Administration. The Owner is represented solely by the Division of Engineering and Contract Administration. The Owner is represented by the DECA Project Manager for the specific Project.

'1.23 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 other Contractors, working under separate Contract with the Owner.

'1.24 Resident Observer means an individual who has a direct contract with the A-E to observe and report on activities at the work site. A Resident Observer employed by the A-E is not authorized to serve as the Owners Representative, unless so designated by the Owner in writing.

'1.25 Retainage means money earned by a contractor for work accepted by the Owner, but withheld to ensure proper performance by the contractor. Retainage is further defined in Article '18.

'1.26 Shop Drawings means drawings, completion diagrams, schedules, and other data specially prepared for the Work by the Contractor or any Subcontractor, lower tier subcontractors, manufacturer, supplier, or distributor to illustrate some portion of the Work. Shop Drawings and other submittals from the Contractor to the A-E shall be transmitted through the Owner's Document Collaboration System. Unless other requirements are indicated in the Special Conditions for this project or unless otherwise permitted by the A-E in writing, all shop drawings required by the Contract Documents shall to be submitted to the A-E for review and acceptance within the time indicated below:

'1.26.1 For Projects of less than 180 calendar day duration: thirty (30) calendar days of the Date of Commencement.

'1.26.2 For Projects of more than 181 calendar days and less than 360 calendar days duration: less than sixty (60) calendar days of the Date of Commencement.

'1.26.3 For Projects of more than 361 calendar days duration: less than ninety (90) calendar days of the Date of Commencement.

'1.26.4 In circumstances where a specific shop drawing required by the Contract Documents cannot reasonably be submitted to the A-E for review and acceptance, the Contractor shall notify the A-E in writing within the time periods indicated above for submission, and if the A-E finds it reasonable to waive this submission time period requirement, the A-E may do so in writing.

'1.26.5 In circumstances where a specific shop drawing required by the Contract Documents cannot be reasonably reviewed by the A-E within the time prescribed elsewhere in the Contract Documents, the A-E shall notify the Contractor in writing prior to the date required for the review of the reasons for the time needed for reviewing the Shop Drawing.

'1.27 Specifications are the descriptive and written portions of the Contract Documents, wherever located and whenever issued, that describe the quality and performance of building materials and systems, using code citations and published standards. The drawings and specifications are complementary, together providing the information required for a complete facility. However, the specifications overrule the drawings where there is a conflict or contradiction. However, the Contractor shall inquire of the A-E for a determination of the resolution of the conflict or contradiction.

'1.28 Subcontractor means the person or entity having a direct contract with the Contractor for the performance of a part of the Work. The Owner has no direct contractual relationship with the subcontractor.

'1.29 Substantial Completion is the point at which, as certified in writing by the A-E and accepted by the Owner that the Project is: 1) at a level of completion in strict compliance with the Contract (see article '19.4 for a complete listing of requirements for compliance); 2) all necessary approvals by public authorities has been given; and, 3) that the Owner or the Agency can enjoy beneficial use or occupancy and can use, operate and maintain (the Owner has received all required warranties and documentation) it in all respects, for its intended purpose. Partial use or occupancy of the Project shall not result in the Project being deemed substantially complete and such partial use or occupancy shall not be evidence of Substantial Completion.

'1.29.1 Substantial Completion Date shall have the meaning as described to it in Article 19.

'1.30 Warranty, General. The Contractor shall warrant all equipment, materials, products, and workmanship provided by the Contractor under these Contract Documents for a period of twelve (12) months after the Date of Final Completion. This period of time is called the One-Year Warranty Period and is further defined in Article 9.2.

'1.31 The Work includes the construction and services required by the Contract Documents, whether completed or partially completed, and includes all labor, supervision, materials, equipment, services, and things provided or to be provided by the Contractor to fulfill the Contractor's obligations.

'2. Intent and Interpretation

The A-E shall be the authority of the Contract Documents as to their intent or interpretation, except as defined below and/or as provided in paragraph 3.4.

'2.1 Anything that may be required, implied or inferred by the documents which make up the Contract, or any one or more of them, shall be provided by the Contractor for the Contract Sum;

'2.2 Nothing contained in the Contract Documents shall create, nor be interpreted to create, privity or any other relationship whatsoever between the Owner and any person except the Contractor;

'2.3 When a word, term, or phrase is used in the Contract Documents, it shall be interpreted or construed first, as defined herein; second, if not defined, according to its generally accepted meaning in the construction industry; and third, if there is no generally accepted meaning in the construction industry, according to its common and customary usage;

'2.4 The words "include", "includes", or "including", shall be deemed to be followed by the phrase, "without limitation".

'2.5 The specification herein of any act, failure, refusal, omission, event, occurrence or condition as constituting a material breach of the resulting Contract shall not imply that any

other, non-specified act, failure, refusal, omission, event, occurrence or condition shall be deemed not to constitute a material breach of the resulting Contract;

'2.6 In the event of any conflict, discrepancy, or inconsistency, the following shall control:

'2.6.1 As between figures given on plans and scaled measurements, the figures shall govern; When two or more figures given on the plans are in conflict, the Contractor shall inform the A-E of such conflict immediately and the A-E shall clarify the correct figure to be used. The Contractor shall not proceed with any work related to the figures in conflict until the A-E has provided this clarification.

'2.6.2 As between large scale plans and small scale plans, the large scale plans shall govern;

'2.6.3 As between plans and specifications, the requirements of the specifications shall govern; When there is a conflict between the plans and specifications, the Contractor shall inform the A-E of such conflict immediately and the A-E shall clarify the correct interpretation to be used. The Contractor shall not proceed with any work related to the conflict until the A-E has provided this clarification.

'2.6.4 When any conflict, discrepancy, or inconsistency exists as described in Article '2.6, and when there is a necessary determination by the A-E, with agreement by the Owner, that the provisions indicated above do not result in the proper interpretation and resolution of the conflict, the A-E may provide written directive as to how the conflict is to be resolved.

'2.6.4.1 When such written directive, as indicated in '2.6.4 results in a cost difference to properly resolve the conflict, discrepancy, or inconsistency, a cost adjustment may be determined by the A-E to be appropriate.

'2.6.4.2 The Contractor shall notify the A-E/ Owner of his proposed necessity of a cost difference result within fourteen (14) calendar days of the receipt of the directive to resolve the conflict.. However, should the Contractor proceed with the work related to the conflict resolution without written notice of the proposed cost difference to the A-E within the prescribed time, no cost adjustment will be granted.

'2.7 Meaning of Execution. Execution of the Contract Documents by the Contractor is a representation that the Contractor has thoroughly examined the site of the Work, become familiar with the local conditions under which the Work is to be performed, and correlated personal observations with the requirements of the Contract Documents.

'2.7.1 Execution of the Contract Documents is a further representation that Contractor has received, reviewed and carefully examined all of the Contract Documents, and has found them in all respects to be complete, accurate, adequate, consistent, coordinated and sufficient for construction, the Contractor is fully qualified to act as the contractor for the Project and has, and shall maintain, any and all licenses, permits or other authorizations necessary to act as the contractor for, and to construct the Project.

'2.8 Prior Agreements. The Contract Documents supersede any and all prior discussions, communications, representations, understandings, negotiations or agreements between the Owner and the Contractor and the Agency and the Contractor.

'2.9 Contractor's Performance. The Contractor shall perform all of the Work required, implied or reasonably inferable from the Contract including, but not limited to, the following:

'2.9.1 Construction of the Project;

'2.9.2 The furnishing of any required surety bonds and insurance;

'2.9.3 The provision or furnishing, and prompt payment therefor, of labor, supervision, services, materials, supplies, equipment, fixtures, appliances, facilities, tools, transportation, storage, power, fuel, heat, light, cooling, or other utilities, required for construction and all necessary building permits and other permits required for the construction of the Project;

'2.9.4 The creation and submission to the A-E of detailed and comprehensive record drawings and specifications, depicting all as-built construction. Said as-built drawings shall be submitted to the Owner by the A-E upon Final Completion of the Project and receipt of same by the Owner shall be a condition precedent to final payment to the Contractor and to the A-E.

'2.10 Time. All limitations of time set forth in the Contract Documents are material and are of the essence of the Contract. The Contractor shall execute the work in such a manner as consistent with the limitations of time set forth. The Contractor shall make reasonable progress on the completion of the Work on a continual and consistent basis. Any failure of the Contractor to execute the Work in a timely manner consistent with the limitations of time set forth in the Contract Documents may be deemed at a Material Breach of Contract.

'2.11 Intent of Contract Documents. The intent of the Contract Documents is to include all items necessary for the proper completion of the Work by the Contractor. Labor or materials which are evidently necessary to produce the desired results, even though not specifically mentioned in the Contract Documents, shall be included in the Work. The A-E is the interpreter of the Contract Documents and where any clarification regarding interpretation of the Documents is required the A-E shall be notified in writing pursuant to paragraph 2.13 below.

'2.12 Contract Documents Complementary, etc. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. In case of conflicts between the various Contract Documents, the order of precedence shall be as follows: (1) Addenda, (2) Special Conditions, (3) General Conditions, (4) Division 1 - General Requirements of the Specifications; (5) Technical provisions of the Specifications; (6) Drawings.

'2.13 Questions to A-E. In the event a question arises regarding the meaning or intent of the drawings and specifications, the Contractor shall report it at once to the A-E by the submission of a Request for Information through the Owner's Document Collaboration System. The A-E shall furnish, with reasonable promptness, as defined by the Contract between the Owner and the A-E, additional instructions, by means of drawings or otherwise, necessary for the proper execution of the work, consistent with the requirements of Article 3.

'2.14 Paragraph, titles, headings, and drawing numbers are for convenience only and form no operative part of the Contract. The General Contractor, and by the "flow down" provisions of these General Conditions, every subcontractor, shall provide all Work defined, identified, enumerated, specified or otherwise indicated to be provided by the Contract Documents.

'3. The Architect, Engineer, Consultant (A-E)

Unless otherwise directed by the Owner in writing, the A-E shall perform those duties and discharge those responsibilities allocated to the A-E in the Contract Documents. The duties, obligations and responsibilities of the A-E shall include, but are not limited to, the following:

'3.1 Owner's Representative. The A-E will be the Owner's Agent during construction, through issuance of final payment, and during the contractor's One Year Warranty period. The A-E will advise and consult with the Owner. In the event the Owner should find it necessary or

convenient to replace the A-E, the Owner shall retain a replacement A-E and the role of the replacement A-E shall be the same as the role of the A-E.

'3.2 Communication through A-E. Except as otherwise provided in the Contract Documents, the Owner's instructions to the Contractor shall be through the A-E and the Contractor's communications with the Owner shall be through the A-E. Should the contractor act on communications from any other entity, other than through the A-E, he is acting at his own risk and may be required to reverse the actions taken as his own expense.

'3.2.1 All documents related to this project shall be submitted, transmitted, transferred, reviewed, approved or rejected, and/or otherwise processed using the Owner's Document Collaboration System which is the Owner's web-based document collaboration system that shall be used by all project participants. No submission, transmittal, transfer, review, approval or processing shall be deemed Official without the use of this system.

'3.2.1.1 All documents transmitted for purposes of administration of the Contract are to be in electronic (PDF) format and transmitted via the Commonwealth's Document Collaboration System that receives, logs and store documents, processes documents through workflows and notifies addressees via email.

3.2.1.2 The A-E/ Engineer and the Contractor are required to become familiar with this system, to use this for all official transmittal of information pertaining to this project, and to respond to the requirements of this system within a reasonable time as defined elsewhere herein and/or by the terms of their Contract with the Owner.

3.2.1.2.1 Training: The Owner has an agreement with the service provider of the Document Collaboration System to provide training, support and assistance to users of the system via a web-based training session which can be arranged upon request. Further training as may be required by a specific user of the system is the responsibility of the user of the system.

'3.3 Review of Work. The A-E shall approve, or respond otherwise, in a timely manner, as defined by the Contract between the Owner and the A-E, as necessary concerning shop drawings or other submittals received from the Contractor. Should the A-E have reasonable cause to be unable to approve, or respond otherwise to submissions from the Contractor, the A-E shall provide written explanation of the reasonable cause within the timely manner, as defined by the Contract between the Owner and the A-E.

'3.3.1 The A-E shall be authorized to refuse to accept work which is defective or otherwise fails to comply with the requirements of the Contract. The A-E shall refuse the work in writing when he deems it necessary to refuse the work. If the A-E deems it appropriate, the A-E shall be authorized to call for extra inspection or testing of the work for compliance with requirements of the Contract.

'3.3.1.1 The costs of the extra inspection or testing shall be paid by the Contractor, unless the results of the extra inspection or testing find that the work was originally in conformance with the Contract requirements and that the extra inspection or testing was not necessary. A reduction in the Contract Sum shall be provided by Change Order to reimburse the Owner for the costs of the extra inspection or testing.

'3.3.1.2 In cases where the Contractor covers up work that is required by the Contract Documents to be inspected or tested prior to the inspection or testing, the cost of uncovering the work and performing the inspection or testing shall be at the

Contractor's expense even if the work is found to have been originally in conformance with the Contract Documents. A reduction in the Contract Sum shall be provided by Change Order to reimburse the Owner for the costs of the extra inspection or testing.

'3.3.2 The A-E shall review the Contractor's Payment Requests and shall approve in writing those amounts which, in the opinion of the A-E, are properly owing to the Contractor as provided in the Contract. The A-E shall perform this review, approval and submission of his recommendation to the Owner, within ten (10) business days of receipt of the Payment Request from the General Contractor.

'3.3.3 The A-E shall perform those inspections required by the Owner.

3.4 Interpretation of Contract Documents. The A-E shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder by the Contractor, subject to the provisions of Article 26.

'3.4.1 Claims, disputes, and other matters in question that arise relating to the execution or progress of the Work shall be referred initially to the A-E for decision, which he will render in writing within a reasonable time, as defined by the Contract between the Owner and the A-E.

'3.4.2 Should the Contractor find disagreement with the A-E as to the proper interpretation of the Contract Documents or other decision of the A-E, he must refer the A-E's decision to the Director of the Division of Engineering in writing within seven (7) days. The Director of the Division of Engineering will then discuss and negotiate the A-E's decision with the A-E to seek reasonable resolution of the matter. Following these discussions and negotiations, the A-E's initial decision or revised decision shall be binding, unless the Contractor appeals the A-E's initial or revised decision to the Secretary of the Finance and Administration Cabinet in accordance with the provisions of Article 26.

'3.4.3 Should the Director of the Division of Engineering find disagreement with the A-E as to the proper interpretation of the Contract Documents or any other decision of the A-E, the Director of the Division of Engineering may appeal the A-E's initial or revised decision to the Secretary of the Finance and Administration Cabinet in accordance with the provisions of Article 26.

'3.4.4 The A-E shall have authority to reject Work which does not conform to the Contract Documents. In the event of rejection, the A-E may recommend in writing withholding payment to the Contractor for the rejected Work, and such recommendation shall give the Owner the authority to withhold payment for such Work.

'3.5 Review of Shop Drawings, etc. The A-E shall review and approve, or take other appropriate action upon Contractor's submittals (such as Shop Drawings, product data, and samples) for conformance with the design concept and the information given in the Contract Documents. Such action shall be taken with reasonable promptness, as defined by the Contract between the Owner and the A-E, so as to cause no delay. The A-E may determine concurrently with the Contractor the timing and scheduling of the A-E's Review, with the understanding that some submittals are more critical to the Critical Path of the Completion of the project than others.

'3.5.1 The A-E's approval of a specific item shall not indicate approval of an assembly of which the item is a component. The A-E's approval of Shop Drawings or samples shall not relieve the Contractor from his responsibility for any deviations from the requirements of the Contract Documents unless the Contractor has in writing called the A-E's attention to such deviation at the time of submission and the A-E has given written approval to the specific deviation, nor shall any approval by the A-E relieve the Contractor from responsibility for errors or omissions in the Shop Drawings.

'3.5.2 If, for any reason, any item specified and approved by the A-E as a shop drawing submittal, will not be available when needed in the course of the work, and Contractor can show he has made a reasonable, persistent effort to obtain item in question, the Contractor is to notify the A-E in writing, immediately, and the A-E will either determine the source of the supply or arrange with the Owner for appropriate substitution, within the terms of the Contract. Otherwise, the Contractor will not be excused for delays in securing materials or products specified, and will be held accountable if completion of the project is thereby delayed.

'3.6 Preparation of Change Orders. The A-E, in consultation with the Owner, shall prepare Change Orders. The A-E shall also have authority to order minor changes in the Work as provided in Article 14.2.

'3.7 Final Inspections, Certification. The A-E, in consultation with the Owner, shall conduct inspections to determine the dates of Substantial Completion and Final Completion. The A-E shall also receive and forward to the Owner, for the Owner's review, written warranties and related documents required by the Contract and assembled by the Contractor.

'3.8 The A-E shall review the Contractor's Payment Requests and shall approve in writing those amounts which, in the opinion of the A-E, are properly owing to the Contractor as provided in the Contract. The A-E will perform this review, approval and submission of his recommendation to the Owner, within ten (10) business days of receipt of the Payment Request from the Contractor.

3.8.1 When there is reasonable justification that causes the A-E to be unable to perform this review, approval and submission of his recommendation to the Owner within the time prescribed in paragraph 3.8 above, the A-E will notify the Contractor in writing as to the justification and as to the time that will be required for this review, approval and submission of his recommendation to the Owner.

'3.8.2 The Contractor may submit no more than one (1) payment request each thirty (30) calendar day period, except where specifically agreed by the Owner that additional payment requests may be submitted within the thirty (30) calendar day period for reasons consistent with the Contractor's performance of the Contract.

'3.9 The A-E, in consultation with the Owner, shall be authorized to require the Contractor to make changes or deviations in the work which do not involve a change in the Contract Sum or in the Contract Time for the Contractor's performance consistent with the intent of the Contract. The A-E shall make such changes or deviations in the work by written Field Order.

'3.10 The duties, obligations and responsibilities of the Contractor under the Contract shall in no manner whatsoever be changed, altered, discharged, released, or satisfied by any duty, obligation or responsibility of the A-E. The Contractor is not a third-party beneficiary of any Contract by and between the Owner and the A-E. It is expressly acknowledged and agreed that the duties of Contractor to the Owner are independent of, and are not diminished by, any duties of the A-E to the Owner.

'3.11 The duties, obligations and responsibilities of both the A-E and the Contractor, under their respective Contracts, shall in no manner whatsoever be changed, altered, discharged, released, or satisfied by any duty, obligation or responsibility of the Resident Observer. It is expressly acknowledged and agreed that the duties of Contractor and/or A-E to the Owner are independent of, and are not diminished by, any duties of the Resident Observer to the A-E/Owner. A copy of the Resident Observers Duties, Responsibilities and Limitations

are enumerated in the DECA Procedures Manual, are to be discussed at the Pre-Construction Meeting and are by reference made a part of these General Conditions.

4. Construction Schedule

The Contractor, within fifteen (15) days of the Date of Commencement shall prepare and submit for the Owner and A-E's approval a construction schedule for completing the Work. This submission shall be transmitted through the Owner's Document Collaboration System. The schedule shall indicate the starting and completion dates of the various stages of the Work, shall not exceed time limits established by the Contract Documents for the various stages of Work, shall be updated monthly and furnished to the Owner and A-E, shall be related to the Work of any other contractors on the Project to the extent required by the circumstances, and shall provide for expeditious and practicable execution of the Work. *Progress Payments to the Contractor are contingent upon receipt of the updated monthly project schedule and schedule of submittals.*

4.1 Time Frame of Schedule: *Extend schedule form date established for commencement of the Work (the Notice of Award or Notice to Proceed) to Substantial Completion, to Final Completion, and indicating all critical milestones along the time of the schedule.*

4.1.1 Work by Owner: *Include a separate activity for each portion of the Work to be performed by the Owner or by others working under separate contract with the Owner.*

4.1.2 Products Ordered in Advance: *Include a separate activity for each product pre-ordered by the Owner. Include the delivery date indicated in the Special Conditions or as relayed to the Contractor from the Owner.*

4.1.3 Work Restrictions and "blackout dates": *Show the effect of specified work restrictions and "blackout dates" as defined in the Special Conditions.*

4.1.4 Commissioning: *Show separate activities for each building system to receive commissioning by others working under separate contract with the Owner, allowing sufficient time for functional startup, commissioning, correction of commissioning issues and final commissioning. Note: Commissioning must be accomplished in its entirety by the Date of Substantial Completion.*

4.1.5 Testing and Balancing: *Show separate activity for testing and balancing by others working under separate contract with the Owner. Note: Testing and Balancing must be accomplished in its entirety by the Date of Substantial Completion.*

4.2 The original schedule shall be accompanied by a proposed schedule of values as described in Article 18.1. The original Project Schedule, Schedule of Submittals and the Schedule of Values are to be submitted to the A-E, reviewed and accepted by the A-E and the Owner, prior to submittal of the first Progress Payment. No payment will be made to the Contractor without an approved Schedule of Values and a Project Schedule.

4.2.1 The original schedule shall show the project being completed on the established Date of Substantial Completion. To do this, the Contractor shall include in the flow of work any existing "float" which may be identified during the layout of the project schedule.

4.2.2 The Contractor acknowledges that all float (including Total Float, Free Float, and Sequestered Float) is a shared commodity available to the Project and is not for the exclusive benefit of any party; float is an expiring resource available to accommodate changes in the Work, however originated, or to mitigate the effect of events that may delay performance or completion of all or part of the Work.

'4.3 The Contractor shall promptly notify the A-E and Owner if the Contractor is materially ahead of, or behind the updated construction schedule. Failure to so notify the A-E and Owner shall relieve the Owner from liability for damages caused by delay or impact. Strict compliance with the requirements of this article shall be a condition precedent to payment to the Contractor, and failure by the Contractor to strictly comply with said requirements shall constitute a material breach of the Contract.

'4.3.1 On projects where a CPM schedule is required, the Contractor shall report on the status of any "float", including the addition of "float", the use of "float", and the anticipation of the use of "float" at each project Progress Meeting.

'4.4 For projects with a Contract Sum of \$1,000,000 or greater the schedule shall be in critical path method (CPM) format. The schedules shall include all activities necessary for performance of the work showing logic (sequences, dependencies, etc.) duration of each activity with the critical path highlighted. The schedules shall include, but not be limited to, submittal processing and review time required by the A-E, fabrication and delivery of materials, construction, testing clean-up, work and/or materials to be provided by the Owner, dates and durations for major utility outages requiring coordination with the Owner and the Owner's operations, and significant milestones related to the completion of the Project.

'4.4.1 For projects where the CPM format is required for schedules, any subsequent adjustment, modification or change in the schedule shall include an indication of the original Critical Path and the adjustment, modification, or change shall clearly delineate the adjustment, modification or change in the schedule and shall be accompanied by a written statement of the cause and reason for the adjustment, modification or change.

'4.4.2 For projects where the CPM format is required for schedules and subsequent adjustment, modification or change in the schedule does not include the information required by paragraph 4.3.1 above, the revised schedule shall be rejected and payment of the Contractor's General Conditions costs suspended until this provision is complied with satisfactorily.

'4.5 Work Hours on site shall be coordinated with the A-E, Owner and Using Agency and shall be initially defined and scheduled at the Pre-Construction Conference, adjusted by notification to the A-E, Owner and Using Agency during each monthly Progress Meeting, and shall comply with the following criteria:

'4.5.1 Generally, work hours on site shall be from 7am to 4pm, weekdays, unless otherwise defined in the Special Conditions. However, unless restricted or modified by the Special Conditions, the Contractor may propose a different work hour schedule up to 24/7/365 with acceptance by the Owner.

'4.5.2 The Contractor shall have job site supervision on site during any work hours scheduled and/or any extended work hours accepted by the Owner.

'5. Shop Drawings; Submittals

'5.1 Schedule for Submittals. Prior to submission of the first application for payment and in sufficient time to allow the A-E reasonable time for review, the Contractor shall submit to the A-E a schedule of submittals which shall be coordinated with the construction schedule. This submission shall be transmitted through the Owner's Document Collaboration System. The Contractor shall keep the schedule of submittals current and present an updated schedule of submittals at each project progress meeting. This schedule of submittals shall contain anticipated and actual dates of the submittal of shop drawings and shall be consistent with the requirements for scheduling submittals defined in Article 1.26 of these General Conditions.

'5.2 Submittals of Shop Drawings, Samples, etc. The Contractor shall review, approve, and submit Shop Drawings, samples, and product data in accordance with the approved schedule as herein detailed.

'5.2.1 The Contractor's stamp of approval on any Shop Drawing or sample shall constitute a representation to Owner and A-E that the Contractor has either determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers, and similar data, or he assumes full responsibility for doing so, and that he has reviewed or coordinated each Shop Drawing or sample with the requirements of the Work and the Contract Documents.

'5.2.2 The A-E shall review and approve, with reasonable promptness as defined by the Contract between the Owner and A-E, the Shop Drawings, or return for corrections as required. The review and approval shall be for conformance with the design concept of the Project and for compliance with the information given in the Contract Documents. The approval of a separate item will not indicate approval of the assembly in which the item functions.

'5.2.3 The Contractor shall make any corrections required by the A-E for compliance to the Contract and shall return the required number of corrected copies of Shop Drawings and resubmit new samples until approved. The Contractor shall direct specific attention, in writing, or on resubmitted Shop Drawings, to revisions other than the corrections called for by the A-E on previous submissions.

'5.2.4 Where a Shop Drawing or sample submission is required by the specifications, no related work shall be commenced until the submission has been approved by the A-E. A copy of each approved Shop Drawing and each approved sample shall be kept in good order by the Contractor at the site and shall be available to the A-E, Owner and Resident Observer.

'5.2.5 The A-E's approval of Shop Drawings or samples shall not relieve the Contractor from his responsibility for any deviations from the requirements of the Contract Documents unless the Contractor has in writing called the A-E's attention to such deviation at the time of submission and the A-E has given written approval to the specific deviation, nor shall any approval by the A-E relieve the Contractor from responsibility for errors or omissions in the Shop Drawings.

'5.2.5.1 Conflicting Requirements: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to the A-E for decision before proceeding with the work.

'5.2.6 The Contractor shall maintain a submittal log which shall include, at a minimum, the date of each submittal, the date of any resubmittal, the date of any approval or rejection, and the reason for any approval or rejection. The Contractor shall provide copies of this submittal log with the current status of submittals clearly indicated therein to the A-E and the Owner at each progress meeting until such time as all submittals are complete and accepted.

'5.3 Photographic Documentation: Provide Pre-Construction Photographs, Construction Progress Photographs and Substantial Completion construction photographs. Submit photographs in the Owner's Document Collaboration System with a key plan or description of the location of the photograph taken.

'5.3.1 Pre-Construction Photographs: Take a minimum of 20 photographs to show existing conditions of the project site and adjacent property prior to the start of construction activities. Take additional photographs as necessary to adequately document the existing physical conditions of all improvements to the project site or adjacent property that might be affected by the activities of construction.

'5.3.2 Construction Progress Photographs: Take a minimum of 10 photographs DAILY to document the progress of construction. Take additional photographs as necessary to adequately document the progress of construction indicating all key elements of the construction and any significant progress.

'5.3.3 Substantial Construction Photographs: Take a minimum of 20 photographs to show conditions of the project site and adjacent property at the time of substantial completion of the work at the conclusion of construction activities. Take additional photographs as necessary to adequately document the current physical conditions of all improvements to the project site or adjacent property that might have been affected by the activities of construction.

'6. Documents and Samples at the Site

Unless otherwise provided in the Contract Documents, the General Contractor shall print and copy any drawings and specifications as are reasonably necessary for the execution of the Work. Each Subcontractor shall have the ability to download the entire set of drawings and specifications at its option, however, every Subcontractor shall be responsible for the scope of their work indicated in any location throughout the drawings and specifications. There is NO GUARANTEE of the division of the scope of work to specific specifications sections or specific drawings.

'6.1 The Contractor shall maintain at the site one record copy of the drawings, specifications, addenda, Change Orders and other modifications, in good order and marked currently to record changes and selections made during construction. Unless otherwise directed, the Contractor shall also keep approved Shop Drawings, product data, samples and similar required submittals on hand. These shall be available to the A-E, Owner, and Resident Observer as requested.

'6.1.1 When the Contractor fails to maintain the record copies indicated in paragraph 6.1 above, payment of the Contractor's General Conditions costs may be suspended until this provision is complied with satisfactorily.

'6.2 Upon completion of the Work, the record documents described above shall be delivered to the A-E for submittal to the Owner along with the as-built drawings.

'7. Contract Documents Property of Owner

The Contract Documents, and each of them, as well as any other documents furnished by the Owner, shall remain the property of the Owner. The Contractor shall have the right to keep one (1) copy of the Contract Documents upon completion of the Project; provided, however, that in no event shall the Contractor use, or permit to be used, any portion or all of such Contract Documents on other projects without the Owner's prior written authorization.

'8. Supervision and Construction Procedures

'8.1 Supervision of the Work. The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention so as to ensure expeditious, workmanlike performance in accordance with the requirements of the Contract Documents. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences

and procedures. He shall be responsible for the acts and omissions of persons directly employed by him, as he is for Subcontractors and others under Article 17. He shall be responsible for coordinating all portions of the Work under the Contract unless the Contract Documents give other specific instructions concerning these matters.

'8.2 Obligation to Follow Contract Requirements. The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents by the activities or duties of the A-E in the A-E's administration of the Contract, or by tests, inspections or approvals required or performed by persons other than the Contractor.

'8.3 The Contractor shall not perform Work without adequate plans and specifications, or, as appropriate, approved Shop Drawings, or other submittals. If the Contractor performs Work knowing or believing it involves an error, inconsistency or omission without first providing written notice to the A-E and Owner, the Contractor shall be responsible for such Work and pay the cost of correcting same.

'8.4 All Work shall strictly conform to the requirements of the Contract Documents. The Contractor shall not commence or continue any portion of the Work where there is not a complete understanding of the requirements of the Contract Documents. When the Contractor believes that he does not have a complete understanding of the requirements of the Contract Documents, he shall immediately notify the A-E of this fact and shall issue a Request for Information to obtain this complete understanding of the requirements.

'8.4.1 All branches of work shown on the plans or specified, whether specifically mentioned or not, shall be executed in strict compliance with all local, state or federal regulations and codes, where the same have jurisdiction. Where the Contractor may be in doubt as the application of a state regulation or code on a specific branch of work, the Contractor shall ask for an interpretation from the A-E prior to proceeding with the work.

'8.5 The Work shall be continually supervised, the Contractor bearing full responsibility for any and all acts or omissions of those engaged in the Work on behalf of the Contractor

'8.5.1 The Contractor shall prepare Daily Construction Reports and submit these reports through the Owner's Document Collaboration System a minimum of weekly. Failure to submit these Daily Construction Reports in a timely manner shall be reason for withholding of General Conditions amounts from the Contractor's payment requests until such submittal is completed.

8.5.2 The Contractor's Daily Construction Report shall contain as a minimum the following information in enough detail as to provide an accounting of the construction site conditions, activities and issues:

- Contractor's Name
- Job Superintendent's Name
- Date of Report
- Weather Conditions – precipitation, temperature, etc.
- Manpower – by trade including number of workmen.
- Brief description of work performed that day.
- Conditions which delay progress of the work.
- Issues that arose needing resolution.
- Resolution of prior issues that were implemented.
- Project Photographs, where appropriate.

'8.6 The Contractor shall at all times enforce strict discipline and good order among his employees and Subcontractors and shall not employ on the Work any person not skilled in the Work assigned to him. Strict discipline shall include a prohibition of the use of drugs, alcohol or

any other controlled substance; prohibition of firearms or other weapons; prohibition of unnecessary contact with building occupants; and other objectives of good discipline.

'8.7 The Contractor shall employ and maintain at the Project site only competent supervisory personnel. Failure to provide proper job site supervision AT ALL TIMES THAT WORK IS IN PROGRESS shall be reason for a change order deduction of a portion of the General Conditions amounts from the Contractor's payment requests for the period of time that job site supervision is not provided.

'8.8 The Contractor shall have a continuing duty to read, examine, review, compare and contrast each of the Contract Documents, Shop Drawings, and other submittals and shall give written notice to the Owner and the A-E of any potential conflict, ambiguity, error or omission which the Contractor may find with respect to these documents and their adequacy and sufficiency for construction as required by the Contract before proceeding with the affected Work. The express or implied approval by the Owner or the A-E of any Shop Drawings or other submittals shall not relieve the Contractor of the continuing duties imposed hereby, nor shall any such approval be evidence of the Contractor's compliance with the resulting Contract.

'8.8.1 The Owner has relied upon the A-E to prepare documents for the Project, including the plans and specifications for the Project, which are accurate, adequate, consistent, coordinated and sufficient for construction, and in issuing the Contract to the Contractor, the Owner's established legal duties to the Contractor notwithstanding, the Owner has relied upon the A-E's professional expertise in fulfilling its legal duty to the Owner in addition to the Contractor's full and good faith compliance with its duties set forth above.

'8.9 Superintendent. The Contractor shall employ a qualified, competent full-time superintendent and any necessary assistants. This superintendent shall be present on site at all times that Work of this contract is underway except with prior written consent of the A-E. It shall be the responsibility of the superintendent to coordinate the work of all the Subcontractors.

'8.9.1 The Owner reserves the right to accept the Superintendent selected by the Contractor. This full-time Project Superintendent shall be qualified and experienced to supervise the work of this Contract. The Contractor shall notify the A-E and Owner in writing for acceptance prior to any change in supervisory personnel. This change shall be for reasons outlined below.

'8.9.1.1 The Contactor shall immediately replace a Superintendent upon written notice from the Owner that the current Superintendent is unsatisfactory. The Owner has the right to require replacement of a Superintendent at any time that the Owner loses confidence in the Superintendent: to adequately perform the duties required of the Contract Documents: to complete the Work in strict adherence to the Contract Documents; to maintain the project schedule; or to be present at the project site at all times Work is in progress, except as authorized by the A-E. The Owner also has the right to require the replacement of the Superintendent for inappropriate or unprofessional conduct either on the project site or directed toward the A-E/ Engineer, the Owner's Representatives (DECA personnel), the Using Agency Representatives, or the general public.

'8.9.2 This Superintendent shall have full and complete authority to act on behalf of the Contractor in all matters related to this project, except as defined in written form by the Contractor and accepted in writing by the Owner. All instructions given to the superintendent shall be considered as given to the Contractor.

'8.9.3 The superintendent shall not be changed except under the following circumstances:

'8.9.3.1 where the superintendent proves to be unsatisfactory to the Contractor or ceases to be in his employ, in which case the Contractor shall give timely prior written notice to the Owner of the impending change in superintendent and a reasonable explanation for the change; or

'8.9.3.2 where the Owner has reasonable grounds for dissatisfaction with the performance of the superintendent and gives written notice to the Contractor of these grounds. The Contractor, upon receiving such written notice, shall replace the existing superintendent with a successor, to whom the Owner has no objection.

'8.9.4 Should the Contractor not provide the superintendent as required by the Contract Documents to oversee all work being performed on this Contract, the Owner has the right to deduct by Change Order the amount of General Conditions costs from the Contract Sum for the period in which proper Superintendence of the Work is not provided. This amount is determined by dividing the complete amount of General Conditions indicated in the approved Schedule of Values by the number of months of project duration according to the approved Project Schedule.

'8.10 Contractor's Project Manager. In addition to the Superintendent required in article '8.9, the Contractor may employ a qualified, competent Project Manager. In the absence of an assigned Project Manager, the principal owner of the Contractor's Company shall be considered as the Project Manager. This Project Manager is not required be present on site at all times that Work of this contract is underway, but shall be intimately familiar with the status of the Work of the Project at all times. It shall be the responsibility of the Project Manager to supervise the Superintendent and represent the Contractor in all matters.

'8.10.1 The Owner reserves the right to accept the Project Manager selected by the Contractor. This Project Manager shall be qualified and experienced to manage the work of this Contract and represent the Contractor in all matters. The Contractor shall notify the A-E and Owner in writing for acceptance prior to any change in project management personnel. This change shall be for reasons outlined below.

'8.10.1.1 The Contactor shall immediately replace a Project Manager upon written notice from the Owner that the current Project Manager is unsatisfactory. The Owner has the right to require replacement of a Project Manager at any time that the Owner loses confidence in the Project Manager to adequately perform the duties required of the Contract Documents: to manage the Work in strict adherence to the Contract Documents; to maintain the project schedule; or to supervise the Superintendent. The Owner also has the right to require the replacement of the Project Manager for inappropriate or unprofessional conduct either on the project site or directed toward the A-E/ Engineer, the Owner's Representatives (DECA personnel), the Using Agency Representatives, or the general public.

'8.10.2 This Project Manager shall have full and complete authority to act on behalf of the Contractor in all matters related to this project. All instructions given to the Project Manager shall be considered as given to the Contractor.

'8.10.3 The Project Manager shall not be changed except under the following circumstances:

'8.10.3.1 where the Project Manager proves to be unsatisfactory to the Contractor or ceases to be in his employ, in which case the Contractor shall give timely prior written notice to the Owner of the impending change in Project Manager and a reasonable explanation for the change; or

'8.10.3.2 where the Owner has reasonable grounds for dissatisfaction with the performance of the Project Manager and gives written notice to the Contractor of these grounds. The Contractor, upon receiving such written notice, shall replace the existing Project Manager with a successor, to whom the Owner has no objection.

'8.10.4 Should the Contractor fail to replace an unsatisfactory Project Manager as required by written notice of the Owner, the Owner has the right to deduct by Change Order the amount of General Conditions costs from the Contract Sum for the period in which there is a refusal to make the required replacement. This amount is determined by dividing the complete amount of General Conditions indicated in the approved Schedule of Values by the number of months of project duration according to the approved Project Schedule.

'8.11 Temporary Support Facilities Required: The Contractor shall provide temporary job offices for use by the Job Superintendent, A-E, Resident Observer (if applicable) and the Owner during the course of construction from the time of commencement of the Work until Substantial Completion. Provide electric, water, HVAC internet access and telephone for all areas of the temporary job office. This job office shall be large enough to accommodate project meetings and to provide for construction management operations. Where a Resident Observer is utilized on the project, a separate office shall be provided for the Resident Observer's use with electric, water, HVAC, telephone and internet access.

'9. Labor, Material, and General Contractor Warranty

'9.1 Contractor Provisions. Unless otherwise stipulated, the Contractor shall provide and pay for all materials, supervision, labor, water, tools, equipment, light, power, temporary heat, hoist, supplies, appliances, transportation, and other facilities and things necessary for the execution and completion of the Work.

'9.1.1 In the event the Owner elects to make available the electric power or domestic water, at no cost, to the Contractor for construction purposes, the election to do so will be spelled out in the Special Conditions for this project. Available electric power provided by the Owner, at his election, shall not be utilized as a means for temporary heat without specific approval from the Owner in writing.

'9.1.2 Additionally, the Owner reserves the right to cease to provide this available electric power and/or domestic water, at no cost to the Contractor, should it be found that the electric power and/or domestic water is not reasonably used economically.

'9.2 General Contractor Warranty. The Contractor warrants to the Owner and A-E 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 strictly conform with the requirements of the Contract Documents.

'9.2.1 The Contractor shall warrant all equipment, materials, products, and workmanship provided by the Contractor under these Contract Documents not only during the Contract period but also for a period of twelve (12) months after the Date of Final Completion.

'9.2.1.1 The One Year Warranty period for correction of Work shall be extended with respect to portions of the Work first performed after the Date of Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

'9.2.2 Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. While, the Contractor's warranty excludes remedy for damage or defect caused by abuse by the Owner or building occupants, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage, if the Work is not conforming to the requirements of the Work and that has been determined to be defective, is not excluded from the Contractor's One Year Warranty.

'9.2.3 If, during the Contract Period or during the One Year Warranty period (a) any equipment, materials or products furnished and/or installed by the Contractor are found to be defective in service by reason of the Contractor's faulty process, structural and/or mechanical design or specification, or (b) any equipment, materials, or products furnished and/or installed by the Contractor are found to be defective by reason of defects in material or workmanship, the Contractor shall, promptly after receipt of written notice from the Owner or A-E, repair or cause to be repaired such defective equipment, materials or products, or replace such defective equipment, materials, or products.

'9.2.3.1 During the One Year Warranty Period for correction of the Work, if the Owner fails to notify the Contractor and give the Contractor the opportunity to make correction, the Owner waives the right to require correction by the Contractor and to claim a breach of Warranty. However, this inaction during the Warranty Period by the Owner does not imply any limitation of the Contractor's liability as indicated in paragraph '9.2.7.

'9.2.3.2 During the One Year Warranty Period for correction of the Work, if the Owner notifies the Contractor and gives the Contractor the opportunity to make correction, and the Contractor fails to correct the Work with reasonable promptness, the Owner has the right to claim a breach of Warranty.

'9.2.4 The Contractor's warranty shall not exclude remedy for damage or defect caused by abuse by the Contractor, his subcontractors, or others within his control during the construction period or during work related to Contractor warranty.

'9.2.4.1 Any portion of the Work required by the Contract Documents shall not be waived as a requirement for Completion of the Work, except by specific written authorization from the Associate Director of the Division of Engineering and Contract Administration for reasons where, by no fault of the Contractor, could not be completed within the time established for Completion of the Work.

'9.2.5 If during the Contractor's warranty period, there is a question concerning the quality or kind of materials and equipment installed in this project, and requested by the A-E, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

'9.2.6 In the event of multiple failures of major consequence in similar equipment, products, components or systems, prior to the expiration of the one-year warranty described above, the affected equipment, product, component or system shall be disassembled, inspected, and modified or replaced as necessary to prevent further occurrences. All related components which may have been damaged or rendered non-serviceable as a consequence of the equipment, product, component or system failure shall be replaced.

'9.2.6.1 As used herein, multiple equipment, product, component or system failures shall be interpreted to mean two (2) or more successive failures of the same kind in the same item of equipment, product, component or system or

failures of the same kind in two (2) or more items of equipment or product, or in a specific building system or component.

'9.2.6.2 Major equipment failures may include, but are not limited to, cracked or broken housings, piping, or vessels, excessive deflections, bent or broken shafts or structural members, broken or chipped gear teeth overheating, premature bearing failure, excessive wear, or excessive leakage around the seals.

'9.2.6.2.1 Equipment failures which are directly and clearly traceable to operator abuse, such as substitution of unauthorized replacement parts, use of incorrect lubricants or chemicals, flagrant over or under lubrication and using maintenance procedures not conforming with published maintenance instructions, shall be exempted from the scope of the one-year warranty.

'9.2.6.3 Major product, component or system failures may include, but are not limited to, failure of the item to perform as intended, excessive wear, discoloration due to defective finish application, leakage, or inadequacy of performance as specified.

'9.2.6.3.1 Product, component, or system failures which are directly and clearly traceable to building user or operator abuse, such as substitution of unauthorized replacement parts, use of incorrect lubricants or chemicals, flagrant over or under lubrication, using maintenance procedures not conforming with published maintenance instructions, and abuse or vandalism, shall be exempted from the scope of the one-year warranty.

'9.2.6.4 Should multiple equipment, product, component or system failures occur in a given item or type of equipment, product, component or system, all items of the same size and type shall be disassembled, inspected, modified or replaced, as necessary, and re-warranted for one year.

'9.2.6.5 A new twelve (12) month warranty against defective or deficient design, workmanship, and materials shall commence on the day that the item of equipment is reassembled and placed back into operation.

'9.2.7 No specific provision of this Article nor any provision in the Contract Documents, nor any special guarantee time limit implies any limitation of the Contractor's liability with the laws of the Commonwealth of Kentucky.

'9.3 Substitution - Materials and Equipment. Substitution of previously approved equipment and materials shall be submitted to the A-E for acceptance and will be considered only for the following reasons:

'9.3.1 unavailability of the material or equipment due to conditions beyond the control of the Contractor

'9.3.2 inability of the supplier to meet Contract schedule; or

'9.3.3 technical and immaterial noncompliance to specifications.

Inclusion of a certain, make or type of materials or equipment by the Contractor shall not obligate the A-E or Owner to accept such material or equipment if it does not meet the requirements of the plans and specifications.

Substitutions not properly approved and authorized by the A-E and Owner may be considered defective work. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials and equipment.

'9.4 Recycled Content: KRS 45A.520 mandates that every state agency require a minimum recycled content for those materials it purchases. In accordance with 200 KAR 5:330, all listed products are to be offered by the awarded contractor ONLY as a recycled product. Except as provided in KRS 45A.510, construction related materials requiring a minimum recycled content include Building Insulation, Aluminum products, concrete, cement and steel products. For a complete listing of those items requiring minimum recycled content please refer to 200 KAR 5:330 <http://www.lrc.state.ky.us/kar/200/005/330.htm>

'10. Surveys, Permits, Fees, Notices, and Tests

'10.1 Owner-Furnished Surveys. The Owner shall furnish whatever surveys are specifically required by the Contract Documents. Approvals, assessments, easements for permanent structures or permanent changes in existing facilities, and utility tap-on fees shall be secured and paid for by the Owner, unless otherwise provided in the Contract Documents.

'10.1.1 Prior to start of Construction, the Owner will furnish all land and rights-of-way necessary for the carrying out and completion of the Work to be performed under this Contract, except as outlined in the Special Conditions should any conditions exist at the start of construction which does not make this possible at the start of construction.

'10.2 Permits. Building, sewer, and water permits and similar kinds of permits required by local ordinances shall be obtained by the General Contractor. Note: no building permit fee shall be charged to or paid by the Contractor as the Commonwealth is exempt from such charges levied by Local Government Jurisdictions. The Contractor shall procure and pay for any necessary licenses to do business in the locale of the Work.

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

'10.4 Required Regulatory Tests and Inspections. Regulatory agencies of the State and Federal governments having jurisdiction may require any Work to be inspected, tested or approved. The Contractor shall assume full responsibility therefore, including related costs, unless otherwise noted, and shall furnish the A-E the required certifications of inspection, testing or approval.

'10.4.1 The Contractor shall pay the electrical inspection fees directly to the Commonwealth of Kentucky, Department for Housing and Building Construction. The Electrical subcontractor is responsible for the payment of this fee. The Electrical subcontractor is responsible for coordination of the required electrical inspections as required by the Department for Housing and Building Construction.

'10.5 Any delays by governmental agencies in obtaining Permits, Notices, Required Regulatory Tests and Inspections (10.2, 10.3, 10.4) and not the fault of one of the parties shall be shared by the Contractor and Owner with appropriate time extensions only. Liquidated damages and Contractor compensation for such delays or impact are not applicable and shall not be payable.

'10.6 Payment for Tests. Tests of materials, products and equipment in place, required by the A-E or the Owner, to prove quality standards shall be paid by the Contractor. Should results of testing indicate that construction is not in compliance with Contract Documents, the Contractor shall bear the cost of any additional tests of the materials, products or equipment.

'10.6.1 The Contractor shall give the A-E timely notice of readiness of the Work for all inspections, tests or approvals. This timely notice of readiness shall be no less than 72 hours except by prior agreement between the A-E and the Contractor.

'10.7 Local Building Permits and fees. The Commonwealth's Construction projects are exempt from Building Permit requirements of Local Governments. The Contractor is not obligated to obtain a local building permit or to pay a building permit fee. However, this exemption does not waive the requirement for fees to make connection to utilities owned by a local municipality, Local Health Department Fees, or other such requirements.

'11. Protection of Work, Property, Employees and Public

'11.1 Safety Precautions and Programs. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Project. The Contractor shall be responsible for compliance with all State and Federal OSHA rules and regulations.

'11.2 Safety of Persons and Property. The Contractor shall continuously maintain adequate protection of all Work from damage and shall protect the Owner's property from injury or loss arising in connection with this Contract. He shall make good any such damage, injury, or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Owner. He shall adequately protect adjacent property as provided by law and the Contract Documents.

'11.2.1 The Contractor shall take all necessary precautions for the safety of his employees and the employees of his subcontractors on the Work site, and shall comply with all applicable provisions of federal, state, and municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the Work is being performed.

'11.2.2 The Contractor shall provide and maintain a Work environment and procedures which will safeguard the public and State personnel and agents, property, material, supplies and equipment exposed to Contractor operations and activities; avoid interruptions of user agency operations; and avoid delays in Contract completion dates.

'11.2.2.1 Utilities which serve occupied building(s) shall not be interrupted unless absolutely necessary. When temporary utility interruptions are necessary, the Contractor shall provide the A-E and Owner a notice seven (7) calendar days prior to the temporary interruption. Where it is not practical to provide a seven (7) calendar day notice, the Contractor shall notify the A-E and Owner of the temporary interruption in advance and confirm the actual utility outage/ interruption a MINIMUM of seventy-two (72) hours ahead of the outage/ interruption.

'11.2.2.2 When utilities are accidentally interrupted that serve occupied building(s), the Contractor shall immediately notify the A-E, the Owner and the Building Operations Representative, and work consistently and persistently to restore the utilities immediately. The Contractor will be responsible for any costs or damages incurred by the Owner or adjacent property owners in the event of an accidental interruption.

'11.2.3 For the purposes of protecting the safety of persons and property, the Contractor shall provide appropriate safety barricades, signs and signal lights; Comply with any safety requirement published by any governmental authority with jurisdiction over the

site, including Federal, State or local jurisdictions; and ensure that any additional measures which are reasonably necessary for these purposes are taken.

'11.2.4 The Contractor shall designate a responsible member of his organization present on the Work site as safety officer whose duty shall be to enforce safety regulations. The name and position of the person so designated shall be reported to the A-E by the Contractor at the beginning of the project. Should the Contractor have reason to change the responsible member designated with this task, he shall immediately inform the A-E in writing.

'11.2.5 In an emergency affecting the safety of life, or of the Work, or of adjoining property, the Contractor, without special instruction or authorization from the A-E or Owner, shall act at his discretion to prevent such threatened loss or injury. Immediately following the emergency, the Contractor shall file a written report to the A-E and Owner detailing the incident and the actions taken to mitigate the condition.

'11.2.6 If the A-E or the Owner becomes aware of any noncompliance by the Contractor with the safety conditions of this Contract or of any condition caused by the Contractor, which poses a serious or imminent danger to the health or safety of the public or to State personnel, they shall notify the Contractor orally, with written confirmation, and direct immediate initiation of corrective action.

'11.2.6.1 This provision of providing notice to Contractor for noncompliance with safety issues does not in any way relieve the Contractor from his responsibilities, either in part or in full, to provide adequate precautions to insure the safety of persons and property.

'11.2.6.2 This Notice, when given to the Contractor or his representative at the Work site, shall be deemed sufficient notice of noncompliance and that corrective action is required.

'11.2.6.3 After receiving the Notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the A-E may issue an order stopping all or part of the Work until satisfactory corrective action has been taken.

'11.2.6.3.1 The Contractor shall not be entitled to an equitable adjustment of the Contract price or an extension of the performance schedule by reason of the issuance of any stop Work order under this Article.

'11.3 Hazardous Materials. In the event the Contractor unexpectedly encounters on the site material reasonably believed to be asbestos, lead based paint, polychlorinated biphenyl (PCB) or other classified hazardous substances/materials which have not been rendered harmless, the Contractor shall immediately stop Work in the area affected and report the condition to the Owner and A-E 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, lead based paint, polychlorinated biphenyl (PCB), or other classified hazardous substances/materials which have not been rendered harmless. The Work in the affected area shall be resumed in the absence of any classified hazardous substances/materials or when it or they have been rendered harmless.

'11.3.1 The Contractor shall at all times safely guard the Owner's property and adjacent property from injury and/or loss resulting from the release of hazardous or toxic materials, or similar damage in connection with the Contract Documents or the performance of the Work hereunder. The Contractor shall replace or make good any damage, loss or injury caused as a result of failure to comply with Contract Documents.

'12. Inspection of Work / Defective or Incomplete Work / Special Inspections

The Owner, the A-E, Special Inspector Agency and their representatives shall at all times have access to the Work whenever it is in preparation or progress and the Contractor shall provide proper facilities for such access and for inspection. This access shall include access to approved Construction Documents and Submittals. The Contractor shall be given timely notification in order to arrange for proper inspection of any Work performed outside of the normal working day or week.

'12.1 If the specifications, the A-E's instructions, laws, ordinances, or any public authority require any Work to be specially tested or approved, the Contractor shall give the A-E timely notice of its readiness for inspection. Inspections by the A-E shall be made promptly, as defined by the Contract between the Owner and the A-E.

'12.2 In the event that the Contractor covers, conceals or obscures its Work in violation of the Contract or in violation of a directive from the Owner or the A-E, such Work shall be uncovered and displayed for the Owner's or A-E's inspection upon request, and shall be reworked at no cost in time or money to the Owner.

'12.2.1 If any of the Work is covered, concealed or obscured in a manner not covered by the above paragraph, it shall, if directed by the Owner or the A-E be uncovered and displayed for the Owner's or A-E's inspection. If the uncovered Work conforms strictly to the Contract, the costs incurred by the Contractor to uncover and subsequently, replace such Work shall be borne by the Owner. Otherwise, such costs shall be borne by the Contractor.

'12.3 The Contractor shall, at no cost in time or money to the Owner, correct Work rejected by the Owner or by the A-E as defective or failing to conform to the Contract. Additionally, the Contractor shall reimburse the Owner for all testing, inspections and other expenses incurred as a result thereof.

'12.4 The Owner may, but shall in no event be required to, choose to accept defective or nonconforming Work. In such event, the Contract Price shall be reduced by the greater of (1) the reasonable costs of removing and correcting the defective or nonconforming Work, and (2) the difference between the fair market value of the Project as constructed and the fair market value of the Project had it not been constructed in such a manner as to include defective or nonconforming Work. If the remaining portion of the unpaid Contract Sum, if any, is insufficient to compensate the Owner for the acceptance of defective or nonconforming Work, the Contractor shall, upon written demand from the Owner, pay the Owner such remaining compensation for accepting defective or nonconforming Work.

'12.5 When Special Inspections are required by Section 1704 of the Kentucky Building Code for any portion of the work, the following provisions shall apply:

'12.5.1 Special Inspector Agency or Special Inspector: An independent agency/registered professional Contracted by the Owner, required by the Kentucky Building Code Chapter 17, and responsible for conducting special inspections and testing defined as such in the technical specifications for this project.

'12.5.1.1 The costs of the initial special inspections and testing shall be borne by the Owner by separate contract with the Special Inspection Firm.

'12.5.1.2 The costs of re-inspections and/or re-testing, should discrepancies be found, shall be paid by the Owner, but is recoverable by the Owner from the Contractor by a credit change order.

'12.5.1.3 The costs of re-scheduling inspections and/or testing, where the Contractor through his lack of reasonable control of scheduling causes the Special Inspector to spend time in preparation for an inspection and/or test that did not occur as scheduled, shall be paid by the Owner, but is recoverable by the Owner from the Contractor by a credit change order.

'12.5.2 Contract Document Compliance: Special Inspection and testing as defined in the technical specifications is for the purpose of verifying compliance with requirements specified or indicated. This does not relieve the Contractor of the responsibility for compliance with the Contract Document requirements.

'12.5.2.1 Should the Special Inspector identify through inspection and testing that a portion of the Work is not in compliance with the technical specifications, the Special inspector is to provide notice to the A-, Owner and Contractor concurrently that a deviation exists. The Special Inspection Firm does not possess the authority to modify the requirements of the technical specifications, but to inspect, test and notify of any non-compliance or deficiencies.

'12.5.2.2 When a non-compliance or deficiency exists as reported by the Special Inspection Firm, the A-E is to review the Special Inspection Report and, when necessary, issue a "Defective Work in Place Notice" to the contractor to require correction or modification.

'12.5.2.3 Should the Special Inspector consider that there are a potential issue with the requirements of the technical specifications due to discovered existing field conditions, the Special Inspector is to include such consideration in the Special Inspection Report for review and interpretation by the A-E. The decision of the A-E is final.

'12.5.3 Notify the Special Inspector: The Contractor shall be responsible for notifying the Special Inspector and/or Special Inspection Agency regarding individual inspections required by the Contract Documents and coordinating the schedule of inspections and testing with the Contractor's approved construction schedule. Adequate notice shall be provided so that the Special Inspector has time to become familiar with the project.

'12.5.4 Deficiencies: The Contractor shall be responsible to ensure that deficiencies are corrected and shall coordinate with the Special Inspector to ensure that the Special Inspector has observed the corrected deficiency prior to the work involved in the discrepancy being concealed or made inaccessible by subsequent work. Concealing or making inaccessible such deficiencies shall constitute another deficiency subject to removal to allow observation of the work involved in the initial discrepancy.

'12.5.5 Reporting Requirements: The Special Inspection Agency/ Special Inspector shall keep records of all inspections and testing, re-inspections and re-testing, and other related events. The Special Inspector shall furnish inspection and testing reports to the Owner, Contractor, and A-Eing concurrently and as construction progresses. Reports shall be submitted immediately following each site visit, inspection and when determinations of results of off-site testing are available.

'12.5.5.1 Reports shall include date of issue; project title and number; name/ address/ telephone number of testing agency; dates and locations of samples and tests or inspections; names of individuals making tests and inspections; description of the work being tested or inspected; test and inspection method; specification section related to work; complete test or inspection data; test and inspection results; interpretation of results; all non-conforming items/ discrepancies observed and corrective actions implemented by the Contractor; re-testing and re-inspection

performed; ambient conditions at time of sampling, testing or inspection; comments or professional opinion on whether tested or inspected work complies with the Contract Documents and name/ signature of inspector with registration number.

'12.5.6 Notification of non-conforming or deficiency of the Work: The Special Inspection Firm/ Special Inspector shall immediately bring non-conforming or discrepancy work to the attention of the Owner, A-E and Contractor. The A-E shall make a determination as to the need for correction.

'12.5.6.1 If non-conforming or deficiency work is not corrected in a timely manner or are about to be incorporated into the Work, the Special Inspector shall bring the non-conforming or discrepancy work to the immediate attention of the Authority Having Jurisdiction, Owner, Contractor, and the A-E, and that item shall be highlighted in the Special Inspector's written report.

'12.5.6.2 Defective Work in Place Notice: The A-E is to review the Special Inspector's report and when necessary shall issue a "Defective Work in Place Notice" and issue it through the Document Collaboration System. The Special Inspector shall cause the Notice to be posted at the Project Site regarding the noted discrepancies and which shall contain, at a minimum, the following information about the non-conforming item: 1) Description and exact location; 2) Reference to applicable detail of the approved Construction Documents (Drawings and Specifications); 3) name and title of each individual notified and method of notification; and, 4) Resolution or corrective action taken or to be taken.

'13. Royalties and Patents

The Contractor shall pay all royalties and license fees and shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof.

'14. Changes in the Work/ Change Orders

'14.1 Change Orders. One or more changes to the Work within the general scope of the Contract may be ordered by Change Order. The Contractor shall proceed with any such changes, (including additions, reductions, deletions, other revisions), and same shall be accomplished in strict accordance with the following:

'14.1.1 Change Order means a written order to the Contractor executed by the Owner and the A-E after execution of the Contract, directing a change in the Work and may include a change in the Contract Price, or the Contract Time, or any combination thereof. There shall be no authorized changes in the Work which affect either Contract Price or Contract Time without a fully executed Change Order.

'14.1.1.1 In specific instances where the progress of the Work would be negatively affected by a delay in the Work while a fully executed Change Order is being processed.. Upon approval by the Associate Director of the Division of Engineering, and with an agreed to Contract Sum/Contract Time adjustment, the A-E may issue a written authorization to proceed with the proposed change (with the change in Contract Sum/ Contract Time clearly indicated) prior to the issuance and execution of the formal Change Order. Following this written authorization to proceed with the proposed change, the A-E will prepare and process for execution the required Change Order.

'14.1.1.2 In these specific instances where a written authorization to proceed is provided prior to execution of the required Change Order, the action of the Contractor to proceed with the authorized work shall be deemed as agreement to the change for the Amount and Time extension indicated in the written notice to proceed with the change.

'14.1.2 Any change in the Contract Sum or Contract Time resulting from a Change Order shall be determined by one of the following methods:

(1) **by mutual agreement of a lump sum amount** and/or Time adjustment between the Owner and the Contractor as evidenced by (a) the Change in the Contract Sum or Contract Time being set forth in the Change Order, (b) such change in the Contract Sum or Contract Time, together with any conditions or requirements relating thereto, being initialed by both parties and (c) the Contractor's execution of the Change Order;

(2) **by unit prices stated in the Contract Documents** or subsequently agreed upon by the Owner and the Contractor

(3) **on a time and materials basis with a not to exceed price limitation**, when the scope of the Work is not readily determined prior to the execution of the Work. Prior to the use of a time and materials basis, approval of the Associate Director of the Division of Engineering is required. Additionally, the Contractor must provide detailed labor and materials documentation of the Work once performed for the reconciliation of the time and materials basis cost of the work. The A-E shall monitor the Work performed by this basis during the execution of the work; or

(4) **If no mutual agreement occurs** between the Owner and the Contractor, the Change in the Contract Sum, if any, shall be derived by determining the reasonable actual costs or savings achieved resulting from revisions in the Work. This determination shall be made by the A-E, who has the responsibility of interpretation of the Contract Documents.

'14.1.2(4).1 When a determination by the A-E is required for a Change Order due to no mutual agreement being reached between the Owner and the Contractor, the provisions of paragraph '14.1.3 and '14.1.4 shall apply. Additionally, the Contractor shall not refuse to perform the Work indicated by the Change Order and shall execute the Work in a timely manner, even if the Contractor intends to protest the determination as provided in paragraph '3.4

'14.1.3 Items (1), (3), and (4) above shall include a component for all overhead, profit, indirect costs or other items not to exceed fifteen percent (15%). Any such costs or savings shall be documented in the format and with such content and detail as the Owner or the A-E requires. The Contractor shall only receive one fifteen percent (15%) for the "jobsite overhead and profit" component whether such work be done by the Contractor or by his Subcontractor.

'14.1.3.1 Contractor's Overhead and Profit percentages shall be considered to include bonds and insurance, field and office supervisors and assistants (including Project Manager(s), Job Site Superintendent(s), Project Engineers and assistants, and Crew Foremen), Job Office and storage Trailers, sanitary facilities, communications (telephone and internet), temporary utilities, temporary facilities, testing, security, use of small tools, incidental job burdens, and general home office expenses and no separate allowance shall be made therefore.

'14.1.3.2 Assistants to field and office supervisors include all clerical, stenographic and general office help. Incidental job burdens include, but are not

necessarily limited to, office equipment and supplies, and conformance to OSHA requirements and no separate allowance shall be made therefore.

'14.1.3.3 Items such as, but not necessarily limited to, review and coordination, estimating and expediting relative to contract changes are associated with field and office supervision and are considered to be included in the contractor's overhead and/or fee percentage.

'14.1.4 For all charges relating to any Change Order, whether determined under subparagraph (2), (3) or (4) above, the following provisions shall apply:

(1) **The Contractor shall keep and present in such form as the A-E may direct**, a correct account of all items in such form comprising the net cost of such Work, together with vouchers.

(2) **The determination of the A-E shall be final (except as provided in paragraph '3.4)** upon all questions of the amount and cost of Changes in the Work, and it shall include in such cost, the cost to the Contractor of all materials used, of all labor, common and skilled, or foremen, trucks and teams, and the fair rental of all machinery used and for the period of such use.

(3) **If said Work requires the use of machinery not already upon the work or to be otherwise used upon the Work**, then the cost of transportation of such machinery to and from the Work shall be added to the fair rental, but said transportation shall not cover a distance exceeding one hundred (100) miles.

(4) **The A-E shall not include in the net cost** of Work any cost or rental or small tools, or any portion of time of the Contractor or his Superintendent, or any allowance for the use of capital, or any additional bond premium, insurance cost applicable to the Work or any actual or anticipated profit, or any job or office overhead not previously mentioned, these items being considered as being covered by the added fifteen (15%) percent for the jobsite overhead and profit component.

(5) **In all cases where Changes in the Work are covered by unit prices set forth in the Contract**, the value of such Work shall be determined only upon the basis of such unit prices.

(6) **Pending final determination of value**, payments on Changes in Work shall be made only upon the estimate of the A-E.

'14.1.5 If the Contractor claims that any instructions by the A-E involve additional cost and/or time extension, he shall give the A-E written notice thereof **within a reasonable time after the receipt of such instructions and before proceeding to execute the change in Work.**

'14.1.6 No work related to a Change Order shall be undertaken without a fully executed Change Order. However, should the Owner and Contractor agree that time is of the essence for the execution of said work, the Owner will issue through the A-E in writing a notice to proceed with the said work prior to the full execution of the Change Order. This notice is to be upon acceptance by the Associate Director of the Division of Engineering. This notice to proceed with said work will include an acceptance of the proposed pricing of the work or will indicate that the pricing of the work is still being negotiated.

'14.1.7 If the Owner and Contractor cannot agree on the effect of an ordered change on the adjustment to the Contract Sum or Contract Time, this matter may also be referred to the A-E for determination.

'14.1.7.1 If the Owner and/or Contractor do not agree with the A-E's determination regarding the valuation of a change, the related adjustment to the Contract Sum or to the Contract Time, the matter shall be subject to the disputes procedure set out in Article 3.4 and Article 26.

'14.1.8 The execution of a Change Order by the Contractor shall constitute conclusive evidence of the Contractor's agreement to the ordered changes in the Work, the resulting Contract as thus amended, the Contract Sum and the Contract Time for performance by the Contractor. The Contractor, by executing the Change Order, waives and forever releases any claim against the Owner for additional time or compensation for matters relating to or arising out of or resulting from the Work included within or affected by the executed Change Order.

'14.1.9 The Contractor shall notify and obtain the consent and approval of the Contractor's Payment and Performance Bond sureties with reference to all Change Orders if such notice, consent or approval are required by the Owner, the A-E, the Contractor's sureties or by law. The Contractor's execution of the Change Order shall constitute the Contractor's warranty to the Owner that the sureties have been notified of, and consent to, such Change Order and the sureties shall be conclusively deemed to have been notified of such Change Order and to have expressly consented thereto.

'14.2 Cash Allowance: It is understood that the Contractor has included in the Contract Price all allowances (see Article '30 for more information) so named in the Contract Documents and shall cause the Work so covered to be furnished and performed for such sums as may be acceptable to A-E and the Owner. The Contractor agrees that:

'14.2.1 The allowances include the cost to Contractor (less any applicable trade in counts) of materials and equipment required by the allowances to be delivered at the site, and all applicable taxes; and

'14.2.2 The Contractor's cost for unloading and handling on the site, labor, installation costs, overhead, profit and other expenses contemplated for the allowances have been included in the Contract Price and not in the allowances and no demand for additional payment on account of any of the foregoing will be valid; and

'14.2.3 Prior to final payment of the full amount of the allowance (on the schedule of values), an appropriate Change Order will be issued as recommended by A-E reflect actual amounts due the Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted.

'14.3 Minor Changes. The A-E may authorize minor changes in the Work which do not involve additional cost or extension of the Contract Time, and which are not inconsistent with the intent of the Contract Documents. Such changes shall be effected by a Field Order issued by the A-E to the Contractor and Owner concurrently, which shall be binding on the Owner and Contractor. The Contractor shall carry out such orders promptly.

'14.3.1 However, if the Contractor claims that a Field Order involves additional cost or a delay to completion of the Work, he shall give the A-E written notice thereof within a reasonable time after receipt of the Field Order. Otherwise, he shall be deemed to have waived any right to claim an adjustment to the Contract Sum or to the Contract Time.

'15 Project Records

'15.1 All documents relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the Contractor, or any Subcontractor of the Contractor, shall be made available to the Owner or the A-E for inspection and copying upon written request by the Owner.

Furthermore, said documents shall be made available, upon request by the Owner, to any state, federal or other regulatory authority and any such authority may review, inspect and copy such records.

Said records include, but are not limited to all drawings, plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction.

Said records expressly include those documents reflecting the cost of construction to the Contractor.

'15.2 The Contractor shall maintain and protect these documents for no less than ten (10) years after final completion of the Project, or for any longer period of time as may be required by law or good construction practice.

'16. Delays and Extensions of Time

'16.1 It is agreed that time is of the essence for each and every portion of the resulting Contract and where under the Contract an additional time is allowed for the completion of any Work, the new time limit fixed by such extension shall be of the essence of the Contract. Provided, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the Work is due to:

- (1) any preference, priority, or allocation order duly issued by the government;
- (2) unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the Owner, acts of another contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; or
- (3) any delays of Subcontractors or suppliers occasioned by any of the causes specified in subsections (1) and (2) of this Article.

16.1.1 Delay that is NOT caused by the Owner or Contractor, that delays the critical path of the project schedule, may result in extension of Contract Time but not an increase in Contract Sum. Such delay includes: Acts of God; Labor disputes/ Strikes; Freight embargoes; Fire (when not attributable to act of Contractor); Unusual delays in deliveries (when not attributable to act of Contractor); Health epidemics that affect Contractor forces; and, Other causes beyond the control of the Contractor or Owner. Note: an increase of time caused by a delay that is NOT caused by the Owner or Contractor, does not constitute reason for an increase in Contract Sum.

'16.1.1.1 The Contractor shall, within fifteen (15) calendar days of the occurrence of the event that caused a delay not caused by the Owner or Contractor, notify the A-E and Owner in writing. The A-E shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter. Any change in the Contract Time resulting from any such claim shall be incorporated in a Change Order. Such a claim shall not result in an increase in Contract Sum.

'16.1.1.1.1 Should the Contractor NOT provide written notification to the A-E and Owner within the prescribed period of time indicated above, the Contractor, by his failure to properly notify, forfeits the right to seek a Contract Time Extension for said occurrence.

'16.1.1.2 Should the Owner determine that it is in the Owner's best interest to avoid an extension of Contract time due to a delay not caused by the Owner or Contractor, the Owner, through the A-E, may request the Contractor to provide a plan of action to mitigate the delay through changes in the sequence of operations or through an extended workday for specific trades that will mitigate the delay. In such instances, the Owner may elect to pay the Contractor reasonable and justified additional costs required to mitigate the delay in lieu of a contract time extension. This additional costs shall be limited to the overtime premium of the extended workday for specific trades or shall be limited to actual and proven costs of a change in sequence of operations.

16.1.2 Delay due to adverse weather conditions: The Contractor shall have incorporated into the Project Schedule at the time of execution of the Contract for Construction all anticipated delay caused by normally occurring adverse weather. Adverse weather is that which normally occurring (as defined as the average of the preceding ten (10) years) according to the records of the National Oceanic Atmospheric Administration (NOAA).

'16.1.2.1 When adverse weather exceeds that which is normally expected, as defined above, and the Contractor is making a claim for delay due to adverse weather, the Contractor shall submit to the A-E and Owner the following at the Project Progress Meeting immediately following the month in which the excessive adverse weather occurred:

- 1) Current weather data from NOAA for the project site which documents and proves that the adverse weather occurred at the project site on days in which work was scheduled to occur.
- 2) Historical weather data from NOAA for the project site which documents and proves that the adverse weather that occurred at the project site was more than anticipated.
- 3) Contractor's daily field reports showing that the adverse weather that was experienced at the project site caused delay in the work that was scheduled to be performed on during the period in which adverse weather was experienced.
- 4) Contractor's written detailed explanation of the delay in the work and how it was caused by the abnormal adverse weather that was experienced at the project site and was beyond the ability of the Contractor to control or mitigate the delay for each occurrence.

'16.1.2.1.1 Should the Contractor NOT provide the information indicated above to the A-E and Owner, within the prescribed period of time indicated above, the Contractor, by his failure to properly notify, forfeits the right to seek a Contract Time Extension for said occurrence.

'16.1.2.1.2 When the Contractor is behind the critical path of the schedule, it shall be the determination of the A-E as to whether the Contractor should be eligible for a time extension due to adverse weather delay. In making this determination, the A-E shall determine and conclude that the Contractor would have been delayed by adverse weather had the Contractor been on schedule of the critical path before determining that the Contractor is eligible for a time extension due to adverse weather delay. The Contractor shall provide evidence to the A-E for the A-E's use in making such determination.

'16.1.2.2 When adverse weather is significantly less than that which is normally expected, as defined above, the A-E will prepare for the Owner, at its request, a claim for a reduction in Contract Time by providing current and historical weather data from NOAA for the project site which documents and proves that the adverse weather was less than anticipated at the Project Progress Meeting immediately following the month in which the adverse weather that occurred was significantly less than anticipated. The number of days in the claim shall be added to the project float and is made available to the Contractor and/or Owner to mitigate other types of delay in the project completion. Generally, a reduction of time caused by less than anticipated adverse weather does not constitute reason for a decrease in Contract Sum.

16.1.2.3 When the A-E determines that adverse weather has delayed the project and that the claim of the Contractor for delay due to adverse weather is justified, the Contractor will provide an accounting of float held in the project (see Article 16.2.1.4.1) that may be applied to the weather delay. Should the amount of weather delay exceed the available amount of float held on the project, the A-E will issue a Change Order extending the Contract Time by the number of days in which the Contractor was actually delayed due to adverse weather. Generally, an extension of time for delays caused by adverse weather does not constitute reason for an increase in Contract Sum.

'16.1.2.3.1 Should the Owner determine that it is in the Owner's best interest to avoid an extension of Contract time due to a delay caused by adverse weather, the Owner, through the A-E, may request the Contractor to provide a plan of action to mitigate the delay through changes in the sequence of operations or through an extended workday for specific trades that will mitigate the delay. In such instances, the Owner may elect to pay the Contractor reasonable and justified additional costs required to mitigate the delay in lieu of a contract time extension. This additional costs shall be limited to the overtime premium of the extended workday for specific trades or shall be limited to actual and proven costs of a change in sequence of operations.

'16.2.1 Delay that is caused by the Owner, that delays the critical path of the project schedule, may result in extension of Contract Time and may result in an increase in Contract Sum. Generally, delays of this type which do not delay the critical path of the project schedule shall not result in extension of Contract Time nor result in an increase in Contract Sum.

'16.2.1.1 The Contractor shall, within seven (7) calendar days of the occurrence of the event, notify the A-E in writing. The A-E shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter. Any change in the Contract Time resulting from any such claim shall be incorporated in a Change Order.

'16.2.1.1.1 Should the Contractor NOT provide the information indicated above to the A-E and Owner, within the prescribed period of time indicated above, the Contractor, by his failure to properly notify, forfeits the right to seek a Contract Time Extension for said occurrence.

'16.2.1.2 An extension of time shall not be construed as cause for extra compensation under the Contract. Extensions of time relating to concealed conditions as defined in Article 26 shall be governed by the provisions of that Article.

'16.2.1.3 Should the Contractor claim that an extension of time is cause for extra compensation under the Contract, he shall make such claim in writing to the A-E within fifteen (15) calendar days of the occurrence of the event. This claim shall be in sufficient detail to support the Contractor's claim. In instances where the final determination of the costs associated with such delay is not readily calculable, the Contractor shall provide an ESTIMATED cost of the delay per day of delay. If this estimated cost of delay per day is

accepted by the Owner, the actual amount compensable by the delay will be based on this estimate.

16.2.1.3.1 A Contractor's claim for extra compensation under the Contract may include: Job Office expenses (for a delay in access of sixteen (16) calendar days in any given month / each month considered separately), extended equipment-left-idle costs (rented or owned), increased labor and material costs (for extended delays), loss of efficiency (for extended delays), increased insurance premiums, excess storage costs, etc.

16.2.1.3.2 A Contractor's claim for extra compensation under the Contract shall not include: home office costs, equipment-not-left-idle costs (rented or owned), increased labor or material costs (for short delays), job site forces costs, loss of efficiency (for short delays), etc.

16.2.1.4 When the Contractor experiences a delay caused by the Owner, the Contractor shall work to mitigate the delay to be best of his ability and to make a claim for the delay must prove that he mitigated the delay to the greatest extent possible.

16.2.1.4.1 Since the Owner and Contractor share as a commodity, all float (including Total Float, Free Float and Sequestered Float) (See Article '4.2), this float is available to the Owner to mitigate the effect of events that may delay performance or completion of all or part of the Work that has been caused by the Owner.

16.2.1.5 When the Contractor experiences a delay caused by the Owner, the delay must result in a delay to the critical path of the project schedule which is not readily recoverable by the Contractor without actual damage. In making a claim for the delay the Contractor must prove that the delay was a delay to the critical path of the project schedule and that he was not readily able to recover without actual damage.

16.2.1.6 When the Contractor experiences a delay caused by the Owner, the Contractor may not be entitled to a claim for the delay if a concurrent delay is present that is caused by the actions or inaction of the Contractor. When a concurrent Contractor caused delay exists, both delays shall be reviewed together and the Contractor is only eligible to make a claim for a delay caused by the Owner that extends beyond the concurrent delay caused by the Contractor.

16.2.1.7 When there is a delay caused by the Contractor that is concurrent with a delay caused by the Owner, there may be an extension of Contract Time, if found warranted, but no compensation to the Contractor will be made.

16.2.1.8 When the Contractor is behind the accepted Project Schedule (related to the Critical Path), and there occurs a delay caused by the Owner (that would have affected the Critical Path had the Contractor been on schedule), no time extension or compensation will be due the Contractor during the period of time that he is behind schedule.

16.2.1.9 When the Contractor fails to plan his work in a manner than permits him to ask questions of the A-E/Owner reasonable ahead of the time he requires to the answer to avoid a delay caused by the Owner, the delay will be a considered a concurrent delay and while an extension of time may be found as reasonable to grant the Contractor, no compensation for the delay will be provided. This situation is considered a concurrent delay since the Contractor participated in creation of the delay by his failure to plan the work adequately to avoid or reduce the delay.

'17 Subcontractors

'17.1 Contractor Fully Responsible for Subcontractors. The Contractor is fully responsible to the Owner for the acts and omissions of his Subcontractors and of persons and entities either directly or indirectly employed by them. Nothing contained in the Contract Documents shall create any contractual relationship between the Owner and a Subcontractor.

'17.1.1 The Contractor has the contractual obligation to adjust differences between his several Subcontractors. Attempts to have the A-E and/or Owner settle disputes between the Contractor and his Subcontractors or between Subcontractors will not be given consideration.

'17.1.2 The Contractor shall not submit any claim from a Subcontractor to the A-E and/or Owner. Should the Contractor receive a claim from a Subcontractor, it is his obligation to satisfy the claim with his subcontractor. Should the Contractor determine that a claim from a Subcontractor is valid and should be considered by the A-E and/or Owner, the Contractor shall make the claim as himself with the subcontractor's claim as supporting documentation. The Contractor shall also provide documentation and reason for supporting the claim to the A-E and/or Owner.

'17.1.2.1 The A-E and/or Owner have no responsibility or obligation to meet with a subcontractor to resolve a dispute or claim. Should the Contractor desire to have a subcontractor accompany the Contract in a meeting to resolve a dispute or claim, a request shall be made prior to the meeting requesting the Owner's acceptance of such accompaniment. Granting of this acceptance shall be solely at the discretion of the Owner and does not establish any contractual relationship of the Owner with the subcontractor in any respects.

'17.1.3 The Contractor is responsible for the performance of his several subcontractors including, but not necessarily limited to: any delay in completion of the work of a subcontractor; sequencing of work among his several subcontractors; covering up of work requiring inspection or observation; and/or the quality of workmanship in completing the Work.

'17.1.4 The Contractor shall not submit to the A-E and/or Owner any document, submittal, manual, or price proposal directly from his several Subcontractors without first having reviewed such and determined that it is reasonable, complete, and compliant with the Contract Documents.

'17.2 Flow-down Requirement. By contract, the Contractor shall require each Subcontractor:

(1) to be bound to the Contractor by the terms of the Contract Documents insofar as they apply to the Work to be performed by the Subcontractor; and

(2) to assume toward the Contractor all the obligations which the Contractor, by the Contract Documents, assumes toward the Owner.

'17.3 Contracts with Subcontractors. The Contractor shall contract with those Subcontractors listed in the Contractors Bid Response and deemed acceptable by the Owner in accordance with the procedure outlined in the Instruction to Bidders. All subcontracts shall afford the Contractor rights against the Subcontractor which correspond to those rights afforded to the Owner against the Contractor herein, including those rights of Contract termination as set forth herein.

'17.4 Substitution of Subcontractors. The Contractor shall not contract with any substitute Subcontractor or change a Subcontractor without providing timely written notice of the

proposed substitution to the A-E and Owner. The substitution shall not be made if the A-E and Owner object in writing to such change.

17.4.1 Release required of original Subcontractor. When the Contractor finds it necessary to propose a substitute Subcontractor or change a Subcontractor he shall provide to the Owner a written release from the Subcontractor being substituted or changed indicating that they are not able, or not willing to, provide the work in which they were originally contracted to provide.

17.4.1.1 This written release shall be on the official letterhead of the Subcontractor, when obtainable, stating that the Subcontractor is agreeable to being substituted on the project and that the Subcontractor waives all current and future claims resultant from the substitution.

17.4.1.2 When the Contractor cannot obtain the release required of original Subcontractor he shall provide in written form a statement, on the letterhead of the Contractor with proof that the Contractor has attempted to obtain such a release, that the Subcontractor is non-responsive in not only providing the release but is also non-responsive in providing the work being subcontracted, and that the Contractor fully accepts any future liability from the original subcontractor making a claim related to being substituted.

17.4.1.3 Prior to the substitution being made, the Contractor shall obtain written approval from the Purchasing Officer indicating that the Commonwealth has reviewed the documents provided as indicated above and has concluded that it is in the best interests of the Commonwealth that such a substitution is accepted.

'18. Payment

The Owner shall make payments, less held retainage (defined in paragraph 18.5), to the Contractor on the amount of the Work performed or materials furnished for the Work in accordance with the following procedures:

'18.1 Schedule of Values. At the same time it submits a construction schedule, within fifteen (15) days of the Date of Commencement, as provided in Article 4, the Contractor shall submit a Schedule of Values apportioning the Contract Sum among the different elements of the Project for purposes of periodic and final payment, prepared in such form and supported by such data to substantiate its accuracy as the A-E may require. The Contractor shall not imbalance its Schedule of Values, nor artificially inflate any element thereof. The violation of this provision by the Contractor shall constitute a material breach of the Contract. Upon written approval by the A-E and the Owner, the Schedule of Values and construction schedule shall become the basis for the Contractor's Payment Requests during construction.

'18.2 Application for Progress Payment. Not more often than once a month (except as provided in paragraph 3.8), the Contractor shall submit to the A-E a signed application for payment (sometimes referred to as Payment Request), for the Work completed as of the date of the application and accompanied by such data and schedules as the A-E may reasonably require.

'18.2.1 Therein, the Contractor may request payment less held retainage, of that part of the Contract Sum allocable to Contract requirements properly provided, labor, materials and equipment properly incorporated in the Project.

'18.2.2 If payment is requested on the basis of materials and equipment not incorporated in the Project, but delivered and suitably stored at the Project site or at another location agreed to in writing by the Owner, the application for payments shall also

be accompanied by such data, satisfactory to Owner, as will establish the Owner's title to the material and equipment and protect his interest therein, including written documentation of full insurance against loss or damage and the bonding of the storage sites. Storage sites must be bonded.

'18.2.3 Each subsequent application for payment shall include an affidavit of the Contractor stating that all previous progress payments received on account of the Work have been applied to discharge in full all of the Contractor's obligations reflected in prior applications for payment.

'18.2.4 Each Payment Request shall be signed by the Contractor and shall constitute the Contractor's representation that the quantity of Work has reach the level for which payment is requested, that the Work has been properly installed or performed in strict compliance with this Contract, and that the Contractor knows of no reason why payment should not be made as requested.

'18.3 Approval of Payments. The A-E shall review the application for payment and shall review the work at the Project site or elsewhere to determine whether the quantity and quality of the Work is as represented in the application for payment and is as required by this Contract.

'18.3.1 The A-E shall, within ten (10) business days after receipt of each application for payment, approve in writing the amount which, in the opinion of the A-E, is properly owing to the Contractor.

'18.3.1.1 When there is reasonable justification that causes the A-E to be unable to perform this review, approval and submission of his recommendation to the Owner within the time prescribed in paragraph 18.3.1 above, the A-E will notify the Contractor in writing as to the justification and as to the time that will be required for this review, approval and submission of his recommendation to the Owner.

'18.3.2 The Owner shall make payment to the Contractor within twenty (20) business days following the A-E's written approval of each application for payment. A reasonable delay on the part of the Owner in making payment to the Contractor for any given payment shall not be a breach of contract.

'18.3.2.1 When there is reasonable justification that causes the Owner to be unable to make payment within the time prescribed in paragraph 18.3.2 above, the Owner will notify the Contractor in writing as to the justification as to why this payment cannot be made.

'18.3.2.2 The Owner will not be required to make payment to the Contractor within the time prescribed in paragraph 18.3.2 above, when the Owner has justification for the holding of this payment such as when the Owner's payment is conditional on submission of required documents from the Contractor.

'18.3.3 The amount of each such payment shall be the amount approved for payment by the A-E less such amounts, if any, otherwise owing by the Contractor to the Owner or which the Owner shall have the right to withhold as authorized by this Contract. The A-E's approval of the Contractor's application for payment shall not preclude the Owner from the exercise of any of its rights as set forth herein. The Contractor warrants and represents that, upon payment of the application for payment, title to all Work included in such payment shall be vested in the Owner.

'18.4 Contractor's Warranty of Title. The Contractor warrants and guarantees that title to all Work, materials and equipment covered by any application for payment, whether incorporated

in the project or not, will pass to Owner at the time of payment free and clear of all encumbrance.

'18.5 Held Retainage/ Retainage Reduction. Until fifty percent (50%) of the construction work has been completed in accordance with the contract, the Owner may withhold no more than ten percent (10%) retainage from the amount of any undisputed payment due, and retainage held after fifty-one percent (51%) of the construction project has been completed shall not be more than five percent (5%) of the total Contract Sum.

'18.5.1 Subsequently, the Contractor shall withhold no more than ten percent (10%) retainage from the amount of any undisputed payment due to a subcontractor, and retainage held after fifty-one percent (51%) of the construction project has been completed shall not be more than five percent (5%) of the total amount contracted with a subcontractor.

'18.6 Completion, Acceptance and Final Payment. Upon certification by the A-E of Substantial Completion of the Work, the Contractor shall continue to make normal pay requests as defined within this document.

'18.6.1 Within thirty (30) calendar days after substantial completion or within twenty (20) calendar days after receipt of the A-E's recommendation for payment (whichever comes last), the Owner shall release the retainage less an amount equal to two hundred percent (200%) of the Owner's reasonably estimated cost of the balance of any contractor's contractually obligated, yet uncompleted, work remaining plus the following:

'18.6.1.1 Should the Contractor not fulfill the requirements for Substantial Completion by the date established by the Contract Documents for Substantial Completion, the Owner may withhold an additional amount of retainage to cover the anticipated application of "Liquidated Damages" or "Damages for Untimely Performance".

'18.6.2 Final payment shall be made by the Owner to the Contractor when the Contract has been fully performed by the Contractor in accordance with the Contract Documents and a final Certificate of Payment is submitted by the A-E to the Owner. Such final payment shall be made by the Owner not more than twenty (20) calendar days after the submittal by the A-E of the final Certificate of Payment, except:

'18.6.2.1 when the Owner is anticipating applying "Liquidated Damages" or "Damages for Untimely Performance", the amount of this anticipated application of damages may be withheld from Final Payment until such damages are resolved between the Owner and the Contractor.

'18.6.3 The Contractor shall submit with the application for final payment an affidavit that all payrolls, bills for materials, supplies and equipment, and other indebtedness connected with the Work have been paid or otherwise satisfied, along with such supporting evidence of payment as the A-E requires. Final payment is conditioned on satisfactory compliance with this requirement.

'18.7 Waiver of Claims. The making of final payment shall constitute a waiver of all claims by the Owner except those arising from:

'18.7.1 unsettled liens;

'18.7.2 faulty or defective Work appearing after Substantial Completion;

'18.7.3 failure of the Work to comply with the requirements of the Contract Documents; or

'18.7.4 terms of any special warranties required by the Contract Documents.

The acceptance of final payment by the Contractor shall constitute a waiver of all claims except those previously made in writing and identified by the Contractor as unsettled at the time of the final application for payment.

'18.8 Contractor's Payment to Subcontractors. Within fourteen (14) calendar days of when payment is received from the Owner, the Contractor shall pay all Subcontractors, materialmen, laborers and suppliers the amounts they are due for the Work covered by such payment.

'18.8.1 In the event the Owner becomes informed that the Contractor has not paid a Subcontractor, material-man, laborer, or supplier as provided herein, the Owner shall have the right, but not the duty, to issue future checks and payment to the Contractor of amounts otherwise due hereunder naming the Contractor and any such Subcontractor, material-man, laborer, or supplier as joint payees. Such joint check procedure, if employed by the Owner, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit the Owner to repeat the procedure in the future.

'18.8.2 The Contractor shall, by an appropriate agreement with each Subcontractor, require each Subcontractor to make payment to his subcontractors in similar manner.

'18.8.3 The A-E or Owner may, on request, furnish to any Subcontractor information regarding the percentage of completion of the amounts applied for by the Contractor and the action thereon by the A-E.

'18.8.4 Neither the Owner nor the A-E shall have any obligation to make payment to any Subcontractor except as may otherwise be required by law.

'18.9 Owner's Rights Relating to Payments. Neither payment to the Contractor, utilization of the project for any purpose by the Owner, nor any act or omission by the Owner shall be interpreted or construed as an acceptance of any Work of the Contractor not strictly in compliance with this Contract.

'18.9.1 The Owner shall have the right to refuse to make payment and, if necessary, may demand the return of a portion or all of the amount previously paid to the Contractor due to:

'18.9.1.1 The quality of a portion, or all, of the Contractor's Work not being in accordance with the requirements of this Contract;

'18.9.1.2 The quantity of the Contractor's Work not being as represented in the Contractor's Payment Request, or otherwise;

'18.9.1.3 The Contractor's rate of progress being such that, in the Owner's opinion, substantial or final completion, or both, may be inexcusably delayed;

'18.9.1.4 Claims made, or likely to be made, against the Owner;

'18.9.1.5 Loss caused by the Contractor;

'18.9.1.6 The Contractor's failure or refusal to perform any of its obligations to the Owner under this Contract.

In the event that the Owner makes written demand upon the Contractor for amounts previously paid by the Owner as contemplated in this Paragraph, the Contractor must promptly comply with such demand.

'19. Completion

'19.1 Commencement and Completion of Work. The Contractor shall begin the Work on the Date of Commencement as specified in the Contract issued by the Owner.

'19.1.1 The Contractor is expected to mobilize on site and begin work no later than fifteen (15) calendar days after the Date of Commencement, unless he has notified the A-E and Owner in writing of acceptable reasons why it is not in the best interest of the Commonwealth and the Project that he will not mobilize by that date.

'19.1.2 The Contractor shall diligently and expeditiously continue the performance of the Contract continuously to and until Substantial Completion and Final Completion of the Project. All time limits stated in the Contract Documents are the essence of the Contract.

'19.1.3 The Contractor shall accomplish the Work in accordance with the construction schedule (as provided in Article 4) so as to achieve Substantial Completion and Final Completion dates as defined in the Contract Documents.

'19.2 Date for Commencement of Commissioning. Commissioning of specified building systems shall be scheduled to allow for the completion of the commissioning process by the Date of Substantial Completion. The Contractor shall work to complete the initial installation and startup of equipment involved in these building systems early enough in the project that the complete and properly conducted commissioning process can be completed including any corrective work and verification identified by the commissioning process. (See the associated sections of the technical specifications for the commissioning requirements and procedures for each building system which is to be commissioned).

'19.3 Date for Commencement of Testing and Balancing. Testing and Balancing of HVAC systems shall be scheduled to allow for the completion of the Testing and Balancing process by the Date of Substantial Completion. The Contractor shall work to complete the initial installation and startup of HVAC equipment early enough in the project that the complete and properly conducted testing and balancing process can be completed including any corrective work and verification identified by the testing and balancing process.

'19.4 Substantial Completion of the Work. The Substantial Completion Date shall be that date certified by the A-E, in consultation with the Owner, in accordance with the following procedures.

'19.4.1 "Substantial Completion" or "Substantially Complete" means the point in time when:

'19.4.1.1 The progress of the Work, or designated portion of the Work (as agreed in writing advance by the Owner, A-E and Contractor), is fully complete and functional in accordance with the requirements of the Contract Documents such that only items listed in the Punch list remain and the Work, or designated portion thereof, is ready to be occupied and/or utilized for its intended purpose;

'19.4.1.2 The applicable Governmental Authorities have issued a certificate of occupancy (or where Substantial Completion only applies to a designated portion of the Work, a temporary certificate of occupancy) and/or any other applicable approvals, licenses, certifications or other written evidence from the applicable Governmental Authority that said Work, or designated portion of the Work, has been completed to such authority's satisfaction and is ready to be occupied and/or used for its intended purpose.

'19.4.1.2.1 Where the project requires specialized Governmental Authorities to inspect and accept the construction (i.e. Office of Inspector General, Federal Agencies, etc.) a determination is to be made in the 'Special Conditions' of this Contract as to the timing of these

inspections or acceptances and how they affect the Date of Substantial Completion, Date of Final Completion or an Extended Date for Compliance for that specific inspection or acceptance requirement.

'19.4.1.3 The A-E has issued an Owner approved certificate of Substantial Completion for the Work, or designated portion of the Work, in accordance with the terms of the Contract Documents;

'19.4.1.4 Operations and Maintenance Manuals, have been received for review by the A-E and the A-E has determined that the Operations and Maintenance Manuals are complete.

'19.4.1.4.1 Note that the Contractor shall submit Operations and Maintenance Manuals prior to the anticipated Date of Substantial Completion in order to allow the A-E reasonable time to review and approve or reject the submittal.

'19.4.1.4.2 The A-E shall review and approve or reject the Operations and Maintenance Manuals within fourteen (14) calendar days of receipt from the Contractor. The Date of Substantial Completion shall not be earlier than the date of approval of the Operations and Maintenance Manuals by the A-E.

'19.4.1.5 Warranty Samples, have been reviewed and approved by the A-E.

'19.4.1.5.1 Note that the Contractor shall submit samples of each required Warranty prior to the anticipated Date of Substantial Completion in order to allow the A-E reasonable time to review and approve or reject the submittal.

'19.4.1.5.2 The A-E shall review and approve or reject the sample Warranties within fourteen (14) calendar days of receipt from the Contractor. The Date of Substantial Completion shall not be earlier than the date of approval of the samples of Warranties by the A-E.

'19.4.1.6 With respect to all of the Project's building systems, including, without limitation, all systems being Commissioned, the Work, or designated portion of the Work (as agreed in writing in advance by the Owner, A-E and Contractor), is fully commissioned, balanced, tested and operational in compliance with the Contract Documents and applicable Laws ("Systems Commissioning"); The Date of Substantial Completion shall not be earlier than the date in which Systems Commissioning is completed.

'19.4.1.7 All required initial and follow-up orientation and training has been accomplished in accordance with the requirements of the Contract Documents ("Systems Training"). The Date of Substantial Completion shall be no earlier than the date in which the final training session has been satisfactorily completed.

'19.4.1.8 The Contractor shall have advised the Owner of insurance requirements including a list of all fixed and non-fixed equipment provided under the Work including replacement values for each item of equipment.

'19.4.2 When the Contractor determines that Substantial Completion has been achieved, the Contractor shall notify the Owner and the A-E in writing. The notification shall be accompanied by a Contractor prepared list of those items of Work still to be completed or corrected. The failure of the Contractor to include any item or items on such list not completed or needing correction shall not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

'19.4.3 The A-E shall, within a reasonable time after receipt of notification from the Contractor of Substantial Completion, make such inspection, with consultation of the Owner, to confirm that the Work has achieved Substantial Completion. If the Contractor's notification is not accompanied by the list provided in paragraph '19.2.1, the A-E and Owner may elect to postpone this inspection until receipt of the list proscribed.

'19.4.4 Upon its confirmation that the Contractor's work is substantially complete, the A-E shall prepare a Certificate of Substantial Completion which shall establish the Substantial Completion Date and the responsibilities between the Owner and Contractor for security, maintenance, heat, utilities and insurance, if not otherwise provided for in the Contract Documents, and a tentative list of items to be completed or corrected, within thirty (30) calendar days from the Substantial Completion Date. The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of the responsibilities assigned to them in the certificate.

'19.4.4.1 Should the A-E confirm that the Work has achieved Substantial Completion on the date of his inspection, the A-E shall derive that the Contractor was Substantially Complete on the date of receipt of the notification from the Contractor indicated above.

'19.4.4.2 When the Owner accepts Substantial Completion and occupies a building, all operations, maintenance, utilities and insurance become the responsibility of the Owner, except those items specifically identified in the Certificate of Substantial Completion as remaining to be completed by the Contractor.

'19.4.4.3 If, after making the inspection, the A-E fails to find that the Contractor's Work has achieved Substantial Completion, he will notify the Contractor in writing, giving the reasons therefore.

'19.4.4.4 If the A-E through its inspection fails to find that the Contractor's Work has not achieved Substantial Completion and is required to repeat all, or any portion, of its inspection, the Contractor shall bear the cost of such repeat inspections which cost may be deducted by the Owner from any payment then or thereafter due the Contractor. This deduction by the Owner from any payment for this reason will be by a credit to the Contract Sum by Change Order.

'19.5 Final Completion of the Work. The A-E, upon receipt of written notice from the Contractor that the Work is finally complete and is ready for final inspection and acceptance, will promptly make such inspection and when he finds the Work completed and acceptable under the Contract Documents and the Contract fully performed, he will so notify the Contractor in writing, and the Contractor shall promptly issue a final Certificate of Payment to the Owner.

'19.5.1 "Final Completion or "Finally Complete" means the point in time when:

'19.5.1.1 The progress of the Work, is fully complete and functional in accordance with the requirements of the Contract Documents such that no items listed in the Punch list remain uncorrected;

'19.5.1.2 The applicable Governmental Authorities have issued a final certificate of occupancy;

'19.5.1.3 The A-E has issued an Owner approved certificate of Final Completion for the Work, in accordance with the terms of the Contract Documents;

'19.5.1.4 Warranty Binder, have been reviewed and approved by the A-E.

'19.5.1.4.1 Note that the Contractor shall submit a binder with original copies of all required Warranties prior to the anticipated Date of Final Completion in order to allow the A-E reasonable time to review and approve or reject the submittal.

'19.5.1.4.2 The A-E shall review and approve or reject the Warranties within a reasonable time after receipt from the Contractor. The Date of Final Completion shall not be earlier than the date of receipt of the Warranty Binder by the A-E where the Warranty Binder is subsequently approved by the A-E.

'19.5.1.5 With respect to all of the Project's building systems, including, without limitation, all systems being Commissioned, the Work, is fully commissioned without "Corrective Actions" remaining to be completed in compliance with the Contract Documents and applicable Laws ("Systems Commissioning"); The Date of Final Completion shall not be earlier than the date in which Systems Commissioning is fully completed including all "Corrective Actions".

'19.5.1.6 The Contractor has submitted a final Application for Payment including a Final Affidavit as required by the Commonwealth.

'19.5.1.7 The Contractor and the A-E have submitted to the Owner a report of the status of LEED Certification documentation when required by a project that is under LEED Certification. Included in these reports is a listing of documentation that will be required for the final LEED Certification during the one year warranty period.

'19.5.2 Should the A-E confirm that the Work has achieved Final Completion on the date of his inspection, the A-E shall derive that the Contractor was Finally Complete on the date of receipt of the notification from the Contractor indicated above.

'19.5.3 If the A-E is unable to issue its final Certificate of Payment and is required to repeat its final inspection of the Project, the Contractor shall bear the cost of such repeat inspection(s), which costs may be deducted by the Owner from the Contractor's final payment;

'19.6 Use of Adequately Complete Portions. The Owner may use or occupy a specified portion of the Work at any stage, provided that:

'19.6.1 such use or occupancy is consented to by insurers and

'19.6.2 it is authorized by the issuance of a Temporary Certificate of Occupancy or a Certificate of Occupancy by public regulatory bodies having jurisdiction over the Work; and

'19.6.3 prior to such use or occupation, the affected portion of the Work is jointly inspected by the Owner, Contractor and A-E to determine the precise stage of completion.

Such possession and use shall not be deemed an acceptance of any Work not completed in accordance with the Contract Documents. The Owner's use of adequately completed portions (with the Contractor's agreement), while the Work of

the Project is not actually Substantially Complete, shall not be deemed as a defining factor in determining that the Project has reached Substantial Completion.

'19.7 Liquidated Damages/ Damages from Untimely Performance

'19.7.1 The Contractor shall pay the Owner an amount identified in the Contract Documents for each and every calendar day of unexcused delay in achieving Substantial Completion and Final Completion beyond the date set for each.

'19.7.1.1 Any sums due and payable hereunder by the Contractor shall be payable, not as a penalty, but as liquidated damages representing delay damages sustained by the Owner, estimated at the time of executing this Contract.

'19.7.1.2 When the Owner is able to determine an actual sum of Damages from Untimely Performance, and that sum is less than the predetermined "Liquidated Damages", the Owner may, upon review of the particular circumstances of this specific Project, elect to apply the lesser amount of damages.

'19.7.2 When the Owner reasonably believes that Substantial Completion will be inexcusably delayed, the Owner shall be entitled, but not required, to withhold from any amounts otherwise due the Contractor an amount then believed by the Owner to be adequate to recover liquidated damages applicable to such delays. If and when the Contractor overcomes the delay in achieving Substantial Completion, or any part thereof, for which the Owner has withheld payment, the Owner shall promptly release to the Contractor those funds withheld, but no longer applicable, as liquidated damages.

'19.7.3 The Contractor shall not have the right without justifiable cause to contest the Owner's assessment of Liquidated Damages as defined by this Article and as indicated in the Special Conditions.

'19.7.3.1 Should the Contractor believe he has justifiable cause for contesting the Owner's assessment of Liquidated Damages, once the project work has achieved FINAL COMPLETION, the Contractor may submit to the Director of the Division of Engineering and Contract Administration written detailed explanation of the justifiable cause for contesting the Owner's assessment of Liquidated Damages.

'19.7.3.1.1 Within fifteen (15) calendar days of the issuance of a Change Order which includes the Owner's assessment of Liquidated Damages, the Contractor shall provide written notification to the Director of the Division of Engineering and Contract Administration of the Contractor's intent to contest the Owner's assessment of Liquidated Damages. Failure of the Contractor to make such written notification shall cause the Owner to execute the Change Order which includes the Owner's assessment of Liquidated Damages.

'19.7.3.1.2 The Contractor's submission of the Final Application for Payment shall be evidence that the Contractor does not desire to contest the Owner's assessment of Liquidated Damages and shall be evidence of the Contractor's agreement with the Owner's assessment of Liquidated Damages.

'19.7.3.1.3 When the Director of the Division of Engineering and Contract Administration has reviewed the submitted evidence from the Contractor, gathered other evidence and information related to the Contractor's contesting of the Owner's assessment of Liquidated Damages, and made a determination as to the, reasonableness, validity

and standing of the Contractor's contesting, the Director shall issue a final determination in the matter.

'20. Correction of Work

'20.1 Correction of Work Prior to Final Payment. The Contractor shall promptly correct Work which is rejected by the A-E as failing to conform to the requirements of the Contract Documents. Such correction shall be required regardless of whether or not the nonconformities are observed before or after Substantial Completion, or whether or not the work has been fully fabricated, installed or completed.

'20.2 Correction of Work After Final Payment. Neither the Final Certificate of payment nor any provisions in the Contract Documents shall relieve the Contractor of responsibility for failure to conform to the requirements of the Contract Documents.

'20.2.1 If within one year after the date of Final Completion of the Work or designated portion thereof or after the date for commencement of warranties, 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 the Work 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.

'20.2.1.1 This period of one year shall be extended with respect to portions of Work first performed after Final Completion by the period of time between Final Completion and the actual performance of the Work. This obligation under this paragraph 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 conditions.

'20.3 Responsibility for Related Costs. In addition to being responsible for correcting the Work and removing any nonconforming Work or materials which are not corrected from the jobsite, the Contractor shall bear all other costs of bringing the affected Work into compliance with the Contract Documents. These include costs of any required additional testing and inspection services, A-E's services, and any resulting damages to property or to construction Work of other contractors or of the Owner.

'20.4 Correction by Owner. If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may take steps to correct the Work itself. If, within a ten (10) business day period after receipt of written notice to correct the nonconformity, the Contractor has not made serious efforts to correct the nonconformity, the Owner may without prejudice to any other remedies it may have, proceed to correct the non-conforming Work.

'20.4.1 In such cases a Change Order shall be issued by the Owner with the approval of the A-E reflecting an equitable deduction from the Contract Sum to cover the cost of correcting the Work, including compensation for the A-E's additional services and other related expenses and damages. The amount of the Change Order shall be deducted from payments then or thereafter due the Contractor. If final payment has already been made, the Contractor shall pay the difference within a reasonable time, which is generally defined as 30 calendar days from the date of written request for such reimbursement by the Owner.

'20.5 Ongoing Liability of Contractor for Defective Work. The foregoing provisions establishing the specific obligation of the Contractor to perform corrective Work do not establish a period of limitations on other obligations of the Contractor under the Contract Documents. Even after the Contractor is no longer specifically obligated to perform corrective Work itself, it

shall still be held liable for nonconforming Work and for other breaches of its obligations under the Contract Documents.

'20.6 Deduction for Uncorrected Work. If the Owner deems it not expedient to correct Work which is not in accordance with the requirements of the Contract Documents, an appropriate Change Order shall be issued by the Owner with the approval of the A-E reflecting an equitable deduction from the Contract Sum on account of the uncorrected Work. The amount of the Change Order shall be deducted from payments then or thereafter due the Contractor. If final payment has already been made, the Contractor shall be responsible for paying the difference to the Owner within a reasonable time, which is generally defined as 30 calendar days from the date of written request for such reimbursement by the Owner.

'21. Suspension of Work

'21.1 Suspension by the Owner. The Owner shall have the right at any time to direct the contractor to suspend its performance, or any portion thereof for a period of not more than thirty (30) calendar days. The notice of suspension shall be in writing and shall set forth the reason for the suspension. The written notice shall fix the approximate date on which Work is contemplated to be resumed. The Owner shall pay the Contractor as full compensation for such suspension the Contractor's Direct Job Expenses.

'21.1.1 Should the Contractor believe that the Owner, by its actions, has suspended the Work, but has not received a written notice of suspension from the Owner, the Contractor shall notify the Owner in writing that he believes a suspension of the Work has occurred and seek clarification from the Owner that such suspension of the Work is the Owner's intent by its actions. The Owner will promptly clarify for the Contractor its intentions related to suspension of the Work.

'21.1.2 Without such written notice of suspension of the Work by the Owner, the Contractor shall proceed with the Work as if it was not suspended and shall not be eligible for compensation as indicated in paragraph '21.1 above.

'21.2 Other Suspension. In the event the Owner should be prevented from proceeding with the work due to a bid protest, or enjoined by court order from proceeding with the Work or from authorizing its prosecution, either before or after the award, for a period up to ninety (90) calendar days, the delay shall not constitute cause for termination by the Contractor and the Contractor shall not be entitled to make or assert claim for damage by reason of said delay, but time for completion of Work shall be extended to such reasonable time as the Owner may determine will compensate for time lost by such delay. Such determination shall be set forth in a Change Order shall be final and binding upon both parties, and shall not require the signature of the Contractor to be in effect.

The Owner shall pay the Contractor as full compensation for such suspension the Contractor's reasonable costs actually incurred and paid as follows:

- '21.2.1** demobilization and remobilization, including such costs paid to subcontractors;
- '21.2.2** preserving and protecting work in place;
- '21.2.3** storage of materials or equipment purchased for the Project, including insurance thereon;
- '21.2.4** performing in a later, or during a longer, time frame than contemplated by this Contract.

'21.3 Termination by the Contractor due to Suspension of the Work by the Owner. If, through no act or fault of the Contractor, the Work is suspended for a period of more than thirty (30) calendar days by the Owner, or more than ninety (90) calendar days under an Order of

the Court or other public authority, then the Contractor may, after ten (10) business days from delivery of a written notice to the Owner and the A-E, terminate the Contract and recover from the Owner payment for all Work executed and reasonable expenses sustained.

'21.3.1 If the A-E has failed to act on a request for payment, within thirty (30) calendar days of submission, or if the Owner has failed to make any payment, within forty-five (45) calendar days of receipt of an approval application for payment, the Contractor may, upon ten (10) business days written notice to the Owner and the A-E stop the Work until he has been paid all amounts then due, in which event and upon resumption of the Work, a Change Order shall be issued adjusting the Contract Price or extending the Contract Time, or both, to compensate for the costs and delays attributable to the stoppage of the work, any such compensation being subject to the provisions, conditions and limitations contained in Article 26.

'22. Termination

'22.1 Termination of Contract for Convenience of Owner. The Owner, for any reason whatsoever, may terminate the Contract for its own convenience when it determines that such termination will be in the best interest of the Commonwealth of Kentucky. The Owner shall give written notice of such termination to the Contractor specifying when termination becomes effective. The Contractor shall incur no further obligations in connection with the Work and the Contractor shall stop Work when such termination becomes effective. The Contractor shall also terminate outstanding orders and subcontracts. The Contractor shall settle the liabilities and claims arising out of the termination of Subcontracts and orders. The Owner may direct the Contractor to assign the Contractor's right, title and interest under termination orders or subcontracts to the Owner or its designee. The Contractor shall transfer title and deliver to the Owner such completed or partially completed Work and materials, equipment, parts, fixtures, information and Contract rights as the Contractor has. The Commonwealth shall negotiate a fair and just settlement with the Contractor in accordance with 200 KAR 5:312 Section 2. In such event, the following procedure shall be required:

'22.1.1 The Contractor shall submit a termination claim to the Owner and the A-E specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the Owner or the A-E. If the Contractor fails to file a termination claim within one (1) year from the effective date of termination, the Owner shall pay the Contractor, an amount derived in accordance with paragraph (3) below;

'22.1.2 The Owner and the Contractor may agree to the compensation, if any, due to the Contractor hereunder pursuant to 200 KAR 5:312 Section 2;

'22.1.3 Absent agreement to the amount due to the Contractor, the Owner shall pay the Contractor the following amounts:

'22.1.3.1 Contract prices for labor, materials, equipment and other services accepted under this Contract;

'22.1.3.2 Reasonable costs incurred in preparing to perform and in performing the terminated portion of the Work and in terminating the Contractor's performance, plus a fair and reasonable allowance for direct jobsite overhead and profit thereon (such profit shall not include anticipated profit or consequential damages); provided however, that if it appears that the Contractor would have not profited or would have sustained a loss if the entire Contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any;

'22.1.3.3 Reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to the initial Paragraph of 22.1. These costs shall not include amounts paid in accordance with other provisions hereof.

'22.1.3.4 The total sum to be paid the Contractor under 22.1 shall not exceed the total Contract Sum, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

'22.2 Termination of Contract for Cause. If the Contractor should be adjudged as bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency or, if the Contractor does not perform the Work, or any part thereof, in a timely manner, supply adequate labor, supervisory personnel or proper equipment or materials, or if it fails to timely discharge its obligations for labor, equipment and materials, or proceeds to disobey applicable law, or otherwise commits a violation of a material provision of the resulting Contract, then the Owner, in addition to any other rights it may have against the Contractor or others, may terminate the performance of the Contractor upon ten (10) days written notice by registered mail of declaration of default and assume possession of the Project site and of all materials and equipment at the site and may complete the Work.

'22.2.1 In such case, the Contractor shall not be paid further until the Work is complete. After final completion has been achieved, if any portion of the Contract Sum, as it may be modified hereunder, remains after the cost to the Owner of completing the Work, including all costs and expenses of every nature incurred, has been deducted by the Owner, such remainder shall belong to the Contractor. Otherwise, the Contractor shall pay and make whole the Owner for such cost. This obligation for payment shall survive the termination of the Contract. In the event the employment of the Contractor is terminated by the Owner for cause pursuant to this Paragraph 22.2 and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under Paragraph 22.1 and the provisions of Paragraph 22.1 shall apply.

'23. Indemnification

The Contractor shall indemnify and hold the Owner harmless from any and all claims, liability, damage, loss, cost and expense of every type whatsoever, regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by the Owner, including, without limitation, attorneys' fees and expenses, in connection with the Contractor's performance of this Contract, provided that such claims, liability, damage, loss, cost or expense is due to sickness, personal injury, disease or death, or to loss or destruction of tangible property (other than the Work itself), including loss of use resulting therefrom, to the extent caused by the Contractor, or anyone for whose acts the Contractor may be liable.

'24. Insurance

'24.1 The Contractor shall furnish the Owner with certificates evidencing the required insurance coverage prior to commencing work. Contractor shall keep up-to-date copies of such certificates on file with Owner until work is completed. Owner may require Contractor to submit policy endorsements or complete policy copies of the required insurance.

'24.2 Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees or subcontractors.

'24.3 Minimum Scope of Insurance Coverage shall be at least as broad as:

24.3.1 Insurance Services Office commercial general liability coverage (“occurrence” Form CG 0001, Ed. 10/93).

24.3.2 Insurance Services Office Form CA 0001 (Ed. 12/93) covering automobile liability, Code 1 “any auto.”

24.3.3 Workers’ compensation insurance as required by the Workers’ Compensation Act (as contained in KRS Chapter 342) and employers liability insurance.

'24.4 Minimum Limits of Insurance Contractor shall maintain limits no less than:

24.4.1 Commercial General Liability:

\$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$3,000,000 annual aggregate. The deductible or Self-Insured Retention per occurrence shall not be more than \$10,000.

24.4.2 Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage.

24.4.3 Workers’ Compensation and Employers Liability: Workers’ compensation with statutory benefits without limit, as required by the Kentucky Workers Compensation Act, and employer’s liability limits of \$1,000,000 per accident.

'24.5 Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

'24.5.1 Commercial General Liability and Automobile Liability Coverages.

'24.5.1.1 Owner, its officers and employees are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; general supervision of the work by Owner; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Owner, its officers or employees.

'24.5.1.2 The Contractor’s insurance coverage shall be primary insurance as respects Owner, its officers and employees. Any insurance of self-insurance maintained by Owner shall be excess of the Contractor’s insurance and shall not contribute to it.

'24.5.1.3 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Owner, its officers or employees.

'24.5.1.4 The Contractor’s insurance shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer’s liability.

'24.5.2 All Coverages. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days’ prior written notice by certified mail, return receipt requested, has been given to Owner.

'24.6 Acceptability of Insurers Insurance is to be placed with insurers with an A.M. Best’s rating of no less than A VII, authorized to write insurance in the Commonwealth of Kentucky.

'24.7 Verification of Coverage The Contractor shall furnish the Owner with certificates evidencing the required insurance coverage prior to commencing work. Contractor shall keep up-to-date copies of such certificates on file with Owner until work is completed. Owner may

require Contractor to submit policy endorsements or complete policy copies of the required insurance.

'24.8 Subcontractors Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

'24.9 The Contractor shall provide all Risks Insurance in an amount of not less than one hundred percent (100%) of the insurable value of all the work. The coverage, is to be written on CP 00 20 06 95 or equivalent acceptable to the Commonwealth. All coinsurance clauses in the Risks Insurance policy will be waived. All rights of subrogation against the Owner (i.e. the Commonwealth) will be waived by the insurer. Such insurance shall be for the benefit of the Contractor, Owner and any Subcontractor engaged on this project, as the Owner shall find their respective interest may appear. The Risks Insurance must be dated and in force on the date indicated in the Contract to begin work.

'24.10 The insurance coverage required by the contract documents shall be in compliance with the laws of the Commonwealth of Kentucky and shall be placed with a licensed resident or non-resident agent who represents insurance companies authorized to do business in Kentucky.

'24.11 The Certificate of Insurance or Certificates of Insurance will have the following endorsements as an attachment to the Certificate or Certificate's.

'24.11.2 The Commonwealth of Kentucky, Division of Engineering and Contract Administration will be named as an additional insured.

'24.11.3 The policy is primary coverage and any insurance or self-insurance maintained by the Commonwealth of Kentucky shall be excess.

'24.11.4 Any failure of the named insured to comply with the reporting provisions of the policy shall not affect coverage provided to the Commonwealth of Kentucky, it's officers or employees.

'24.11.5 All Coverages. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Owner.

'25. Performance and Payment Bonds

The Contractor shall furnish separate performance and payment bonds to the Owner. The Contractor shall furnish a performance bond satisfactory to the Owner in an amount equal to one hundred percent (100%) of the Contract Sum as security for the faithful performance of the Contract. The Contractor shall also furnish a payment bond satisfactory to the Owner in an amount equal to one hundred percent (100%) of the Contract Sum for the protection of all persons performing labor or furnishing materials, equipment or supplies for the Contractor or his Subcontractor for the performance of the Work provided for in the Contract, including security for payment of all unemployment contributions which become due and payable under Kentucky Unemployment Insurance Law.

'25.1 Each bond furnished by the Contractor shall incorporate by reference the terms of the Contract as fully as though they were set forth verbatim in such bonds. In the event the Contract Sum is adjusted by Change Order executed by the Contractor, the penal sum of both the performance bond and the payment bond shall be deemed increased by like amount.

'25.2 The performance and payment bonds shall be executed by a surety company authorized to do business in this Commonwealth, and the contract instrument of bonds must be countersigned by a duly appointed and licensed resident agent.

'26. Claims by the Contractor/ Concealed Conditions/ Disputes

'26.1 Claims by the Contractor against the Owner are subject to the following:

'26.1.1 All Contractor claims against the Owner shall be initiated by a written claim submitted to the Owner and the A-E. Such claim shall be filed with the Owner and the A-E no later than seven (7) calendar days after the event, or the first appearance of the circumstances, causing the claim, and same shall set forth in detail all known facts and circumstances supporting the claim;

'26.1.2 The Contractor and the Owner shall continue their performance regardless of the existence of any claims submitted by the Contractor.

'26.1.3 In the event the Contractor discovers previously concealed and unknown site conditions which differ materially from those indicated in the Contract Documents, or unknown site conditions which are materially at variance from those typically and ordinarily encountered in the general geographical location of the Project, the Contract Sum shall be modified, either upward or downward, upon the written claim made by either party within seven (7) calendar days after the first appearance to such party of the circumstances.

'26.1.3.1 As a condition precedent to the Owner having any liability to the Contractor due to concealed and unknown conditions, the Contractor must give the Owner and the A-E written notice of, and an opportunity to observe, such condition prior to disturbing it.

'26.1.3.2 The failure by the Contractor to give the written notice and make the claim as provided by this paragraph shall constitute a waiver by the Contractor of any rights arising out of or relating to such concealed and unknown condition;

'26.1.4 In the event the Contractor seeks to make a claim for an increase in the Contract Sum, as a condition precedent to any liability of the Owner therefor, the Contractor shall strictly comply with the requirements of the first paragraph of this Article and such claim shall be made by the Contractor before proceeding to execute any additional or changed Work. Failure of the condition precedent to occur shall constitute a waiver by the Contractor of any claim for additional compensation;

'26.1.5 In connection with any claim by the Contractor against the Owner for compensation in excess of the Contract Sum, any liability of the Owner for the Contractor's cost shall be strictly limited to direct cost incurred by the Contractor and shall in no event include indirect cost or consequential damages of the Contractor. The Contractor shall provide a detailed breakdown of the direct cost incurred by the Contractor. The inclusion of the Contractor's 15% OHP to this direct cost shall constitute the Owner's reimbursement to the Contractor for all indirect cost and consequential damages.

'26.1.6 The Owner shall not be liable to the Contractor for claims of third-parties including subcontractors, unless and until liability of the Contractor has been established therefor in a court of competent jurisdiction;

'26.2 In the event the Contractor should be delayed in performing any task which at the time of the delay is then critical, or which during the delay becomes critical, as the sole result of any act or omission by the Owner or someone acting in the Owner's behalf, or by Owner-authorized Change Orders, unusually bad weather not reasonably anticipatable, fire or other

Acts of God, the date for achieving Substantial Completion, or, as applicable, final completion, shall be appropriately adjusted by the Owner upon the written claim of the Contractor to the Owner and the A-E.

'26.2.1 An extension of time shall not mean that the Contractor is entitled to additional compensation.

'26.2.2 A task is critical within the meaning of this paragraph if, and only if, said task is on the critical path of the Project schedule so that a delay in performing such task will delay the ultimate completion of the Project.

'26.2.3 Any claim for an extension of time by the Contractor shall strictly comply with the requirements of the first paragraph of this Article above. If the Contractor fails to make such claim as required in this paragraph, any claim for an extension of time shall be waived.

'26.3 All claims under this Contract shall be made in accordance with KRS 45A.225 to 45A.290. The provisions of these statutes do not toll the running of the Statute of Limitations set forth in KRS 45A.260. Any suit pursuant to KRS 45A.245 shall be commenced within one (1) year of the Substantial Completion Date specified in the Contract. If the Contractor does not commence suit within one (1) year of the date specified in the Contract, the Contractor shall be foreclosed from proceeding in court pursuant to KRS 45A.245.

'26.3.1 The Owner and Contractor agree that any suit, action or proceeding with respect to this Contract may only be brought in or entered by the courts of the Commonwealth of Kentucky situated in Frankfort, Franklin County, Kentucky, or the United States District Court for the Eastern District of Kentucky, Frankfort Division, and the parties hereby submit to the non-exclusive jurisdiction of such courts for the purpose of any such suit, action, proceeding or judgment and waive any other preferential jurisdiction by reason of domicile or location. The parties hereby agree that any such legal action shall be tried by the court sitting without a jury. The parties hereby irrevocably waive any objection that they may now or hereafter have to the laying of venue of any suit, action or proceeding arising out of or related to this Contract brought in the courts of the Commonwealth of Kentucky situated in Frankfort, Franklin County, Kentucky, or the United States District Court for the Eastern District of Kentucky, Frankfort Division, and also hereby irrevocably waive any claim that any such suit, action or proceeding brought in any one of the above-described courts has been brought in an inconvenient forum.

'27 Liens

The filing and perfection of liens for labor, materials, supplies and rental equipment supplied on the work are governed by KRS 376.195 to 376.260.

'27.1 The lien shall attach only to any unpaid balance or retainage due the Contractor for the improvement from the time a copy of statement of lien, attested by the County Clerk, is delivered to the Owner, pursuant to the provisions of KRS 376.240

'27.2 Statements of lien shall be filed with the Franklin County Clerk and action to enforce the same must be instituted in the Franklin Circuit Court, Frankfort, Kentucky, pursuant to KRS 376.250(2).

'28 Assignments

Neither party to the Contract shall assign the Contract, or any portion thereof without the written consent of the other, nor shall the Contractor assign any monies due or to become due to him hereunder without notification to the Owner. Notification of Assignments, shall be given on State

forms and in accordance with the procedures and regulations of the Finance and Administration Cabinet.

'29 Separate Contracts

'29.1 Owner's Right to Perform Construction and to Award Separate Contracts. The Owner reserves the right to let other contracts in connection with the Project or to perform Work with its own forces. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their Work and shall properly connect and coordinate his Work with theirs.

'29.1.1 If any part of the Contractor's Work depends for proper execution or results upon the Work of any other contractor, the Contractor shall promptly report to the A-E any observed defects in such Work that render it unsuitable for proper execution or connection. His failure to inspect and report shall constitute an acceptance of the other contractor's Work as fit and proper for the reception of his Work, except as to defects which may develop in the other contractor's Work after the execution of his Work.

'29.1.2 If any part of another contractor's work depends on the Contractor's Work for proper execution, the Contractor shall promptly perform that Work as required to allow the other contractor's work to progress as originally intended by the Owner's separate contract with that contractor.

'29.1.3 Whenever Work being done by the Owner's forces or by other Contractors work under separate agreement with the Owner is contiguous to Work covered by this Contract, the respective rights of the various interests involved shall be established by the A-E to secure the completion of the various portions of the Work in general harmony.

'29.2 Mutual Responsibility of Contractors. Should the Contractor cause damage to any separate contractor on the Work, the Contractor agrees, upon due notice, to settle with such contractor if he will so settle. If such separate contractor sues the Owner on account of any damage alleged to have been so sustained, the Owner shall notify the Contractor who shall defend such proceedings at the Contractor's expense and if any judgment against the Owner arises therefrom, the Contractor shall pay or satisfy it and pay all costs incurred by the Owner.

'30 Allowances

'30.1 The Contractor shall have included in the Contract Sum all allowances stated in the Contract Documents and shall cause the Work so designated to be done as the Owner may direct. If the actual price for purchasing the "allowed material" is more or less than the "cash allowance," the Contract Sum shall be adjusted accordingly.

'30.2 The adjustment in Contract Sum shall be made on the basis of the purchase price without additional charges for overhead, profit, insurance or any other incidental expenses. The cost of installation of the "allowed materials" shall be included in the applicable sections of the Contract specifications covering this Work. (see Article 14, paragraph 14.2 for more information).

'31 Project Meetings

'31.1 Pre-Construction Conference: No later than 10 calendar days after execution of the Contract a Pre-Construction Conference will be held at the Project Site or another convenient location. This meeting will be scheduled by the Owner through the A-E.

'31.1.1 Attendance at the Pre-Construction conference is mandatory for the following personnel: Authorized Representatives of the Owner; A-E and their

consultants; Contractor and his Project Manager, Job Superintendent and key personnel; all major subcontractors; Using Agency on-site personnel; and other persons designated by the A-E, Owner, or Contractor to be critical to the project.

'**31.1.2** All participants shall be familiar with the Project and authorized to conclude matters relating to the Work.

'**31.1.3** Agenda for the meeting will include all matters indicated in the DECA Capital Construction Procedures Manual related to the project. The meeting will be conducted by the A-E and minutes distributed within three working days following the meeting.

'**31.2 Pre-Installation Conferences:** Pre-installation Conferences shall be held at the Project Site or another convenient location for any item of the work requiring a pre-installation conference. The conference is required PRIOR to each construction activity that requires coordination with other construction.

'**31.2.1 Attendance at the Pre-Installation Conference is mandatory for the following personnel:** Authorized Representatives of the Owner; A-E and their consultants who have responsibilities related to the installation; Contractor and his Project Manager, Job Superintendent and key personnel; all subcontractors with work related to the installation; Installers of the work; Manufacturer's and Fabricator's Representatives related to the installation; and other persons designated by the A-E, Owner, or Contractor to be critical to the project.

'**31.2.2** All participants shall be familiar with the up-coming installation and authorized to conclude matters relating to the Work.

'**31.2.3** Agenda for the meeting will include all matters indicated in the DECA Capital Construction Procedures Manual related to the project. The meeting will be conducted by the Contractor and minutes distributed within three working days following the meeting.

'**31.3 Project Progress Meetings:** At regular intervals during the construction (a minimum of monthly, but may be more frequently at the discretion of the A-E/ Owner, Project Progress Meetings will be held at the Project Site or another convenient location. This meeting will be scheduled at the Pre-Construction Conference or when more frequently needed by the Owner through the A-E.

'**31.3.1 Attendance at the Project Progress Meeting is mandatory for the following personnel:** Authorized Representatives of the Owner; A-E and their consultants; Contractor and his Project Manager, Job Superintendent and key personnel; all major subcontractors who have work completing, continuing or commencing; Using Agency on-site personnel; and other persons designated by the A-E, Owner, or Contractor to be critical to the project.

'**31.3.2** All participants shall be familiar with the Project and authorized to conclude matters relating to the Work.

'**31.3.3** Agenda for the meeting will include all matters indicated in the DECA Capital Construction Procedures Manual related to the project. The meeting will be conducted by the A-E and minutes distributed within three working days following the meeting.

'31.3.4 Elsewhere in these General Conditions are submittals and other requirements of the Contractor that are to be provided at each Project Progress Meeting (i.e. updated Project Schedule, updated submittal log; updated RFI log, etc.

'32. Miscellaneous Provisions Regarding Contractor's Work

'32.1 Project Site Limits. The Contractor shall confine his apparatus, the storage of materials, and the operations of his workmen to Project site limits indicated by the Contract Documents.

'32.2 Points of Reference. The Contractor shall carefully preserve bench marks, reference points and stakes, and in case of willful or careless destruction, he shall be charged with the resulting expense of replacement and shall be responsible for any mistake that may be caused by their unnecessary loss or disturbance.

'32.3 Cutting and Patching. The Contractor shall be responsible for cutting, fitting or patching required to complete the Project or make its parts fit together in a proper manner. The Contractor shall not endanger other parts of the Project, including work by the Owner or other contractors as provided in Article 29, by cutting, patching, or excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a separate contractor without written consent of the Owner or such separate contractor. Such consent shall not be unreasonably withheld.

'32.4 Cleanup. The Contractor shall at all times keep the Project premises and surrounding area free from the accumulation of waste materials or rubbish caused by his operations in connection with the Project. Upon completion of the Work, and prior to final inspection and acceptance, the Contractor shall remove all remaining waste materials, rubbish, Contractor's construction equipment, tools, machinery, and surplus materials and leave the Project (including but not limited to glass, hardware, fixtures, masonry, tile and marble) in a clean and usable condition satisfactory to the A-E. Floors shall be cleaned and waxed in accordance with the requirements of the Contract specifications. If the Contractor fails to clean up as provided in the Contract Documents, the Owner may perform the cleaning tasks and charge the cost to the Contractor by Change Order.

'32.5 Guarantees, Warranties and "As-Built" Drawings.

'32.5.1 Prior to final payment for the Work, the Contractor shall assemble and present to the A-E all guarantees and warranties required by the Contract Documents.

'32.5.2 All warranties for materials, equipment and installations constructed by this project shall commence on the Date of Substantial Completion and continue for the period of time indicated for the specific material, equipment or installation.

'32.5.3 Additionally the Contractor shall provide "Record" Drawings prior to final payment.

'32.6 Governing Law. The Contract shall be governed by the laws of the Commonwealth of Kentucky.

'32.6.1 Statutory Limitation Periods. Statutes of Limitations are governed by KRS 45A.260(2).

'32.6.2 Written Notice. Written notice shall be deemed to have been given if delivered in person to the individual or to a member of the organization or entity or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last known business address known to the notifying party.

'33. Apprentices

Apprentices (for all classifications of work) shall be permitted to work only under an apprenticeship agreement approved by the Kentucky Supervisor of Apprenticeship and by the Kentucky Apprenticeship Council which is recognized by the Bureau of Apprenticeship and Training, U. S. Department of Labor.

'34. Nondiscrimination in Employment

During the performance of the Contract, the Contractor agrees as follows:

'34.1 The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or disability in employment.

'34.2 The Contractor will take affirmative action in regard to employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, so as to ensure that applicants are employed and that employees during employment are treated without regard to their race, color, religion, sex, age, or national origin; however, when layoffs occur, employees shall be laid off according to seniority with the youngest employees being laid off first. When employees are recalled, this shall be done in the reverse way the employees were laid off;

'34.3 The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;

'34.4 The Contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clauses required by this section;

'34.5 The Contractor shall send to each labor union or representatives of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representatives of the Contractor's commitments under this section.

Failure to comply with the above nondiscrimination clause constitutes material breach of Contract.

'35 Affirmative Action; Reporting Requirements

'35.1 The Contractor and Subcontractors are exempt from any affirmative action or reporting requirements, under the Kentucky Equal Employment Act of 1978, KRS 45.560 to 45.640 hereinafter referred to as The Act, if any of the following conditions are applicable:

(1) the Contract or subcontract awarded is in the amount of five hundred thousand dollars (\$500,000) or less, and the amount of the contract is not a subterfuge to avoid compliance with the provisions of The Act; or

(2) the Contractor or Subcontractor utilizes the services of fewer than eight (8) employees during the course of the Contract ; or

(3) the Contractor or subcontractor employs only family members or relatives; or

(4) the Contractor or Subcontractor employs only persons having a direct Ownership interest in the business and such interest in not a subterfuge to avoid compliance with the provisions of The Act.

'35.2 The Contractor or Subcontractor not otherwise exempted shall for the duration of the Contract, hire minorities from within the drawing area to satisfy the agreed upon goals and timetables set out in addenda to the Contract. Should the union with which the Contractor has collective bargaining agreements be unwilling to provide sufficient minorities to satisfy the goals and timetables, the Contractor shall hire minorities from other sources within the drawing area to satisfy the goals and timetables in the addenda to the Contract.

'35.3 The equal employment provisions of The Act may be met in part by the Contractor subcontracting to a minority contractor or subcontractor. A minority contractor or subcontractor shall be defined by the addenda to this Contract, or if none, by the Act.

'35.4 Each Contractor shall, for the length of the Contract, furnish such information as required by The Act and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with The Act and such rules, regulations and orders issued pursuant thereto.

'35.5 If the Contractor is found to have committed an unlawful practice against a provision of The Act during the course of performing under this Contract, (if covered by The Act), the Owner may cancel or terminate the Contract, conditioned upon a program for future compliance approved by the Owner. The Owner may also declare such Contractor ineligible to bid on further contracts until such time as the Contractor complies in full with the requirements of The Act.

'35.6 The Contractor shall not be required to terminate an existing employee, upon proof that employee was employed prior to the date of the Contract nor hire anyone who fails to demonstrate the minimum skills required to perform a particular job.

'36 Access to Records

'36.1 The contractor, as defined in KRS 45A.030(7), agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review.

'36.2 Furthermore, any books, documents, papers, records, or other evidence provided to the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, or the Legislative Research Commission which are directly pertinent to the contract shall be subject to public disclosure regardless of the proprietary nature of the information, unless specific information is identified and exempted and agreed to by the Secretary of the Finance and Administration Cabinet as meeting the provisions of KRS 61.878(1)(c) prior to the execution of the contract.

'36.3 The Secretary of the Finance and Administration Cabinet shall not restrict the public release of any information which would otherwise be subject to public release if a state government agency was providing the service. (22 Ky.R. 1510; eff. 5-16-96.)

'37 Commonwealth Project Forms and other weblinks:

'37.1 The Commonwealth of Kentucky does not recognize any project forms from third party sources (i.e. American Institute of A-Es; Association of Construction and Development; Association of General Contractors; etc.) unless the Commonwealth has not adopted specific documents.

'37.1.1 When the Commonwealth has not adopted specific documents for a construction document purpose, other documents may be used provided that they do not conflict with these General Conditions and other documents and contracts of the Commonwealth in any respect.

'37.1.2 Any conflict between a construction document utilized and any provision of these General Conditions or other documents and Contracts of the Commonwealth, shall be immediately considered null and void.

'37.2 The weblink to the State Planroom site where Commonwealth Construction forms, contracts, and manuals are located is:

<https://finance.ky.gov/services/stateplan/Pages/ConstructionFormsandInformation.aspx>

37.2.1 A listing of documents available on this site includes the following:

Required Affidavits and Statements

- Affidavit for Final Payment (B-210-13)
- Affidavit for Bidder, Offerors and Contractors
- Vendor Report of Prior Violations

Invoices and Change Order Form

- DOA-24 Invoice *For contracts greater than \$400,000 (05-06-08)
- SAS-25 Invoice Short Form *For contracts less than \$400,000 (09-29-11)
- SAS-25 A-Eing Consultants Form (11-19-10)
- SAS-42 Change Order Form (09-27-06)

Example Invoice Forms

- DOA-24 Continuation Sheet (Example)
- DOA-24 Long Form (Example) (09-27-06)
- SAS-25 Short Form (Example) (09-29-11)

EEO Forms

- Affidavit of Intent to Comply
- EEO-1: Employer Information Report
- Subcontractor Reporting Part

Manuals

- Capital Construction Project Procedures Manual (Updated 6-22-13)
- Technical Guidelines and Specifications - Complete Version (12-15-13)
- Capital Construction Project Procedures manual (Full collection)

'37.3 The weblink to the State's Document Collaboration System is:

<https://www.stateofkyprojects.com/>

'37.3.1 This Document Collaboration System shall be used for all official and/or required communication and documentation of any Capital Construction Project where these General Conditions apply.

END OF GENERAL CONDITIONS