

**PROJECT MANUAL**

# **Roof Replacement Project**



**Bid #B32790**

**COMMUNITY DEVELOPMENT DEPARTMENT**

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS

CONTRACT DOCUMENTS

FOR

**ROOF REPLACEMENT PROJECT**  
**Bid #B32790**

COMMUNITY DEVELOPMENT

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**LEGAL NOTICE OF INVITATION FOR BIDS  
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

Bids are being solicited for a construction project known as:

Project Name	<b>Roof Replacement Project</b>
Project ID No.	<b>B32790</b>
Bid Date	<b>April 27, 2022</b>
Contract Time	<b>60 Days</b>

Bids will be received until 8:45 a.m. on the above date, at the Office of the Unified Government Clerk, 3<sup>rd</sup> floor room 323, 701 N 7<sup>th</sup> Street, Kansas City, Kansas 66101. At 9:00 a.m., in the 5<sup>th</sup> floor Conference Room 515, the bids will be publicly opened and read aloud into the record.

**Prevailing wage is a part of this solicitation.**

A **MANDATORY** Pre-Bid Site Visit will be held:  
Date: April 18, 2022, at 10:00am – Weather permitting (Possible afternoon time also available)  
Address location will be provided – upon registration – Due to sensitive nature  
Please email Teresa Houchins [thouchins@wycokck.org](mailto:thouchins@wycokck.org) to be added to list

Bid security is required. The Unified Government reserves the right to reject any or all bids. Instructions to Bidders contains additional requirements.

The Unified Government of Wyandotte  
County/Kansas City, Kansas

## INSTRUCTIONS AND INFORMATION TO BIDDERS

1. Sealed bids will be received until the date and time stated in the Legal Notice of Invitation for Bids at which time in the Council Chambers the bids will be publicly opened and read aloud.
2. Bids shall be submitted in sealed envelopes, addressed to the Unified Government Clerk, 3<sup>rd</sup> floor room 323, 701 N 7<sup>th</sup> Street, Kansas City, Kansas 66101. The outside of each sealed envelope containing a Bid Form shall plainly be marked "Bid" and shall state the name of the project and the name and address of the bidder. If forwarded by mail, the sealed envelope containing the Bid Form must be mailed inside another envelope to the addressee.
3. Within ten days from the date of receipt of the notice of award, the successful bidder shall come into compliance with chapter 11 of the Procurement Code and Regulations regarding Affirmative Action and Equal Employment Opportunity as required by Sections 18-137 and 18-138 of the Code of Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas. For information regarding compliance requirements, Contact the Procurement & Contract Compliance Department located on the 6<sup>th</sup> Floor of the Municipal Office Building, 701 N. 7<sup>th</sup> Street, Kansas City, Kansas 66101, Room 649 or [ayang@wycokck.org](mailto:ayang@wycokck.org) call (913) 573-5440 for information regarding compliance requirements.
4. All bids shall be submitted on the printed Bid Form, or photocopy thereof, included in the Bidding Documents. All blank spaces must be filled in, in ink or typewritten, and the Bid Form must be fully completed and executed when submitted. Only one executed copy of the Bid Form is required. All other forms required to be submitted shall be completed by the bidder and submitted with the Bid Form. The Bid Form and all required forms shall be fastened together in one package. A second complete copy of the Bid Form and all other required forms, fastened as a second package, shall be submitted in the same envelope.
5. All Bids in excess of \$50,000.00 must be accompanied by bid security in the form of a bank-certified check, cash, or a Bid Bond underwritten by a surety company licensed to issue Bid Bonds in the State of Kansas. The bid security shall be in an amount not less than five percent (5%) of the total bid. The Bid Bond shall be in substantially the Bid Bond form provided in these Bidding Documents.  
The check or Bid Bond shall be made payable to the Unified Government of Wyandotte County/Kansas City, Kansas. As soon as the bids have been compared, the Unified Government will return the checks or cash of all except the three lowest responsible bidders. Upon execution of the contract by the Unified Government, the checks or cash shall be returned to all bidders.
6. Bids may be modified or withdrawn by written notice received in the office of the Unified Government Clerk, 3<sup>rd</sup> floor 701 N. 7<sup>th</sup> Street, Kansas City, Kansas 66101, prior to the time and date for bid opening. No bidder may withdraw or modify a bid with in sixty (60) days after the actual date of bid opening.
7. The Unified Government may issue amendments to Bidding Documents prior to the time for receipt of bids. The bidder shall acknowledge receipt of all amendments by executing and submitting them with the bid.

Amendments shall be sent to all prospective bidders known to have received an Invitation for Bids. All postponements of the opening date of bids shall be effectuated by amendment.

8. Any information obtained from an officer, agent or employee of the Unified Government or any other person shall not modify or change the Invitation for Bids and shall not affect the risk or obligation assumed by the bidder or relieve him from fulfilling any of the conditions of the Invitations for Bids. Should a prospective bidder be in doubt as to the meaning of any provisions of the Invitation for Bids, he may submit to the Unified Government a written request for an interpretation. Any written request for interpretation shall be submitted to the Unified Government no later than seven (7) days from the date set for bid opening. Any interpretation of the Invitation for Bids shall be made by amendment.
9. Bidders shall visit the site of work and existing facilities and shall fully inform themselves of existing conditions and limitations. Responsibility for differing site conditions shall be determined in accordance with the Clause in the Invitation for Bids entitled "Differing Site Conditions" (Section 16 - General Conditions.) Bidder shall study all reports of subsurface exploration and other technical data which may be identified in the bidding documents. Bidder shall be familiar with all federal, state, and local laws and regulations that may affect cost, progress, or performance of the work. Bidder shall prepare bid from complete bidding documents.
10. A conditional or qualified bid will be rejected. Unified Government reserves the right to waive minor irregularities in a bid and to correct obvious mathematical errors on a bid form. The Unified Government reserves the right to reject any or all bids, as provided in Sections R3-201.04 and R3-201.05, of the Procurement Regulations of the Unified Government of Wyandotte County/Kansas City, Kansas, and all Bidders must agree that such rejection shall create no liability on the part of the Unified Government of Wyandotte County/Kansas City, Kansas because of such rejections; and the filing of any bid in response to this Invitation shall constitute an agreement of the Bidder to these conditions.
11. The contract for the work shall be awarded to the lowest responsive and responsible bidder whose bid does not exceed available funds as certified by the appropriate Fiscal Officer. Bidder's not complying with all of the requirements contained in the Legal Notice of Invitation for Bids and the Instructions and Information to Bidders may be judged nonresponsive. Bidder's responsibility or non-responsibility shall be determined under Section R3-301 of the Procurement Regulations. Bidders shall supply information as requested by the Procurement Officer concerning the responsibility of such bidder. The Unified Government may waive informalities in its determination of responsiveness and responsibility.
12. Written notice of award shall be sent to the successful bidder. The successful bidder shall within ten (10) days from the date of receipt of the notice of award perform the following:
  - (a) If the contract is in excess of \$50,000, submit a performance bond in the amount of 100% of the contract price.

- (b) If the contract is in excess of \$50,000, submit a payment bond to the State of Kansas in the amount of 100% of the price specified in the contract for the protection of all persons supplying labor, materials, equipment and supplies to the contractor or its subcontractor. Said bond shall comply with the requirements of K.S.A. 60-1111, as amended, and shall be filed with the Clerk of the District Court of Wyandotte County, Kansas.
- (c) If the contractor is not a corporation or a resident of the State of Kansas, submit execute copy of the Appointment of Process Agent Form which has been filed in the office of the Clerk of the Wyandotte County District Court.
- (d) If the contractor is a foreign corporation, has applied to and been authorized by the Kansas Secretary of State to do business in Kansas in accordance with K.S.A. 17-7301 et seq., has a resident agent in the State of Kansas, and executes the foreign Corporation Resident Agent Designation form.
- (e) Submit a certificate of insurance evidencing insurance naming the Unified Government as additional insured as required by the Clause in the Invitation for Bids entitled " Insurance" (Section 27 - General Conditions).
- (f) Execute the agreement.

The Unified Government may at its option declare the bidder in default if the bidder fails to perform all of the above-enumerated conditions, in which case the bid security shall become the property of the Unified Government.

- 13. All bonds required by the Bidding Documents shall contain all terms and conditions contained in the provided bond forms and shall be executed by a surety company authorized to do business in the State of Kansas and countersigned by an agent licensed by the Unified Government of Wyandotte County/Kansas City, Kansas. The attorney in fact who signs bonds must file with each bond a certified and effective dated copy of their power of attorney.
- 14. The Unified Government, within thirty (30) days of Bidders' compliance with all the conditions contained in paragraph number 15 of this Information to Bidders, shall sign and return to the contractor a photocopy of the executed agreement. Should the Unified Government not execute the Agreement within thirty (30) days period, the Bidder may by written notice withdraw his signed agreement. Such notice of withdrawal shall be effective upon receipt of notice by the Unified Government.
- 15. The Notice to Proceed will be issued within thirty (30) days of the execution of the Agreement by the Unified Government. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the Unified Government and the Contractor. If the Notice to Proceed has not been issued within the thirty (30) day period or within the period mutually agreed upon, the Contractor may, by Written Notice, terminate the Agreement without further liability on the part of either party.

16. Prior to contract award, the successful bidder(s) must ensure that all occupational taxes are paid. For information, contact the Unified Government of Wyandotte County/Kansas City, Kansas License Division at (913) 573-8780.
  
17. Within ten (10) days from the date of receipt of the notice of award, successful bidder shall provide information as described. The Unified Government of Wyandotte County/Kansas City, KS, Johnson County KS, City of Kansas City MO, and Jackson County MO, (collectively the “Local Governments”), have agreed to cooperate with each other to ensure that tax funded contracts are performed by Contractors in compliance with the Tax Laws of the Local Governments. Contactor agrees that the Contractor shall be in compliance with the respective Tax Laws of the Local Governments throughout the term of this contract and any contract renewals and that proof of Contractor’s compliance with the Tax Laws of the Local Governments shall be a condition of award. All Contractors entering into a contract and all subsequent renewals with the Unified Government of Wyandotte County in the amount of \$20,000.00 or more must obtain a Tax Clearance Certification. The Tax Clearance Certification must be signed by an authorized official from all four (4) of the “Local Governments” and submitted to the Unified Government Procurement and Contract Compliance Department. The Tax Clearance Certification shall be valid for a period of one year from the date of issuance and shall not be dated more than sixty (60) days prior to any notice of intent to contract by the County. For information regarding compliance requirements, Contact the Procurement & Contract Compliance Department located on the 6<sup>th</sup> Floor of the Municipal Office Building, 701 N. 7<sup>th</sup> Street, Kansas City, Kansas 66101, Room 649 or [ayang@wycokck.org](mailto:ayang@wycokck.org) or call (913) 573-5440 for information regarding compliance requirements

## SECTION 113: MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION

The Contractor shall assure that it and all subcontractors will implement the certificate or affirmative action plan submitted in connection with this Contract.

A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, national origin, or ancestry. The Contractor will take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their race, religion, color, sex, age, handicap, national origin, or ancestry. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Unified Government setting forth the provisions of this nondiscrimination clause.

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

C. The Contractor will cause the foregoing provisions to be in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontractors, provided that the foregoing provisions shall not apply to contracts or compliance or Affirmative Action Plan submitted in connection with this Contract.

D. The Contractor shall assure that it and all subcontractors will implement the certificate of compliance or Affirmative Action Plan submitted in connection with this contract.

E. The Contractor shall furthermore assure that it is in compliance with K.S.A. 44-1030 and 1031, and Chapter 11 of the Procurement Code of the Unified Government. The Contractor and the Unified Government in carrying out this Contract shall comply with all existing federal, state, and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Contract.

F. The Contractor shall maintain sufficient records to document that, under all aspects of this Contract, he/she had acted in a manner which is in full compliance with the Equal Opportunity Employment section of this Contract and the provisions as amended of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title VIII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), Executive Order 11246, Executive Order 11375, Executive Order 11375, Executive Order 11063, Section 3 of the Housing and Community Development Act of 1974 (P.L. 90-383), K.S.A. 44-1030, and Chapter 11 of the Procurement Code of the Unified Government, where such provisions are applicable to this project. Such records shall at all times remain open to inspection by an individual designated by the Unified Government for such purposes.

G. If the Contractor shall fail, refuse or neglect to comply with terms of these contractual conditions, such failure shall be deemed a total breach of the Contract and such Contract may be terminated, cancelled or suspended, in whole or in part, and the Contractor maybe declared ineligible for any further Unified Government contract for a period for up to one (1) year. Provided, that if a Contractor shall have no cancellation or suspension or declaration of ineligibility.

#### 114: SECTION 3 PROVISIONS

A. The work to be performed under this Contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development (HUD) and is subject to the requirements of Section 3 of the housing and urban Development Act of 1968, as amended, 12/U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part, by persons residing in the area of the project.

B. The parties to this Contract will comply with the provision of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR part 135, and all applicable rules and order of the Department of Labor issued there under prior to the execution of this Contract. The parties to this contract certify and agree that

they are under no contractual or other disability which would prevent them from complying with these requirements.

C. The Contractor will send to each labor organization or representative of works with which he/she has a collective bargaining agreement or other contract or understanding, if any, a notice advising that said labor organization or workers' representative of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The Contractor will include this Section 3 clause in every subcontract for work in connection with the project and will at the direction of the applicant for or recipient of federal financial assistance take appropriate action pursuant to the subcontract upon a finding the subcontractors is in violation of regulations issued by the Secretary of HUD, 24CFR 135. The Contractor will not subcontract with any subcontractor where it has notice of knowledge that he later has been found in violation of regulations under 24 CFR 135 and will not let any subcontractor unless the subcontract unless the subcontractor has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFRE135, and all applicable rules and orders of the Department of Labor issued thereunder prior to the execution of the Contract shall be a condition of the federal financial assistance provided to

the project, binding upon the applicant for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors or subcontractors, its

successors and assigns to those sanctions specified by the grant or loan agreement contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

115: SECTION 109 PROVISIONS

No persons in the United States shall on the grounds of race, handicap, age, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Community Development Block Grant (CDBG) funds.

116: INTEREST OF CERTAIN FEDERAL AND OTHER OFFICIALS

A. No person in the United States shall on the grounds of race, handicap, age, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Community Development Block Grant (CDBG) funds.

B. No officer, employee, or member of the governing body of the Unified Government who exercise any function or responsibilities in connection with the carrying out of the project to which this Contract pertains shall have any interest, direct or indirect, in this Contract.

117: COPELAND "ANTI-KICKBACK"

The Contractor and all subcontractors shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 8740 as supplemented in Department of Labor regulations (29 CFR PART 3). This act provides that each contractor or sub grantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair or public work, to give up any part of the compensation to which he/she is otherwise entitled.

118: LABOR STANDARDS

A. Pursuant to Section 110(a) of the Community Development Act, all laborers and mechanics employed by contractors or subcontractors on construction work financed in whole or in part with assistance received under the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C 276a-276a-5). By reason of the foregoing requirement, the Contract Work

Hours and Safety Standard Act (40 U.S.C 327 et seq.) also applies. However, these requirements apply to the rehabilitation of residential property only if such property contains not less than 8 units. With respect to the labor standards specified in this section, The Secretary of Labor has the authority and functions set forth in Reorganization Plan Number 14 of 1950 ( 5 U.S.C 1332-150 and Section 2 of the Act of June 13, 1934, as amended (40 U.S.C 276c).

B. Under Section 110(b) of the Act, the requirements set out in paragraph (a) of this section are inapplicable to individuals who volunteer their services under certain circumstances. Grantees, sub recipients, contractors and subcontractors shall comply with CFR part 70, which sets out the circumstances under which volunteers may be used

# **BID**

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

**B I D**

To: The Unified Government of Wyandotte County/Kansas City, Kansas

Proposal of \_\_\_\_\_  
(hereinafter called "Bidder") organized and existing under the laws of the State of

\_\_\_\_\_, doing business as \_\_\_\_\_

1. In compliance with the Invitation for Bids, the undersigned Bidder hereby proposes to furnish all material, tools, labor and equipment and to perform all Work necessary to construct and complete the Project known as:

**Project Name: Roof Replacement Project**  
**Project ID: B32790**

in strict accordance with the Contract Documents, within the time set forth herein, and at the prices stated herein.

2. By submission of this Bid, each Bidder certifies, and in the case of a joint Bid each party thereto certifies, as to his own organization, that:
  - A. The price submitted is independently arrived at without collusion.
  - B. The bidder has not knowingly influenced and promises that it will not knowingly influence a Unified Government employee or former Unified Government employee to breach any of the ethical standards set forth in Article 12 (Ethics in Public Contracting) of the Procurement Code and in Chapter 12 of the Procurement Regulations.
  - C. The Bidder has not violated, is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth in R-12-106 (Gratuities and Kickbacks) of the Procurement Regulations.
  - D. The Bidder represents that he has not retained and will not retain a person to solicit or secure a Unified Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

3. Bidder hereby agrees to complete all Work and to fully complete the Project within 60 days from the date specified in the Notice to Proceed.

4. Bidder acknowledges receipt of the following Amendment(s):

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5. Bidder agree to furnish all materials, labor, tools, equipment and perform all the Work described in the Contract Documents for the following prices:

*(Listed on attached table)*

Respectfully submitted,

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SEAL

\_\_\_\_\_  
Title

Bidder's form of business is:

Attest \_\_\_\_\_  
(Corporations only)

\_\_\_\_\_ An INDIVIDUAL,  
residing in the State of \_\_\_\_\_

\_\_\_\_\_  
Business Address

\_\_\_\_\_ A PARTNERSHIP,  
organized in the State of \_\_\_\_\_

\_\_\_\_\_  
License Number (if applicable)

\_\_\_\_\_ A CORPORATION,  
incorporated in the State of \_\_\_\_\_



**BID BOND**

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, \_\_\_\_\_,  
(Name of Contractor)

as Principal, and \_\_\_\_\_,  
(Name of Surety Company)

a corporation duly organized under the laws of the State of \_\_\_\_\_, and authorized to do business in Kansas as Surety, are held and firmly bound unto the Unified Government of Wyandotte County/Kansas City, Kansas for the sum of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:

**Project Name: Roof Replacement Project**  
**Project ID: B32790**

NOW, THEREFORE, if the Unified Government shall accept the bid of the Principal, and the Principal shall enter into a Contract with the Unified Government in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such contract and give such bond or bonds, if the Principal shall pay to the Unified Government the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Unified Government may in good faith contract with another party to perform work covered by said bid and such larger amount for which the Unified Government may in good faith contract with another party to perform work covered by said bid or an appropriate liquidated amount as specified in the Invitation for Bids then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CONTRACTOR:**

**SURETY:**

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Name of Surety)

(Seal)

(Seal)

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

**Attorney in Fact**

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

**Approved:**

\_\_\_\_\_  
(Chief Counsel)

# **AGREEMENT**

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS  
AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the Unified Government of Wyandotte County/Kansas City, Kansas, hereinafter called "Unified Government," and

---

(Contractor)

as (an individual), or (a partnership), or (a corporation), hereinafter called "Contractor."

WITNESSETH: That and for in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence and complete the construction of the Project known as:

**Project Name: Roof Replacement Project**  
**Project ID: B32790**

2. The Contractor will furnish all of the Material, supplies, tools, Equipment, labor and other services necessary for the construction and completion of the Project described above.
3. The Contractor will complete all the Work required by the Contract Documents within **60** days after the date established in the Notice to Proceed unless the period for completion is extended otherwise by the Contract Documents. The Contractor further agrees to pay, as Liquidated Damages, the sum of \$300.00 for each day thereafter as provided in Section 24 of the General Conditions.
4. The Contractor agrees to perform and complete all the Work described in the Contract documents for the unit prices listed in the Bid Form, for an estimated total amount of **AMOUNT WORDS (AMOUNT NUMBERS)**. Actual payment shall be the sum of the products of the installed and accepted quantity of each bid item, measured by the Engineer as described in Contract Documents, times its unit price. The Contractor acknowledges that the unit prices listed in the Bid Form contemplate the construction of all facilities complete, in conformance with the Contract Documents, and that the cost of work required by the Contract Documents for which a specific unit price is not listed is included in the unit price for the closest applicable item.
5. It is understood that the contact representing the Unified Government shall be **Joe Monslow**.
6. The term "Contract Documents" means and includes the following:
  - (a) Legal Notice of Invitation for Bids
  - (b) Instructions and Information to Bidders
  - (c) Executed Bid Form
  - (d) Bid Bond
  - (e) Amendments
  - (f) Agreement
  - (g) Payment Bond
  - (h) Performance Bond

Agreement

- (i) Notice of Award
- (j) Notice to Proceed
- (k) Change Orders
- (l) Additional Written Instruction and Detailed Drawings  
Approved by the Engineer
- (m) Drawings
- (n) General Conditions
- (o) Supplemental General Conditions
- (p) Forms
- (q) Technical Provisions
- (r) Special Conditions

7. The Unified Government will pay the Contractor in the manner and at such times as set forth in Section 25 of the General Conditions such amounts as required by the Contract Documents.
8. This Agreement shall be binding upon all parties hereto and their representative heirs, executor, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, an original on the date first above written.

**OWNER:**  
**Unified Government of Wyandotte**  
**County/Kansas City, Kansas**

By \_\_\_\_\_  
**Interim County Administrator**

**ATTEST:**  
 \_\_\_\_\_  
**Unified Government Clerk**

**CONTRACTOR:**

\_\_\_\_\_  
 (Contractor)

By \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**ATTEST:**  
 \_\_\_\_\_  
**Title**

**LABOR AND MATERIAL  
PAYMENT BOND**

*Note to Clerk of the District Court, Wyandotte County, Kansas:  
Please enter date filed and furnish case number.*

Case No. \_\_\_\_\_

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

THAT WE,

\_\_\_\_\_  
(Name of Contractor)

as Principal, and

\_\_\_\_\_  
(Name of Surety Company)

a corporation duly organized under the laws of the State of \_\_\_\_\_, and authorized to do business in Kansas, as Surety, are held and firmly bound unto the State of Kansas, as Obligees hereinafter called State, for the use and benefit of claimants as hereinafter defined, in the amount of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated \_\_\_\_\_, 20\_\_\_\_, entered into a contract with Unified Government of Wyandotte County/Kansas City, Kansas, for

**Project Name: Roof Replacement Project**  
**Project ID: B32790**

in accordance with drawings and specifications prepared by the **Community Development Department**, which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, if the said Principal or the sub-contractor or sub-contractors of said Principal shall pay all indebtedness incurred for supplies, materials, or labor furnished, or equipment used or consumed in connection with or in or about the construction or making of the above described improvements, this obligation shall be void; otherwise, it shall remain in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CONTRACTOR:**

**SURETY:**

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Name of Surety)

(Seal)

(Seal)

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

**Attorney in Fact**

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

**Approved:**

\_\_\_\_\_  
(Assistant U.G. Attorney)

**PERFORMANCE BOND**

*Filing of this bond with the Clerk of the District Court is not a contract requirement*

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

THAT WE,

\_\_\_\_\_,  
(Name of Contractor)

as Principal referred to herein as Contractor, and

\_\_\_\_\_,  
(Name of Surety Company)

a corporation duly organized under the laws of the State of \_\_\_\_\_, and authorized to do business in Kansas, as Surety, are held and firmly bound unto the Unified Government of Wyandotte County/Kansas City, Kansas, as Obligee, in the amount of \_\_\_\_\_

\_\_\_\_\_  
Dollars (\$ \_\_\_\_\_), for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_, 20\_\_\_\_, entered into a contract with the Unified Government of Wyandotte County/Kansas City, Kansas for

**Project Name: Roof Replacement Project**  
**Project ID: B32790**

in accordance with drawings and specifications prepared by the **Community Development Department**, which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract then this obligation shall be null and void; otherwise it shall remain in full force and effect. The Surety hereby waives notice of any alteration or extension of time made by the Unified Government and its obligation is not affected by any such alteration or extension provided the same is within the scope of the Contract. Whenever Contractor shall be, and is declared by Unified Government to be in default under the Contract, the Unified Government having performed Unified Government's obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- (1) Complete the Contract in accordance with its terms and conditions; or
- (2) Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Unified Government and the Surety jointly of the lowest responsive, responsible bidder, arrange for a contract between such bidder and the Unified Government, and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completions arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the contract price," as used in this paragraph, shall mean total amount payable by Unified Government to Contractor under the Contract and any amendments thereto, less the amount properly paid by Unified Government to Contractor. No right of action shall accrue on this bond to or for the use of any person or corporation other than the Unified Government or successors of the Unified Government.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**CONTRACTOR:**

**SURETY:**

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Name of Surety)

(Seal)

(Seal)

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

**Attorney in Fact**

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

**Approved:**

\_\_\_\_\_  
(Assistant U.G. Attorney)

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS  
APPOINTMENT OF PROCESS AGENT FORM**

\_\_\_\_\_, as CONTRACTOR, having entered into written agreement, dated \_\_\_\_\_, 20\_\_\_\_, for construction of certain public work described as

**Project Name: Roof Replacement Project  
Project ID: B32790**

does hereby appoint \_\_\_\_\_,  
whose address is \_\_\_\_\_,

Kansas, as process agent, in compliance with the requisites of Section 16-113, General Statutes of Kansas as amended, 1980.

Duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Contractor \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

*Processing instructions:*

1. *A Contractor who is doing business as an individual, a partnership, or an unincorporated association and who is not a resident of the State of Kansas shall execute this document.*
2. *Contractor shall file one copy of this document with the Clerk of the District Court of Wyandotte County, and one copy with the City's contracting agency.*
3. *Pursuant to paragraph 15 of the Instructions to Bidders a contract will not be executed until this form is completed and filed.*

**FOREIGN CORPORATION RESIDENT AGENT DESIGNATION**

Contractor is a corporation and is not incorporated in the State of Kansas. Contractor must be authorized to do business in the State of Kansas in accordance with K.S.A. 17-7301. Contractor designates below a resident agent in the State of Kansas as required by K.S.A. 17-6202 and 17-7301, and as specified elsewhere herein.

Resident Agent

Name and Address

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*Processing instructions:*

- 1. A Contractor who is a corporation and is not incorporated in the State of Kansas shall execute this document.*
- 2. Contractor shall file one copy of this document with the City's contracting agency.*
- 3. Pursuant to paragraph 15 of the Instructions to Bidders a contract will not be executed until this form is completed and filed.*

# SCOPE OF WORK

The Unified Government of Wyandotte County Kansas City, Kansas is seeking an experienced contractor with PVC roofing material that is reliable and cost efficient, to replace a roof located in Kansas City, Kansas.

All work must be completed no later than July 1, 2022. All work must be conducted in a safe and efficient manner as to not disrupt the operations of the facility. All work must be coordinated with the building's occupant and must be conducted during normal business hours of operation. All work must comply with all federal, state, and local regulations and standards.

A minimum of 45 mil thickness with a 20+ years life expectancy.

**ATTACHMENTS:**

**Debarment Suspension Certification**

# **CONDITIONS OF THE CONTRACT**

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS - GENERAL CONDITIONS  
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UNIFIED GOVERNMENT OF WYANDOTTE  
COUNTY/KANSAS CITY, KANSAS  
GENERAL CONDITIONS

1. **DEFINITIONS:** Wherever used in the Invitation for Bids, the following terms shall have the meanings indicated which shall be applicable to both the singular and plural and/or of either sex thereof:

1.1 **AMENDMENT** - Written or graphic instruments issued prior to the opening of Bids which modify or interpret the Invitation for Bids by additions, deletions, clarifications or corrections.

1.2 **AGREEMENT** - The Unified Government's Agreement Form voluntarily signed and witnessed by the Unified Government and Contractor and made a part of the Contract Documents.

1.3 **BID** - The offer or proposal of the bidder submitted on the prescribed form setting forth the prices for the Work to be performed.

1.4 **BIDDER** - Any person, firm or corporation submitting a Bid for the Work.

1.5 **BONDS** - Bid, performance and payment bonds and other instruments of security, furnished by the contractor and his surety in accordance with the Invitation for Bids.

1.6 **CHANGE ORDER** - a written order signed by the Procurement Officer, directing the contractor to make changes which the Changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor.

1.7 **UNIFIED GOVERNMENT** - The Unified Government of Wyandotte County/Kansas City, Kansas, a Municipal Corporation.

1.8 **CONSULTANT** - A person, firm or corporation contracted with by the Unified Government to perform specific technical or professional tasks as set forth in the signed written agreement between the Unified Government and Consultant.

1.9 **CONTRACT DOCUMENTS** - The contract including Legal Notice of Invitation for Bids, Instructions and Information to Bidders, executed Bid Form, Bid Bond, Amendments, Agreement, Payment Bond, Performance Bond, Notice of Award, Notice to Proceed, Change Order, additional written instruction and detailed drawings approved by the Engineer/Architect, Drawings, general Conditions, Supplemental General Conditions, Special Conditions, Technical Provisions.

1.10 **CONTRACT PRICE** - The total monies payable to the Contractor under the terms and conditions of the Contract Documents.

1.11 **CONTRACT TIME** - The number of days stated in the Contract Documents for the completion of the

Work. Time shall be measured in calendar days or working days as specified in the Agreement.

1.12 **CONTRACTOR** - The person, firm or corporation with whom the Unified Government has executed the Agreement.

1.13 **DAYS** - Except for calculation of Contract Time when working days are specified, all periods of time prescribed in the Contract Documents shall be measured in calendar days. In computing time the day of the event from which the designated period of time begins to run shall not be included, but the last day of the period shall be included unless it is Saturday, Sunday, or a Unified Government holiday, in which event the period shall run to the end of the next business day.

1.14 **DRAWINGS** - The part of the Contract Documents which show the characteristics and scope of the Work to be performed and which have been prepared and/or approved by the Engineer/Architect.

1.15 **ENGINEER/ARCHITECT** - The Procurement Officer or his designee, or the Consultant hired by the Unified Government to perform professional services as designated in the Agreement.

1.16 **EQUIPMENT** - All machinery and equipment, together with the necessary supplies for operation, upkeep and maintenance, and also tools and apparatus necessary for the proper construction and acceptable completion of the work.

1.17 **INVITATION FOR BIDS** - All documents, whether attached or incorporated by reference, utilized for soliciting bids, including but not limited to the Legal Notice of Invitation for Bids, Instructions and Information to Bidders, General Conditions, Supplemental General Conditions, Technical Provisions, Special Conditions, Agreement Form, Bid Form, Bond Forms, EEO Requirements, Drawings and Amendments.

1.18 **MANUFACTURER** - The person, firm or corporation responsible for the commercial manufacturing, assembling or processing of materials and/or equipment to be incorporated in the Project.

1.19 **MATERIAL** - Any substance specified for use in the construction of the project and its appurtenances.

1.20 **MONUMENT** - A boundary marker.

1.21 **NOTICE OF AWARD** - The written notice of the acceptance of the Bid by the Unified Government to the successful Bidder.

1.22 **NOTICE TO PROCEED** - A written notice issued by the Unified Government to the Contractor authorizing him to proceed with the Work and establishing the date of commencement of the Contract Time.

1.23 **PROCUREMENT CODE** - The Procurement Code of the Unified Government of Wyandotte

County/Kansas City, Kansas, effective June 27, 1983 by ordinance Number 64497, and amendments thereto. This document may be viewed during normal business hours in the office of the Unified Government Clerk.

1.24 PROCUREMENT OFFICER - Any person duly authorized to administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority.

1.25 PROCUREMENT REGULATION - The Procurement Regulations of the Unified Government of Wyandotte County/Kansas City, Kansas, effective June 27, 1983, and amendments thereto. This document may be viewed during normal business hours in the office of the Unified Government Clerk.

1.26 PROJECT - The undertaking to be performed as provided in the Contract Documents with payment to the Contractor from the Unified Government.

1.27 PROJECT REPRESENTATIVE - The Engineer/Architect's agent assigned to the project site who shall act under the supervision and direction of the Engineer/Architect. He shall confer with the Engineer/Architect regarding his actions, and shall generally communicate with the Unified Government only through the Engineer/Architect.

1.28 SHOP DRAWINGS - All drawings, diagrams, illustrations, brochures, schedules and other data which are prepared by the Contractor, a Subcontractor, Manufacturer, Supplier or Distributor, which illustrate how specific portions of the Work will be fabricated, installed, formed or constructed.

1.29 SPECIFICATIONS - A part of the Contract Documents consisting of written descriptions of a technical nature of materials, equipment, construction systems, standards and workmanship, including Technical Provisions and Special Conditions.

1.30 SPECIAL CONDITIONS - A part of the Contract Documents being a modification, amplification and/or additional information of the General, or Supplemental General Conditions or Technical Provisions.

1.31 SPECIFIED COMPLETION DATE - The date on which the contract work is specified to be completed.

1.32 SUBCONTRACTOR - An individual, firm or corporation having a direct contract with the Contractor or with any other Subcontractor for the performance of a part of the Work at the site.

1.33 SUBSTANTIAL COMPLETION - That date as certified by the Engineer/Architect when the construction of the Project or a specified part thereof is sufficiently completed in accordance with the Contract Documents, so that the Project or specified part can be utilized for the purposes for which it is intended.

1.34 SUPPLEMENTAL GENERAL CONDITIONS - A part of the Contract Documents consisting of modifications and additions to the General Conditions

or Instructions to Bidders that are applicable to a specific projects of procurement agency.

1.35 SUPPLIER - Any person, firm, corporation or organization who supplies Materials or Equipment for the Work, including that fabricated to a special design, but who does not perform labor at the site.

1.36 SURETY - The corporation, partnership or individual, other than the Contractor, executing a bond furnished by the Contractor.

1.37 TECHNICAL PROVISIONS - A part of the Contract Documents consisting of written descriptions of a technical nature of materials, equipment, construction systems, standards and workmanship required for the Project.

1.38 WORK - All labor, equipment and tools necessary to produce the construction required by the Contract Documents, and all materials and equipment incorporated or to be incorporated in the Project.

1.39 WORKING DAY When working days are specified, a working day shall be any day from the starting date through the completion of the project except as follows:

- a. Saturdays, Sundays, Unified Government holidays, and the dates from December 24 through January 2, inclusive, unless the Contractor requests and receives permission to work on these dates.
- b. Days on which adverse weather, or conditions immediately resulting from adverse weather, prevent work on the controlling item for at least 50% of the total daily time.
- c. Days on which the current controlling item is delayed or suspended due to acts of the Engineer/Architect for at least 50% of the total daily time.
- d. Days on which correction of differing site conditions prevent work on the current controlling item for at least 50% of the total daily time. Differing site conditions shall be those listed in General Condition 16.1.

Only whole days will be counted. On non-working days Contractor may, at his option and with no count against the contract time, pursue any work not affected by weather or other conditions affecting the controlling item.

The current controlling item is that feature or features of the work which if delayed or prolonged, at the time in question, will delay the completion of the project. The controlling item may be an activity or it may be a curing period or other mandatory waiting period. Working and non-working days shall be determined and recorded at regular intervals by the Engineer/Architect. Contractor shall review calculation of time and resolve any differences with the Engineer/Architect prior to each partial pay submittal.

1.40 WRITTEN NOTICE - Any notice to any party to the Agreement in writing the service thereof completed, when posted by certified or registered mail to the said party at his last given address, or delivered in person to said party or his authorized representative on the Work, or so mailed or delivered to the party listed with the Clerk of the District Court of Wyandotte County as the Contractor's Process Agent.

**2. ADDITIONAL INSTRUCTIONS AND DETAIL DRAWINGS.**

2.1 The Contractor may be furnished additional written instructions and detail drawings, by the Engineer/Architect, as necessary to carry out the Work required by the Contract Documents.

2.2 The Contractor shall carry out the Work in accordance with the additional written instructions and detail drawings.

**3. SCHEDULES, REPORTS AND RECORDS FOR PUBLIC PROJECTS.**

3.1 The Contractor shall submit to the Engineer/Architect such schedule of quantities and costs, progress schedules, payrolls, reports, estimates record and other data where applicable as are required by the Contract Documents for the Work to be performed.

3.2 Prior to the commencement of Work, the Contractor shall submit construction progress schedules showing the order in which he proposes to carry on the Work, including dates at which he will start the various parts of the Work, estimated date of completion of each part and, as applicable, the dates at which special detail drawings will be required, and respective dates of submission of Shop Drawings, the beginning of manufacture, the testing and the installation of materials, supplies and equipment.

3.3 The Contractor shall also submit a schedule of payments that he anticipates he will earn during the course of the Work.

**4. DRAWINGS AND SPECIFICATIONS.**

4.1 The intent of the Drawings and Specifications is that the Contractor shall furnish all labor, materials, tools, equipment, and transportation necessary for the proper execution of the Work in accordance with the Contract Documents and all incidental work necessary to complete the Project in an acceptable manner, ready for use, occupancy or operation by the Unified Government.

4.2 In case of conflict between the Drawings and Specifications, the drawings shall govern. Figure dimensions on Drawings shall govern over scale dimensions, and detailed Drawings shall govern over general Drawings. Special Conditions shall govern over Technical Provisions and the General Conditions.

4.3 Any discrepancies, inconsistencies, or ambiguities found between the Drawings or Specifications shall be immediately reported to the

Engineer/Architect, in writing, who shall promptly correct them in writing. Work done by the Contractor after his discovery of such discrepancies, inconsistencies or ambiguities, but before correction by the Engineer/Architect, shall be done at the Contractor's risk.

**5. SHOP DRAWINGS.**

5.1 Where required by the special conditions or technical provisions, the Contractor shall provide to the Engineer/Architect not less than 4 copies of all Shop Drawings which bear the certification that the Contractor has reviewed, checked and approved the Shop Drawings and that they are in conformance with the requirements of the Contract Documents. The Contractor shall also note on the Shop Drawings all deviations from the Contract Documents. The Engineer/Architect's approval of any Shop Drawing shall not release the Contractor from responsibility for deviations from the Contract Documents. The Engineer/Architect may elect not to review shop drawings not required by the contract documents. The approval of any Shop Drawing which substantially deviates from the requirement of the Contract Documents shall be evidenced by a Change order. If the Contractor requires more than 1 copy returned of "approved" or "approved if corrected as noted" drawings, additional copies shall be included in original submittal with all additional copies returned to the Contractor.

5.2 The review action by the Engineer/Architect will be as shown:

Action By <u>Engineer</u> <u>Resubmittal</u>	Retained By Required <u>Engineer</u>
Approved no	3
Approved if Corrected as Noted no	3
Correct and Resubmit yes	1
Not Approved yes	1

5.3 Portions of the Work requiring a Shop Drawing or sample submission shall not begin until the Shop Drawing or sample has been approved by the Engineer/Architect. 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 Engineer/Architect.

**6. MATERIALS, SERVICES AND FACILITIES.**

.6.1 It is understood that, except as otherwise specifically stated in the Contract Documents, the

Contractor shall provide and pay for all Materials, labor, tools, Equipment, water, light, power, transportation, supervision, temporary construction of any nature, and all other services and facilities of any nature whatsoever necessary to execute, complete, and deliver the Work within the specified time.

6.2 Contractor shall furnish only new Material of the type, size, and strength class with all accessories as specified, indicated and/or necessary for a completed project.

6.3 Manufacturer of Material to be incorporated within the project shall be experienced in the design, manufacture, testing, and commercial supplying of the specified materials.

6.4 Materials and Equipment shall be so transported, stored and installed as to insure the preservation of their quality and fitness for the Work. Said transporting, handling and storage shall conform to the Manufacturer's recommendations unless otherwise required in the Contract Documents. Stored Materials and Equipment to be incorporated in the Work shall be located so as to facilitate prompt inspection.

6.5 Damaged Materials will be subject to rejection and cannot be incorporated within the project without written approval from the Engineer/Architect.

6.6 Manufactured articles, Materials and Equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the Manufacturer unless otherwise specifically stated in the Contract Documents.

6.7 Contractor shall submit to the Engineer/Architect six (6) copies each of Manufacturer's design, Material specifications, quality control methods, recommended installation instructions, warranties, delivery dates, manufacturing location and if specifically requested samples of Materials to be incorporated within the Project for approval. Purchase of Materials not approved by the Engineer/Architect will be done only at the Contractor's risk.

6.8 Materials, supplies and Equipment shall be in accordance with samples submitted by the Contractor and approved by the Engineer/Architect.

6.9 Materials, supplies or Equipment to be incorporated into the Work shall not be purchased by the Contractor or the Subcontractor subject to a chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller.

6.10 Contractor shall require, secure and submit to the Engineer/Architect six (6) copies of all material certifications and test transcripts for all Materials incorporated within the Project. Material testing shall be performed by the Manufacturer's quality control personnel and/or approved independent testing laboratory, all in conformance with applicable and acceptable standards. Provisions shall be made that the Engineer/Architect and/or approved independent test

laboratory personnel may witness such tests. Failure of the Engineer/Architect to reject Materials will not be grounds for acceptance if defects are later found; however, all Materials rejected by the Engineer/Architect as unsuitable, nonconforming and/or failing to meet minimum required test results shall not be used and shall be removed from the Project site by the Contractor.

## 7. INSPECTION AND TESTING.

7.1 All Materials and Equipment used in the construction of the Work shall be subject to adequate inspection and testing in accordance with generally accepted standards, as required and defined in the Contract Documents.

7.2 Tests and certifications are required to demonstrate that all products installed in the work comply with the specifications. Responsibility for testing shall be as indicated below:

a. City is responsible for acceptance tests on installed products and on products delivered for installation; such as field or laboratory tests for slump, air and strength of concrete, temperature of asphalt mixes, reference and relative density of asphalt mixtures, reference and relative density of embankment and fill material, infiltration/ exfiltration test and televising of sewer mains, thickness and surface straight edging, and the like; except for those tests listed in "c." below. Engineer/Architect shall determine the time, location, and frequency of field testing and sampling. Upon request the Unified Government will provide Contractor with one copy of test results.

If Contractor has reasonable objection to the testing laboratory employed by the Unified Government, Contractor shall submit a written protest using the procedure for claims based on procurement officer's actions or omissions.

b. Contractor shall reimburse the Unified Government for tests performed by the Unified Government when the results of those tests do not meet specified limits.

c. Contractor and his suppliers are responsible for process control tests normally conducted at the source of supply, such as certifications of manufactured products, concrete and asphalt mix designs, mixing plant quality monitoring tests, gradation tests of pipe bedding and imported fill material, fertilizer and seed certifications, and the like. Submittal of tests and certifications shall follow the procedures for shop drawings.

Contractor shall be responsible for the following field tests: tightness testing of manholes and sewer lines; mandrel testing of non-rigid sewer mains; start-up, demonstration and adjustment of HVAC, mechanical, electrical, or

communication systems; and profilograph testing of concrete and asphalt pavements where required by the technical specifications, special conditions, or drawings. When profilograph testing is ordered by the Engineer because of poor subjective ride quality, compensation for the testing shall be based on General Condition 7.7.

d. Contractor shall employ an independent commercial laboratory, acceptable to the Engineer, to conduct source of supply tests. The laboratory shall have the staff, equipment, qualifications, and experience to perform the tests in accordance with the specified standards.

e. Contractor shall cooperate with Unified Government's field testing and sampling; interrupting, exposing and repairing the work when necessary and providing labor, sample material, and facilities to accommodate the testing and sampling.

7.3 If the Contract Documents, laws, ordinances, rules, regulations or orders of any public authority having jurisdiction require any Work to be specifically inspected, tested, or approved by someone other than the Contractor, the Contractor will give the Engineer/Architect timely notice of readiness. The Contractor will then furnish the Engineer/Architect the required certificates of inspection, testing or approval.

7.4 Inspections, test or approvals by the Engineer/Architect or others shall not relieve the Contractor from his obligations to perform the Work in accordance with the requirements of the Contract Documents.

7.5 The Engineer/Architect and/or his representatives will at all times have access to the Work. In addition, authorized representatives and agents of any participating Federal, State or local agency shall be permitted to inspect all Work, Materials, payrolls, records of personnel, invoices of Material, and other relevant data and records. The Contractor will provide proper facilities for such access and observation of the Work and also for any inspection, or testing thereof.

7.6 If any Work is covered contrary to the instructions of the Engineer/Architect or his project representative, or if Work is covered prior to inspection required by the Contract Documents, said Work must, if requested by the Engineer/Architect, be uncovered for inspection and replaced at the Contractor's expense

7.7 If after the Work is covered in accordance with the Engineer/Architect's instructions and the requirements of the Contract Documents the Engineer/Architect subsequently issues instructions to uncover the Work for inspection, the contractor shall uncover the Work in question. If it is found that such Work is defective, the Contractor will bear all the expenses of such uncovering, inspection and reconstruction. If, however, such Work is not found to

be defective, the Contractor will be allowed an increase in the Contract Price or an extension of the Contract Time, or both, directly attributable to such uncovering, inspection, and reconstruction and an appropriate Change Order shall be issued

## **8. SUBSTITUTIONS.**

8.1 Whenever Material or Equipment is identified on the Drawings or Specifications by reference to brand name or catalogue number, it shall be understood that this is referenced for the purpose of defining the performance or other salient requirements and not to limit competition, and that other products of equal capacities, quality and function shall be considered. The Contractor may recommend the substitution of material, article, or piece of equipment of equal substance and function for those referred to in the Contract Documents by reference to brand name or catalogue number, and if, in the opinion of the Engineer/Architect, such material, article, or piece of equipment is of equal substance and function to that specified, the Engineer/Architect may approve its substitution and use by the Contractor. Any cost differential shall be deductible from the Contract Price and the Contract Documents shall be appropriately modified by Change Order. The contractor warrants that if substitutes are approved, no major changes in the function or general design of the Project will result. Incidental changes or extra component parts required to accommodate the substitute will be made by the Contractor without a change in the Contract Price or Contract Time.

## **9. PATENTS.**

9.1 The Contractor shall pay all applicable royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and save the Unified Government, Engineer/Architect, or Consultants harmless from loss on account thereof, except that the Unified Government shall be responsible for any such loss when a particular process, design, or the product of a particular Manufacturer or Manufacturers is specified. However, if the Contractor has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Engineer/Architect.

## **10. CONSTRUCTION STAKING.**

10.1 The Contractor shall perform all construction staking; completed staking shall be reviewed by the Engineer/Architect before work commences

10.2 The Owner will furnish necessary boundary surveys and establish all baselines for locating the principal component parts of the Work, together with a suitable number of bench marks adjacent to the Work as shown in the Contract Documents.

10.3 The Contractor shall retain or provide a Land Surveyor, licensed to practice in the State of Kansas, to develop and make any detailed surveys necessary for the construction of the Work.

10.4 The Contractor shall carefully preserve bench marks, reference points and stakes and, in case of willful or careless destruction by his operations, or those of his Subcontractors or Material suppliers, he shall be charged with the resulting expense and shall be responsible for any mistakes that may be caused by their unnecessary loss or disturbance.

## 11. PROTECTION OF WORK, PROPERTY AND PERSONS.

11.1 The Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. He will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby, all the Work and all Materials or Equipment to be incorporated therein, whether in storage on or off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

11.2 The Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction. He will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. He will notify owners of adjacent utilities forty-eight (48) hours in advance when prosecution of the Work may affect them. The Contractor will remedy all damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by the Contractor, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except damage or loss attributable to the fault of the Contract Documents or to the acts or omissions of the Unified Government or the Engineer/Architect or consultant or anyone employed by any of them or anyone for whose acts either of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of the Contractor.

11.3 In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the Engineer/Architect or Unified Government, shall act to prevent threatened damage, injury or loss. He will give the Engineer/Architect prompt Written Notice of any significant changes in the Work or deviations from the Contract Documents caused thereby, and a Change Order shall thereupon be issued covering the changes and deviations involved.

## 12. SUPERVISION BY CONTRACTOR.

12.1 The Contractor will supervise inspect and direct the Work. He will be solely responsible for the mean methods, techniques, procedures and safety of construction. Except where limited by the Engineer/Architect's authority to adjust schedule to meet objectives listed in Condition 33.2, the Contractor

shall be responsible for sequence of the work. The Contractor will employ and maintain on the Work a qualified superintendent who has full knowledge of and prior experience with the Materials and methods necessary to conform with the terms of and intent of these Contract Documents and who shall have been designated to the Engineer/Architect in writing by the Contractor as the Contractor's representative at the site. The superintendent shall have full authority to act on behalf of the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor. The superintendent shall be present on the site at all times.

12.2 The Contractor shall not change the superintendent without prior approval of the Engineer/Architect, except if the superintendent leaves the Contractor's employment.

## 13. CHANGES.

13.1 CHANGE ORDER - The Procurement Officer, at any time, and without notice to the sureties, in a signed writing designated or indicated to be a Change Order, may order:

- a. changes in the work within the scope of the Contract Documents; and
- b. changes in the time for performance of the Work that do not alter the scope of the Contract Documents.

13.2 ADJUSTMENTS OF PRICE OR TIME FOR PERFORMANCE - If any such Change Order increases or decreases the Contractor's cost of, or the time required for, performance of any part of the Work under these Contract Documents, whether or not changed by the order, an adjustment shall be made and the Contract Documents modified in writing accordingly. Any adjustment in Contract Price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of these Contract Documents. (Section 14 of the General Conditions).

Failure of the parties to agree to an adjustment shall not excuse a Contractor from proceeding with the Work as changed, provided that the Unified Government promptly and duly make such provisional adjustments in payments or time for performance as may be reasonable. By proceeding with the Work, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

13.3 WRITTEN CERTIFICATION - The Contractor shall not perform any Change Order in excess of \$500 unless it bears, or the Contractor has separately received, a written certification, signed by the Fiscal Officer, that funds are available therefore; and, if acting in good faith, the Contractor may rely upon the validity of such certification.

13.4 TIME PERIOD FOR CLAIM - Within 30 days after receipt of a written Change Order under Paragraph

(1) of this clause, unless such period is extended by the Procurement Officer in writing, the Contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the Contractor's claim unless the Unified Government is prejudiced by the delay in notification.

**13.5 CLAIM BARRED AFTER FINAL PAYMENT** - No claim by the Contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under these Contractor Documents.

**13.6 CLAIMS NOT BARRED** - In the absence of such a Change Order, nothing in the Contract Documents shall restrict the Contractor's right to pursue a claim arising under the Contract Documents if pursued in accordance with the Clause entitled "Claims Based on a Procurement Officer's Actions or Omissions" (Section 22 of the General Conditions) or for breach of contract.

**14. PRICE ADJUSTMENT.**

**14.1 PRICE ADJUSTMENT METHODS** - Any adjustment in Contract Price pursuant to clauses in these Contract Documents shall be made in one or more of the following ways:

- a. by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- b. by unit prices specified in the Contract Documents or subsequently agreed upon;
- c. by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the Contract Documents or subsequently agreed upon;
- d. in such other manner as the parties may mutually agree; or
- e. in the absence of agreement between the parties, by a unilateral determination by the Procurement Officer of cost attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as computed by the Procurement Officer in accordance with generally accepted accounting principles and applicable sections of the regulations promulgated under Article 7 (Cost Principles) and subject to the provisions of Article 9 (Legal and Contractual Remedies) of the Procurement Code.

**14.2 SUBMISSION OF COST OR PRICING DATA** - The Contractor shall submit cost or pricing data for any price adjustments subject to the provisions of Section 3-303 (Cost or Pricing Data) of the Procurement Code.

**15. VARIATIONS IN ESTIMATED QUANTITIES.**

**15.1 VARIATIONS REQUIRING ADJUSTMENTS** - Where the quantity of a pay item in these Contract Documents is an estimated quantity and where the

actual quantity of such pay item varies more than 15% above or below the estimated quantity stated in these Contract Documents, an adjustment in the Contract Price shall be made upon demand of either party. The adjustment shall be based upon any increase or decrease in costs due solely to the variation above 115% or below 85% of the estimated quantity. If the quantity variation is such as to cause an increase in the time necessary for completion, the Procurement Officer shall, upon receipt of a timely written request for an extension of time, prior to the date of final settlement, ascertain the facts and make such adjustment for extending the completion date as in the judgment of the Procurement Officer the findings justify.

**15.2 ADJUSTMENTS OF PRICE** - Any adjustment in Contract Price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. (Section 14 of the General Conditions).

**16. DIFFERING SITE CONDITIONS, PRICE ADJUSTMENTS.**

**16.1 NOTICE** - The Contractor shall promptly, and before such conditions are disturbed, notify the Engineer/Architect of:

- a. subsurface or latent physical conditions at the site differing materially from those indicated in these Contract Documents; or
- b. unknown physical conditions at the site, of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in these Contract Documents.

**16.2 ADJUSTMENTS OF PRICE OR TIME FOR PERFORMANCE** - After receipt of such notice, the Engineer/Architect shall promptly investigate the site, and if it is found that such conditions do materially so differ and cause an increase in the Contractor's cost of, or the time required for, performance of any part of the Work under these Contract Documents, whether or not changed as a result of such conditions, an adjustment shall be made and the Contract Documents modified in writing accordingly. Any adjustment in Contract Price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. (Section 14 of the General Conditions.)

**16.3 TIMELINESS OF CLAIM** - No claim of the Contractor under this clause shall be allowed unless the Contractor has given the notice required in this clause; provided, however, that the time prescribed therefore may be extended by the Procurement Officer in writing.

**16.4 NO CLAIM AFTER FINAL PAYMENT** - No claim by the Contractor for an adjustment thereunder shall be allowed if asserted after final payment under these Contract Documents.

**16.5 KNOWLEDGE** - Nothing contained in this clause shall be grounds for an adjustment in compensation if the Contractor had actual knowledge

of the existence of such conditions prior to the submission of bids.

**17. TIME FOR COMPLETION.**

17.1 The date beginning and the time for completion of the Work are essential conditions of the Contract Documents and the Contract Time shall commence on a date specified in the Notice to Proceed.

17.2 The Contractor will proceed with the Work at such rate of progress to insure full completion within the Contract Time. It is expressly understood and agreed, by and between the Contractor and the Unified Government that the Contract Time for the completion of the Work described herein is a reasonable time, taking into consideration the average climatic and economic conditions and other factors prevailing in the locality of the Work.

**18. TERMINATION FOR DEFAULT FOR NON-PERFORMANCE OR DELAY - DAMAGES FOR DELAY - TIME EXTENSIONS.**

18.1 **DEFAULT** - If the Contractor refuses or fails to prosecute the Work, or any separable part thereof, with such diligence as will assure its completion within the time specified in these Contract Documents, or any extension thereof, fails to complete said Work within such time, or commits any other substantial breach of these Contract Documents, and further fails within 14 days after receipt of written notice from the Procurement Officer to commence and continue correction of such refusal or failure with diligence and promptness, the Procurement Officer may, by written notice to the Contractor, declare the Contractor in breach and terminate the Contractor's right to proceed with the Work or such part of the Work as to which there has been delay. In such event the Unified Government may take over the Work and prosecute the same to completion, by contract or otherwise, and may take possession of, and utilize in completing the Work, such Materials, appliances, and plant as may be on the site of the Work and necessary therefore. Whether or not the Contractor's right to proceed with the work is terminated, the Contractor and the Contractor's sureties shall be liable for any damage to the Unified Government resulting from the Contractor's refusal or failure to complete the work within the specified time.

18.2 **LIQUIDATED DAMAGES UPON TERMINATION** - If fixed and agreed liquidated damages are provided in these Contract Documents, and if the Unified Government so terminates the Contractor's right to proceed, the resulting damage will consist of such liquidated damages for such reasonable time as may be required for final completion of the Work.

18.3 **LIQUIDATED DAMAGES IN ABSENCE OF TERMINATION** - If fixed and agreed liquidated damages are provided in the Contract Documents, and if the Unified Government does not terminate the Contractor's right to proceed, the resulting damage will consist of such liquidated damages until the Work is

completed or accepted.

18.4 **TIME EXTENSION** - The Contractor's right to proceed shall not be so terminated nor the Contractor charged with resulting damage if:

a. the delay in the completion of the Work arises from causes such as: acts of God; acts of the public enemy; acts of the Unified Government or any other governmental entity in either a sovereign or contractual capacity; acts of another Contractor in the performance of a contract with the Unified Government; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; unusually severe weather; delays of Subcontractors due to causes similar to those set forth above; or shortage of Materials; provided, however, that no extension of time will be granted for a delay caused by a shortage of Materials, unless the Contractor furnishes to the Engineer/Architect proof that the Contractor has diligently made every effort to obtain such Materials from all known sources within reasonable reach of the Work, and further proof that the inability to obtain such Materials when originally planned did in fact cause a delay in final completion of the entire Work which could not be compensated for by revising the sequence of the Contractor's operations; and

b. the Contractor, within ten days from the beginning of any such delay (unless the Procurement Officer grants a further period of time before the date of final payment under the Contract Documents), notifies the Engineer/Architect in writing of the causes of delay. The Procurement Officer shall ascertain the facts and the extent of the delay and extend the time for completing the Work when, in the judgment of the Procurement Officer, the findings of fact justify such an extension.

18.5 **ERRONEOUS TERMINATION FOR DEFAULT** - If, after notice of termination of the Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the delay was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issue pursuant to the Termination for Convenience clause. (Section 23 of the General Conditions.)

18.6 Where the Contractor's services have been so terminated by the Unified Government, said termination shall not affect any right of the Unified Government against the Contractor then existing or which may thereafter accrue. Any retention or payment of monies by the Unified Government will not release the Contractor from compliance with the Contract Documents.

18.7 **ADDITIONAL RIGHTS AND REMEDIES** -

The rights and remedies of the Unified Government provided in this clause are in addition to any other rights and remedies provided by law or under these Contract Documents.

**19. SPECIFIC ACTS CONSTITUTING SUBSTANTIAL BREACH.**

19.1 The following acts committed by the Contractor will constitute a substantial breach of the Contract Documents and may result in termination of the Work.

- a. If the Contractor is adjudged bankrupt or insolvent.
- b. If the Contractor makes a general assignment for the benefit of his creditors.
- c. If a trustee or receiver is appointed for the Contractor or any of his property.
- d. If the Contractor files a petition to take advantage of any debtor's act or to reorganize under the bankruptcy or applicable laws.
- e. If Contractor repeatedly fails to supply sufficient skilled workmen or suitable Material or Equipment.
- f. If the Contractor repeatedly fails to make prompt payments to Subcontractors or for labor, Material or Equipment.
- g. If the Contractor disregards ordinances, rules, regulations or orders of any public body having jurisdiction of the Work.
- h. If the Contractor disregards the authority of the Purchasing Officer or consultant.

19.2 Acts other than those specified in 19.1 may constitute substantial breach.

19.3 The procedure for termination for substantial breach of the Contract Documents shall be in accordance with the clause entitled "Termination for Default for Non-performance or Delay - Damages for Delay - Time Extensions" (Section 18 of General Conditions).

**20. CORRECTION OF WORK.**

20.1 The Contractor shall promptly remove from the premises all Work rejected by the Engineer/Architect for failure to comply with the Contract Documents, whether incorporated in the construction or not, and the Contractor shall promptly replace and re-execute the Work in accordance with the Contract Documents and without expense to the Unified Government and shall bear the expense of making good all Work of other Contractors or Subcontractors destroyed or damaged by such removal or replacement.

20.2 All removal and replacement Work shall be done at the Contractor's expense. If the Contractor does not take action to remove such rejected Work within ten (10) days after receipt of Written Notice, the Unified Government may remove such Work and store the

Materials, at the expense of the Contractor.

**21. SUSPENSION OF WORK.**

21.1 SUSPENSION FOR CONVENIENCE - The Procurement Officer may order the Contractor in writing to suspend, delay, or interrupt all or any part of the Work for such period of time as may be determined to be appropriate for the convenience of the Unified Government.

21.2 ADJUSTMENT OF COST - If the performance of all or any part of the Work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Procurement Officer in the administration of these Contract Documents, or by the failure of the Procurement Officer to act within the time specified in these Contract Documents (or if no time is specified, within reasonable time), an adjustment shall be made for any increase in the cost of performance of these Contract Documents necessarily caused by such unreasonable suspension, delay, or interruption and the Contract Documents modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay or interruption to the extent:

- a. that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor; or
- b. for which an adjustment is provided for or excluded under any other provision of these Contract Documents.

21.3 TIME RESTRICTION ON CLAIM - No claim under this clause shall be allowed:

- a. for any costs incurred more than 20 days before the Contractor shall have notified the Procurement Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and
- b. unless the claim is asserted in writing as soon as practicable after the termination of such suspension, delay, or interruption, but not later than the date of final payment under the Contract Documents.

21.4 ADJUSTMENTS OF PRICE - Any adjustment in Contract Price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of These Contract Documents. (Section 14 of the General Conditions.)

**22. CLAIMS BASED ON A PROCUREMENT OFFICER'S ACTIONS OR OMISSIONS.**

22.1 NOTICE OF CLAIM - If any action or omission on the part of the Procurement Officer requiring a performance change within the scope of the Contract Documents constitutes the basis for a claim by the Contractor for additional compensation, damages, or an extension of time for completion, the Contractor shall continue with performance of the Work in compliance

with the directions or orders of such officials, but by so doing, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion, provided:

a. The Contractor shall have given Written Notice to the Procurement Officer:

i. prior to the commencement of the Work involved, if at that time the Contractor knows of the occurrence of such action or omission;

ii. within 30 days after the Contractor knows of the occurrence of such action or omission, if the Contractor did not have such knowledge prior to the commencement of the Work; or

iii. within such further time as may be allowed by the Procurement Officer in writing.

b. The notice required by Subparagraph (22.1.a.) of this paragraph described as clearly as practicable at the time the reasons why the Contractor believes that additional compensation, damages, or an extension of time may be remedies to which the Contractor is entitled; and

c. The Contractor maintains, and upon request makes available to the Procurement Officer within a reasonable time, detailed records to the extent practicable, of the claimed additional costs or basis for an extension of time in connection with such changes.

22.2 LIMITATION OF CLAUSE - Nothing herein contained, however, shall excuse the Contractor from compliance with any rules of law precluding any Unified Government officers and any Contractors from acting in collusion or bad faith in issuing or performing Change Orders which are clearly not within the scope of the Contract Documents.

22.3 ADJUSTMENTS OF PRICE - Any adjustment in the Contract Price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of these Contract documents. (Section 14 of the General Conditions.)

## 23. TERMINATION FOR CONVENIENCE.

23.1 TERMINATION - The Unified Government may, when the interests of the Unified Government so require, terminate the Unified Government's obligations under these Contract Documents, in whole or in part, for the convenience of the Unified Government. The Procurement Officer shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective.

23.2 CONTRACTOR'S OBLIGATIONS - The Contractor shall incur no further obligations in

connection with the terminated work and on the date set in the notice of termination the Contractor will stop Work to the extent specified. The Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated obligations. The Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated obligations. The Procurement Officer may direct the Contractor to assign the Contractor's right, title, and interest under terminated orders or subcontracts to the Unified Government. The Contractor must still complete the obligation not terminated by the notice of termination and may incur obligations as necessary to do so.

23.3 RIGHT TO CONSTRUCTION AND SUPPLIES - The Procurement Officer may require the Contractor to transfer title and deliver to the Unified Government in the manner and to the extent directed by the Procurement Officer:

a. any completed construction; and

b. such partially completed construction, supplies, materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called 'Construction Material') as the Contractor has specifically produced or specially acquired for the performance of the terminated obligation(s).

The Contractor shall protect and preserve property in the possession of the Contractor in which the Unified Government has an interest. If the Procurement Officer does not exercise this right, the Contractor shall use best efforts to sell such construction, supplies, and Construction Materials in accordance with the standards of K.S.A. 84-2-706. This in no way implies that the Unified Government has breached the Contract Documents by exercise of the Termination for Convenience Clause.

## 23.4 COMPENSATION

a. The Contractor shall submit a termination claim specifying the amounts due because of the termination for convenience, together with cost or pricing data, submitted to the extent required by Section 3-303 (Cost or Pricing Data) of the Procurement Code, bearing on such claim. If the Contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the Contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

b. The Procurement Officer and the Contractor may agree to a settlement provided the Contractor has filed a termination claim supported by cost or pricing data submitted as required by Section 3-303 (Cost or Pricing Data) of the Procurement Code and that the settlement does not exceed the total Contract Price plus settlement costs reduced by payments previously made by the Unified Government, the proceeds

of any sales of construction, supplies, and Construction Materials under Paragraph 23.3 of these General Conditions, and the Contract Price of the Work not terminated.

c. Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the Contractor the following amounts, provided payments under Subparagraph (b) shall not duplicate payments under this Paragraph:

i. with respect to all contract Work performed prior to the effective date of the notice of termination, the total (without duplication of any items) of:

A. the cost of such Work plus a fair and reasonable profit on such portion of the Work (such profit shall not include anticipatory profit or consequential damages) less amounts paid or to be paid for completed portions of such Work; provided, however, that if it appears that the Contractor would have sustained a loss if the entire Work 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;

B. costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph 23.2 of these General Conditions. These costs must not include costs paid in accordance with Subparagraph (c.i.A) of this Paragraph;

C. the reasonable settlement costs of the Contractor including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated obligation(s) and for the termination and settlement of subcontracts there-under, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated obligations.

ii. The total sum to be paid the Contractor under this Paragraph shall not exceed the total Contract Price plus the reasonable settlement costs of the Contractor reduced by the amount of any sales of construction, supplies, and

Construction Materials under Paragraph 23.3 of these General Conditions, and the Contract Price of Work not terminated.

d. Cost claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph shall be in accordance with Chapter 7 (Cost Principles) of the Procurement Regulations.

#### **24. LIQUIDATED DAMAGES.**

24.1 When the Contractor fails to complete the Work or any portion of the Work within the time or times fixed in the Contract Documents, the Contractor shall pay to the Unified Government the amount listed in the Agreement as Liquidated Damages for each calendar day of delay pursuant to the "Termination for Default for Non-performance or Delay - Damages for Delay - Time Extensions" clause. (Section 18 of the General Conditions.)

#### **25. PAYMENTS FOR WORK PERFORMED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.**

25.1 At least twenty (20) days before each progress payment falls due, the Contractor may submit, but not more than once a month, to the Engineer/Architect a partial payment estimate on a form suitable to the Engineer/Architect, filled out and signed by the Contractor covering the work performed during the period covered by the partial payment estimate and supported by such data as the Engineer/Architect may reasonably require. The Engineer/Architect will, within ten (10) days after receipt of each partial payment estimate, either indicate in writing his approval of payment and present the partial payment estimate to the Procurement Officer, or return the partial payment estimate to the Contractor indicating in writing his reasons for refusing to approve payment. In the latter case, the Contractor may make the necessary corrections and resubmit the partial payment estimate. The Unified Government will, within thirty (30) days of presentation to the Procurement Officer of an approved partial payment estimate, pay the Contractor a progress payment on the basis of the approved partial payment estimate. The Unified Government will retain five (5) percent of the amount of each payment until final completion and acceptance of all work covered by the Contract Documents. The Procurement Officer at any time, however, after fifty (50) percent of the work has been completed, if he finds that satisfactory progress is being made, may reduce retainage on the current and remaining estimates. When the work is substantially complete (operational or beneficial occupancy), the retained amount may be further reduced to only that amount necessary to assure completion.

25.2 Prior to Substantial Completion, the Unified Government, with the approval of the Engineer/Architect, may use any completed or substantially completed portions of the work. Such use shall not constitute an acceptance of such portions of

the work.

25.3 Upon completion and acceptance of the work, the Engineer/Architect shall issue a certificate attached to the final payment request that the Work has been accepted by him under the conditions of the Contract Documents. The entire balance found to be due the Contractor, including the retained percentages, but except such sums as may be lawfully retained by the Unified Government, shall be paid to the Contractor within thirty (30) days of completion and acceptance of the work.

25.4 The Contractor will indemnify and save the Unified Government and the Engineer/Architect, and their agents and employees harmless from all claims growing out of the lawful demands of Subcontractors, laborers, workmen, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, tools, and all supplies, incurred in the furtherance of the performance of the work. Prior to final payment and prior to any progress payment when so requested by the Unified Government, the Contractor shall furnish satisfactory evidence that all obligations of the nature designated above have been paid, discharged, or waived. If the Contractor fails to do so, the Unified Government may, after having notified the Contractor, either pay unpaid bills or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of the Contract Documents, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Unified Government to either the Contractor, his surety, or any third party. In paying any unpaid bills of the Contractor, any payment so made by the Unified Government shall be considered as a payment made under the Contract Documents by the Unified Government to the Contractor and the Unified Government shall not be liable to the Contractor for any such payments made in good faith.

**26. ACCEPTANCE OF FINAL PAYMENT AS RELEASE.**

26.1 The acceptance by the Contractor of final payment shall be made and shall operate as a release to the Unified Government of all claims and all liability to the Contractor, other than claims in stated amounts as may be specifically excepted by the Contractor, for all things done or furnished in connection with this Work and for every act and neglect of the Unified Government and others relating to or arising out of this Work. Any payment, however, final or otherwise, shall not release the Contractor or his sureties from any obligations under the Contract Documents or the Performance Bond and Payment Bonds.

**27. INSURANCE.**

27.1 The Contractor shall purchase and maintain during the term of this contract such insurance as will

protect him and the Unified Government of Wyandotte County/Kansas City, Kansas, from claims set forth below which may arise out of or result from the Contractor's execution of the Work, whether such execution be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The Unified Government of Wyandotte County/Kansas City, Kansas, shall be identified as an additional insured or provided with an owner's protective policy written on an occurrence basis on coverage set forth in Section 27.3 of this clause.

- a. Claims under workman's compensation disability benefit and other similar employee benefits;
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
- c. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
- d. Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
- e. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

27.2 Certificates of insurance acceptable to the Unified Government shall be filed with the Unified Government within ten (10) days of the Notice of the Award. These Certificates shall contain a provision that states, "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. At the discretion of the Unified Government, the Contractor shall file copies of endorsed insurance policies with the Unified Government prior to commencement of the Work.

27.3 The Contractor shall procure and maintain Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting him and the Unified Government of Wyandotte County/Kansas City, Kansas, from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the Contract Documents, whether such operations be by himself or by any Subcontractor under him. Insurance may be combined Bodily Injury and Property Damage Liability but in no event shall the limit of liability be less than \$500,000 for all damages arising out of bodily injury, including death, and all property damage sustained by any one person in any one accident, and \$500,000 aggregate for any such damage sustained by two or more persons in any one

accident.

27.4 The Contractor shall acquire and maintain, if applicable, Fire and Extended Coverage Insurance upon the Project to the full insurable value thereof for the benefit of the Unified Government, the Contractor, and Subcontractors as their interest may appear. This provision shall in no way release the Contractor's surety from obligations under the Contract Documents to fully complete the Project.

27.5 The Contractor shall procure and maintain at his own expense, during the Contract Time, in accordance with the provisions of the law of the State of Kansas, Worker's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the Project and in case any Work is sublet, the Contractor shall require such Subcontractor similarly to provide Worker's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous Work under these Contract Documents at the site of the Project is not protected under Worker's Compensation statute, the Contractor shall provide, and shall cause each Subcontractor to provide adequate and suitable insurance for the protection of his employees not otherwise protected.

27.6 The Contractor shall secure, if applicable, "All Risk" type Builder's Risk Insurance for Work to be performed. Unless specifically authorized by the Unified Government, the amount of such insurance shall not be less than the Contract price totaled in the Bid. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, collapse, riot, aircraft, and smoke during the Contract Time, and until the Work is accepted by the Owner. The policy shall name as the insured the Contractor and the Owner.

27.7 The Contractor, in addition to all other insurance requirements herein, shall procure and maintain insurance in the type and amount as may be required in any license, permit, or agreement obtained for the Project and which is necessary to complete the Work (i.e., Highway Permit, Railroad Crossing Agreement, Corps of Engineers Permit) regardless of who secured the license, permit or agreement.

## **28. CONTRACT SECURITY.**

28.1 Where the contract is in excess of \$50,000.00, the Contractor shall furnish the Unified Government with a Performance Bond in the amount of 100% of the Contract Price. Where the contract is in excess of \$50,000.00, the Contractor shall furnish the Unified Government with a Labor and Material Payment Bond in the amount of 100% of the Contract Price. Bonds shall be delivered within ten (10) days of receipt of Notice of Award. The Performance Bond shall be conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions, and

agreement of the contract documents. The Payment Bond shall be conditioned upon the prompt payment by the Contractor to all persons supplying labor and Materials in the prosecution of the work provided by the Contract Documents and shall comply with the requirements of K.S.A. 60-1111 including, but not limited to the requirement that it be filed with the Clerk of the Wyandotte County District Court. All bonds shall contain all terms and conditions contained in the provided bond form in the Contract Documents and shall be executed by a surety company authorized to do business in the State of Kansas. Attorneys-in-fact who sign bonds must file with each bond a certified and effective dated copy of the power of attorney form.

28.2 The expense of these bonds shall be borne by the Contractor. If at any time a surety on any such Bond is declared bankrupt or loses its right to do business in the State of Kansas, the contractor shall within ten (10) days substitute an acceptable Bond (or Bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the Unified Government. The premiums on such Bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the Unified Government.

## **29. ASSIGNMENTS.**

29.1 Neither the Contractor nor the Unified Government shall sell, transfer, assign or otherwise dispose of any rights or obligation created by the Contract Documents or any portion thereof, or of his right, title or interest therein or his obligations thereunder, without written consent of the other party.

## **30. INDEMNIFICATION.**

30.1 The Contractor will indemnify and hold harmless the Unified Government and the Engineer/Architect and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, and Subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

30.2 In any and all claims against the Unified Government and the Engineer/Architect, or their agents and employees, by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen's Compensation acts, disability benefit acts or other employee benefits acts.

30.3 The obligation of the Contractor under this paragraph shall not extend to the liability of the Engineer/Architect, his agents or employees arising out of the preparation or approval of maps, Drawings, opinions, reports, surveys, Change Orders, designs or Specifications.

30.4 The Contractor will be held strictly to the intent of the Contract Documents in regard to the quality of Materials, workmanship and execution of the Work. Inspections may be made at the factory or fabrication plant of the source of Material supply.

**31. SEPARATE CONTRACTS AND RIGHT TO ENTER TO PERFORM WORK.**

31.1 The Unified Government may perform additional Work related to the Project by itself, or it may execute other Contract Documents containing provisions similar to these. The Contractor shall afford the Unified Government and 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. If the proper execution or results of any part of the Contractor's Work depends upon the Work of the Unified Government or any other Contractor, the Contractor shall inspect and promptly report to the Engineer/Architect any defects in such Work that render it unsuitable for such proper execution and results.

31.2 The Unified Government's right to perform work and enter other contracts shall not be construed as relieving the Contractor of the sole responsibility for the care and protection of the Work, or the restoration of any damaged Work except such as may be caused by agents or employees of the Unified Government or by other Contractors.

31.3 If the performance of additional Work by other Contractors or the Unified Government is not noted in the Contract Documents prior to the execution of the Contract Documents, written notice thereof shall be given to the Contractor prior to starting any such additional Work. If the Contractor believes that the performance of such additional Work by the Unified Government or other Contractors involves him in additional expense or entitles him to an extension of the Contract Time, he may make a claim therefor as provided in the Clause entitled "Changes" (Section 13 of the General Conditions).

**32. SUBCONTRACTING.**

32.1 The Contractor may utilize the services of specialty Subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty Subcontractors.

32.2 The Contractor shall not award subcontracts which total more than fifty (50) percent of the Contract Price, without prior written approval of the Unified Government.

32.3 Prior to the execution and delivery of the

Contract Documents, the successful Bidder will submit to the Engineer/Architect for Unified Government's acceptance an updated list of the names of Subcontractors and Suppliers proposed for those portions of the Work and designating which Work each is to perform. For the purpose of reporting supplier participation, a reportable supplier is one who provides directly to the general contractor (first tier supplier). The general contractor is not required to report first tier supplier participation if the total purchases from the first tier supplier is less than \$2,500.00. The Affidavit of Intended Utilization has been provided to facilitate this requirement. Failure to submit this form may be interpreted as non-responsiveness and will be grounds for rejection of bids. Upon contract completion, any changes in the list of subcontractors or suppliers used or payment amount must be submitted to Purchasing before final payment will be made.

32.4 Twenty-five (25) days prior to initiation of Work by any Subcontractor and Suppliers the Contractor shall submit such subcontractor's name to the Engineer/Architect for the Unified Government's approval. Ten (10) days prior to initiation of Work by such Subcontractor or Supplier, the Engineer/Architect shall notify the successful Bidder in writing if either the Unified Government or Engineer/Architect, after due investigation, has reasonable objection to any Subcontractor or Supplier on such list. The failure of the Unified Government or the Engineer/Architect to make objection to Subcontractor or Supplier shall constitute an acceptance of such Subcontractor or Supplier, but shall not constitute a waiver of any right of the Unified Government or the Engineer/Architect to reject defective Work, Material or Equipment, not in conformance with the requirements of the Contract Documents.

32.5 The Contractor will not make any substitution for any Subcontractor or Supplier who has been accepted by the Unified Government Engineer/Architect, unless the Engineer/Architect approves such a change in writing. The Contractor Utilization Plan may be used to facilitate this requirement. The failure of the Unified Government or the Engineer/Architect to make objection to Subcontractors or Suppliers shall constitute an acceptance of such Subcontractor or Supplier, but shall not constitute a waiver of any right of the Unified Government or the Engineer/Architect to reject defective Work, Material or Equipment, not in conformance with the requirements of the Contract Documents.

32.6 The Contractor shall be fully responsible to the Unified Government for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

32.7 The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the Work to bind Subcontractors to the Contractor by the terms of the Contract Documents insofar as

applicable to the Work of Subcontractor and to give the Contractor the same power as regards terminating any subcontract that the Unified Government may exercise over the Contractor under any provisions of the Contract Documents.

32.8 Nothing contained in these Contract Documents shall create any contractual relationship between any Subcontractor and the Unified Government.

### 33. ENGINEER/ARCHITECT'S AUTHORITY.

33.1 The Engineer/Architect shall act as the Unified Government's representative during the construction period. He shall decide questions which may arise as to quality and acceptability of Materials furnished and Work performed. He shall interpret the intent of the Contract Documents in a fair and unbiased manner and shall not be held liable for the result of any interpretation or decision rendered in good faith.

33.2 The Engineer/Architect shall not and will not be responsible for the Contractor's construction means, controls, techniques, sequences, procedures, or safety. Except the Engineer/Architect may direct the sequencing, phasing and date of performance of the work and may change the location and quantities of the work as necessary to meet the objectives listed below. No additional payment shall be made for delays arising from changes to sequence, phasing or date of performance that could be reasonably anticipated from the nature, location and time of year of the work.

- a. To ensure the completion of priority elements of the project within the funds available;
- b. To ensure the least practicable inconvenience to the public;
- c. To ensure the compliance with weather and seasonal limitations;
- d. To ensure the timely completion of field quality control testing and visual inspections;
- e. To ensure the coordination of work of other contractors, utilities or Unified Government crews in the best interest of the Unified Government.

33.3 The Engineer/Architect shall promptly make decisions relative to interpretation of the Contract Documents.

33.4 The Engineer/Architect may make visits to the site and determine if the Work is proceeding in accordance with the Contract Documents.

### 34. PROJECT REPRESENTATIVE.

The Engineer/Architect may provide one or more full time Project Representatives to assist the Engineer/Architect in carrying out his responsibilities at the site. The duties, responsibilities, and limitations of any such Project Representative shall be as follows:

#### 34.1 Liaison

- a. Serve as the Engineer/Architect's liaison with the Contractor working principally through the Contractor's superintendent.
- b. Cooperate with the Contractor in his dealings with the various local agencies having jurisdiction over the Project in order to complete service connections to public utilities and facilities.
- c. Assist the Engineer/Architect in obtaining from the Unified Government additional details or information, when required at the job site for proper execution of the Work.

#### 34.2 Review of Work

- a. Conduct on-site observations of the Work in progress for the Engineer/Architect as a basis for determining that the project is proceeding in accordance with the Contract Documents, and report to the Engineer/Architect whenever he believes that the Work should be stopped to insure that the completed Project will comply with the requirements of the Contract Documents.
- b. Verify that tests, including equipment and systems start up, which are required by the Contract Documents are conducted and that the Contractor maintains adequate records thereof; observe, record, and report to the Engineer/Architect appropriate details relative to the test procedures and start ups.
- c. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the outcome of these inspections and report to the Engineer/Architect.

#### 34.3 Interpretation of Contract Documents

- a. Transmit to the Contractor the Engineer/Architect's interpretations of the Contract Documents.

#### 34.4 Records

- a. Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions of original Contract Documents including all Addenda, Change Orders, and additional Drawings issued subsequent to the award of the contract, the Engineer/Architect's interpretations of the Contract Documents, progress reports, and other project related documents.
- b. Keep a diary or log book, recording hours on the job site, weather conditions, list of visiting officials, daily activities, decisions, observations in general and specific observations in more detail as in the cases of observing test procedures.

- c. Maintain a set of Drawings on which authorized changes are noted, and deliver to the Engineer/Architect at the completion of the project.

**34.5 Guarantees, Certificates, Maintenance and Operation Manuals**

- a. During the course of the Work, assemble guarantees, certificates, maintenance operation manuals and other required data furnished by the Contractor and upon acceptance of the Project, deliver these documents to the Engineer/Architect for his review and forwarding to the Unified Government.

**34.6 Completion**

- a. Prior to review for completion, submit to the Contractor a list of observed items requiring correction.
- b. Conduct final review in the company of the Engineer/Architect and the Unified Government and prepare a final list of items to be corrected.
- c. Verify that all items on final list have been corrected and make recommendations to the Engineer/Architect concerning acceptance.

**34.7 Limitation of Authority - Except upon written instructions of the Engineer/Architect, the Project Representative:**

- a. Shall not authorize any deviation from the Contract Documents.
- b. Shall not undertake any of the responsibilities of the Contractor, the Subcontractors or the Contractor's Superintendent.
- c. Shall not expedite the Work for the Contractor.
- d. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
- e. Shall not authorize the Unified Government to occupy the Project in whole or in part.

**35. LAND AND RIGHTS-OF-WAY.**

35.1 Prior to issuance of Notice to Proceed, the Unified Government will have obtained all land and rights-of-way necessary for carrying out and for the completion of the Work to be performed pursuant to the Contract Documents, unless otherwise set forth in the Special Conditions or by Change Order.

35.2 The Unified Government shall provide to the Contractor written information which delineates and describes the land owned and rights-of-way acquired and any special requirements contained therein.

(Shown on the drawings and/or in the Special Conditions.)

35.3 The Contractor shall provide at his own expense and without liability to the Unified Government any additional land and access thereto that the Contractor may desire for temporary construction facilities, for storage of Materials or for additional working area.

**36. PERMITS AND LICENSES.**

36.1 Permits and licenses of a temporary nature necessary for the prosecution of the Work shall be secured and paid for by the Contractor unless otherwise stated in the Special Conditions. The Contractor shall comply with all requirements, furnish required bonds, carry required insurance, pay all inspection fees and comply otherwise with all requirements of all permits and licenses regardless of whom obtained same. Copies of permits and licenses obtained by others, if not included in the Contract Documents, are available at the Engineer/Architect's office during regular business hours. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the Work as drawn and specified.

36.2 If the Contractor observes that the Contract Documents are at variance with other requirements, the Contractor shall promptly notify the Engineer/Architect in writing, and any necessary changes shall be adjusted in accordance with the Clause entitled "Changes" (Section 13 of the General Conditions).

**37. GUARANTY.**

37.1 The Contractor shall guarantee all Materials and Equipment furnished and Work performed. Furthermore, commencing on the Date the Unified Government accepts all Work, the Contractor also warrants and guarantees for a minimum of one year or such longer period as may be established for specific products or installations by the technical provisions that the accepted Work is free from all defects due to faulty Materials, Equipment or workmanship, and the Contractor shall promptly make corrections as may be necessary by reason of such defects and the repairs of any damage to other parts of the Work, including damage to adjacent existing improvements, utilities, pavement and so forth, resulting from such defects. All Materials, Equipment or Work incorporated in correcting such defects shall also be warranted and guaranteed to conform with the Contract Documents for the applicable guarantee period in the Supplemental General Conditions.

37.2 The Unified Government will give Written Notice to the Contractor of observed defects with reasonable promptness. If for any reason the Contractor shall fail to make any such repairs, adjustments, including other Work that may be made necessary by such defects, within twenty (20) days after date such notice is served upon the Contractor, the Unified Government will have the right and authority to correct or cause the correction of the defects, including that which may be made necessary by said defects, and

charge the Contractor for all costs thereby incurred. The Performance Bond shall remain in full force and effect through the guarantee period.

**38. DISPUTES.**

38.1 All controversies between the Unified Government and the Contractor which arise under, or are by virtue of these Contract Documents and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within thirty (30) days after a written request by the Contractor for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision within 30 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the Contractor may proceed as if an adverse decision had been received.

38.2 The Procurement Officer shall immediately furnish a copy of the decision to the Contractor, by certified mail, return receipt requested, or by any other method that provides evidence of receipt.

38.3 Any such decision shall be final and conclusive, unless fraudulent, or the Contractor brings an action seeking judicial review of the decision in the Wyandotte County District Court.

38.4 The Contractor shall comply with any decision of the Procurement Officer and proceed diligently with performance of the Work pending final resolution by the Wyandotte County District Court of any controversy arising under, or by virtue of these Contract Documents, except where there has been a material breach of the Contract Documents by the Unified Government, provided, however, that in any event the Contractor shall proceed diligently with the performance of the Work where the Purchasing Director or head of a Purchasing Agency has made a written determination that continuation of Work under the Contract Documents is essential to the public health and safety.

**39. TAXES.**

39.1 Sales and compensating tax exemption certificate number will be provided by the Unified Government to the Contractor as set forth in K.S.A. 79-3606 (d) and (e), as may be amended.

39.2 If for any reason the exemption certificate number is not furnished the Contractor, the Unified Government will, upon Written Notice from the Contractor, execute a Change Order to compensate the Contractor for such sales and compensating taxes which would otherwise be legally exempted by said certificate number. (Section 13 of the General Conditions). Any adjustment in Contract Price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of these Contract Documents (Section 14 of the General Conditions).

**40. PROCESS AGENT.**

40.1 If the Contractor is an individual, partnership or unincorporated association and if said Contractor is not a resident of the State of Kansas, said Contractor shall appoint in writing as such Contractor's agent, a resident of the County of Wyandotte, Kansas, as required by K.S.A. 16-113, as amended. Process for the Contractor may be served on such agent in any civil action which arises out of the Contract Documents. The appointment of such agent shall be filed with the Clerk of the District Court of Wyandotte County, Kansas. Any Contractor required hereunder to appoint such an agent shall not receive public moneys pursuant to the Contract Documents until the appointment has been made and filed.

**41. SATURDAY, SUNDAY, HOLIDAY AND NIGHT WORK.**

41.1 No Work shall be done on Saturday, Sunday, Unified Government designated holidays, or at night, without the written approval or permission of the Engineer/Architect in each case, except such Work as may be necessary for the proper care, maintenance and protection of Work already done or of Equipment and public property covered by the Contract Documents. Approval of the Engineer/Architect shall be sought at least forty-eight (48) hours in advance of such Work whenever practicable.

**42. PUBLIC CONVENIENCE AND SAFETY.**

42.1 The Contractor shall at all times so conduct his Work as to insure the least practicable obstruction to traffic. The convenience of the general public and the residents along the Project, and the protection of persons and property are of prime importance and shall be provided for by the Contractor in an adequate and satisfactory manner. When it is necessary for residents living along the Project to use a portion of road in the Project area, the Contractor shall maintain within the limits of these specifications, that portion of the road in a suitable condition for pedestrian and vehicular travel.

42.2 The Contractor shall be responsible for all traffic control devices necessary at the Project site, including installation, maintenance and removal of such devices. All traffic control devices supplied by the Contractor shall comply with the standards of the Manual on Uniform Traffic Control Devices, the most current edition, and the Traffic Control Devices Handbook and amendments thereto. The Contractor shall submit a written plan for traffic control during the Project to the Traffic Regulations Division of the Public Works Department for approval prior to the commencement of the Project.

42.3 The Contractor shall contact the Traffic Regulations Division of the Public Works Department prior to any street closure or traffic restriction. The Contractor shall be responsible for notification of the police and fire departments in emergency traffic restriction situations.

**43. PRE-CONSTRUCTION CONFERENCE.**

43.1 Following execution of the Agreement between the Unified Government and the Contractor, but prior to the date established in the Notice to Proceed for commencement of the Work, a pre-construction conference shall be held at a date, time and place mutually acceptable to both parties to the Agreement unless otherwise waived by the Engineer/Architect. The conduct of the pre-construction conference is the responsibility of the Engineer/Architect and the prime purpose of the pre-construction conference will be to review the terms and conditions of the Contract Documents. Persons present at the pre-construction conference shall be determined by the Procurement Officer.

**44. INTERRUPTION OF SERVICE.**

44.1 When making preparations for making correction of the existing system or other work which will interrupt service to the utility users, the Contractor shall notify the affected users, stating the approximate time and duration of interruption of service. The Contractor shall notify the Unified Government authorities and the affected utility companies of any necessary interruption of service and shall limit such interruption to the duration mutually agreeable to all parties.

**45. UTILITIES.**

45.1 Location, size, material and depth shown on the drawing for existing utilities are based on information furnished by the utility companies from their records. Actual field locations have not been established by the Unified Government or Engineer/Architect. The Contractor shall investigate and verify plan locations and elevation of underground utilities in the field before commencing Work. Should it become necessary to temporarily move, shift, or relocate utility lines for the construction of this Project, the Work shall be arranged and paid for by the Contractor. Should it become necessary to permanently relocate utility lines to allow room for construction of said lines they shall be moved at no cost to the Contractor unless otherwise specified in the Special Conditions. The Contractor shall protect all railroad trackage, ties, ballast, utilities and structures encountered on or adjacent to the line of Work; damage to these facilities caused by the Contractor's Work shall be made good to the owner thereof by the Contractor without incurring any liabilities to the Unified Government or Engineer/Architect.

**46. ADDITIONAL COPIES OF PLANS AND SPECIFICATIONS.**

46.1 The Unified Government will furnish the Contractor up to 4 sets of Plans and Specifications exclusive of those obtained for bidding. Additional sets will be furnished, upon request, at the cost of reproduction.

**47. WORK ON RAILROAD AND HIGHWAY**

**RIGHTS-OF-WAY.**

47.1 Installation of casing pipe, pipelines and appurtenances along or across railroad and highway rights-of-way, shall be made in strict accordance with the instructions and regulations of the respective railroad company, the Kansas Department of Transportation and Kansas Turnpike Authority. The cost of railroad, Kansas Department of Transportation, or Kansas Turnpike Authority inspectors and flagmen shall be borne by the Contractor. Performance Bonds and special insurance coverage required by either or each the railroad, Kansas Department of Transportation, and Kansas Turnpike Authority shall be furnished by the Contractor at no additional cost to the Unified Government.

**48. RECORDS.**

48.1 The Contractor shall maintain one record copy of all Contract Documents at the site in good order and annotated to show all changes made during the Work, including the location, size and type of exposed improvements and the limits of incompressible soils (rock, shale, etc.). These records shall be available to the Engineer/Architect during progress of the Work and shall be delivered to the Engineer/Architect upon completion of the Project.

**49. HISTORICAL OR ARCHAEOLOGICAL DEPOSITS.**

49.1 If during the course of construction evidence of deposits of historical or archaeological interest is found, the Contractor shall cease operations affecting the find and shall notify the Unified Government who shall notify the Executive Director, Kansas Historical Society. No further disturbance of the deposits shall ensue until the Contractor has been notified by the Unified Government that he may proceed. The Unified Government will issue a Notice to Proceed only after the State official has surveyed the find and made a determination of value and effect and submitted such determination to the Unified Government. Compensation to the Contractor, if any, for lost time or changes in construction to avoid the find shall be determined in accordance with the Price Adjustment clause. (Section 14 of General Conditions.)

**50. FORTY (40) HOUR WEEK PROVISION.**

50.1 Laborers, workmen or mechanics in the employ of the Contractor, Subcontractors or other persons doing or contracting to do the whole or a part of the work contemplated and described in these contract documents shall be paid wages at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in any workweek. The basic rate of pay shall not be less than the prevailing rate per hour, as provided elsewhere in these general conditions. A violation of this condition shall be a violation of that section of the Code Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas that pertains to a forty (40) hour work week and shall be dealt with as provided for therein.

**51. INTEREST PAYABLE ON CLAIMS.**

51.1 Pursuant to Section 9-301 (Interest) of the Procurement Code, interest on amounts ultimately determined to be due to the Contractor shall be payable at the statutory rate applicable to judgments from the date the claim arose through the date of decisions or judgment, whichever is later.

**52. MULTIPLE AWARDS.**

52.1 The Unified Government reserves the right to make a multiple award in accordance with R-3-404.02 of the Procurement Regulations. Further, subsequent to award the Unified Government reserves the right to take separate bids if a particular quantity requirements arises which exceeds its normal requirement or amount specified in the Contract Documents, or if the Procurement Officer determines that quantities available under the Contract Documents will not meet a nonrecurring special need of the Unified Government. The Unified Government also reserves the right to procure internally.

**53. INACCURATE PRICING DATA.**

53.1 These Contract Documents may require submission by the Contractor of current cost or pricing data in accordance with Section 3-303 et. seq. of the Procurement Code. Such data will be required to be certified to by Contractor. Should the data certified by subsequently found to have been inaccurate, incomplete or noncurrent the Unified Government shall be entitled to an adjustment of the Contract Price, to exclude any significant sum by which the price was decreased because of the defective data. The price adjustment shall be done in accordance with R-3-303.06 of the Procurement Regulations.

**54. PREVAILING WAGE RATE.**

54.1 All construction projects in excess of \$15,000 shall be subject to the following provisions:

a. The Contractor and Subcontractors shall define the jobs of workmen, laborers and craftsmen engaged in construction activities on this project by classifications listed in the United States Department of Labor General Wage Decision for Wyandotte County, Kansas. The Contractor and Subcontractors shall pay employees performing work on the job site at a rate not less than the current prevailing per diem wage rate applicable to each job classification, except as modified in 54.1 (b).

b. Apprentices and trainees registered in training programs approved by the Department of Labor, may be paid less, but not less than seventy percent (70%) of the applicable rate. Training certificate must accompany the weekly payroll reports.

c. Contractor shall submit weekly reports evidencing compliance. Each report shall be submitted no more than seven (7) days after the

pay date which it documents; the reports shall be on a form approved by the Unified Government. No payments will be made unless weekly reports are current and approved by the Unified Government Construction Compliance Officer.

In addition to withholding payments for work previously performed, failure to submit weekly reports within the time period set forth in this contract document may result in the imposition of a fine pursuant to and as set forth in Ordinance No. 65739 and regulations adopted pursuant thereto. Information regarding fines may be provided at the preconstruction conference, is contained in applicable ordinances and regulations, and is available upon request.

d. Unified Government Construction Compliance Officer will be contacting and interviewing all employees on the job site to assure compliance.

54.2 The prevailing per diem wage rate is the required wages and fringe benefits on federal and federally assisted construction projects as determined by the United State Department of Labor in the General Wage Decision for Wyandotte County, Kansas which is current and effective ten days prior to the bid date. Bidders may rely on the wage decision or modification distributed at the pre-bid conference.

**55. REMOVAL OF EMPLOYEES.**

55.1 All Work under these Contract Documents shall be performed in a skillful and workmanlike manner. The Engineer/Architect may, in writing, require Contractor to remove from the Work any employee or supervisory personnel the Engineer/Architect deems incompetent or otherwise objectionable.

**56. NONDISCRIMINATION IN EMPLOYMENT. PROVISIONS MANDATED BY LOCAL, STATE AND FEDERAL GOVERNMENTS.**

During the Performance of this contract, the Contractor agrees as follows:

56.1 The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, age, national origin, or ancestry. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, disability, age, national origin, or ancestry. Such action shall include, but not be limited, to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Unified Government setting forth the provisions of this non-discrimination clause.

56.2 The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of

the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry.

56.3 The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

56.4 The Contractor shall assure that it and all subcontractors will implement the certificate of compliance in connection with this Agreement.

56.5 If the Contractor shall fail, refuse or neglect to comply with the terms of these contractual conditions, such failure shall be deemed a total breach of the Agreement and such Agreement may be terminated, canceled or suspended, in whole or in part, and the Contractor may be declared ineligible for any further Unified Government contract for a period of up to one year. Provided, that if an Agreement is terminated, canceled or suspended for failure to comply with this section, the Contractor shall have no claims for damages against the Unified Government on account of such termination, cancellation or suspension or declaration of ineligibility.

56.6 The Contractor shall assure that it is in compliance with and shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with all applicable sections of the Equal Employment section of this contract and the following, as applicable: Title VI of the Civil Rights Act of 1964 (as amended) (42 USCS § 2000d et seq.); Title VII of the Civil Rights Act of 1964 (42 USCS §§ 2000e et seq.); Title VIII of the Civil Rights Act of 1968 (42 USCS § 3601 et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, and amendments thereto); the Kansas Act Against Discrimination (KSA § 44-1001 through 1004, 1992 Supp. and amendments thereto); Chapter 11 of the Procurement Code and Regulations of the Unified Government of Wyandotte County/Kansas City, Kansas, and amendments thereto; and §§ 18-86 and 87 of the 1988 Code of Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas, and amendments thereto. Such records shall at all times remain open to inspection by an individual designated by the Unified Government for such purpose.

56.7 The Contractor and the Unified Government, in carrying out this Agreement, shall also comply with all other applicable existing federal, state and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made part of this Agreement.

56.8 The Contractor will be required to conform to Equal Employment Opportunity and Affirmative Action requirements prior to the execution of this Agreement.

## **57. REVISIONS TO STANDARD GENERAL CONDITIONS.**

57.1 Modifications to these General Conditions, if any, are made in the Supplemental Conditions. The Supplemental Conditions may contain additional conditions that are not modifications of a General Condition.

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UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS  
ENGINEERING DIVISION  
SUPPLEMENTAL CONDITIONS

**1. Not used.**

# FORMS

## **RELATIONS BETWEEN CONTRACTOR AND LABOR**

The Contractor shall make a good faith effort to employ local labor within the Kansas City, Kansas Area insofar as it is available, for all work, except key positions. For purposes of this subparagraph, "local labor" is defined as resident of the Kansas City, Kansas Area for three (3) months next preceding the letting of this contract. "Key Position" is defined as superintendent, foreman, or timekeeper. If local labor is not available in sufficient quantities within the Kansas City, Kansas Area to prosecute and complete the work sufficiently, the Contractor may recruit labor from outside the area, only after he or she has satisfied the UG that a good faith attempt has been made to recruit local labor and only with the permission of the UG. It shall be understood that in the event of a reduction in labor force, preference will automatically be given to local residents of the Kansas City, Kansas Area.

## COPELAND ANTI-KICKBACK ACT

The contractor and all subcontractors shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

# TECHNICAL PROVISIONS

## TECHNICAL PROVISIONS

A separate volume titled "Technical Provisions and Standard Drawings for Roads and Sewers", prepared by the Engineering Division, Public Works Department, Kansas City, Kansas contains technical provisions applicable to this job and are hereby included by reference. The latest edition of the Technical Provisions can be found at the Wyandotte County Website -[www.wycokck.org](http://www.wycokck.org)- under Departments pull down menu under Public Works. The revision posted at the time of the pre-bid conference shall apply.

# **SPECIAL CONDITIONS**

## **WAGE RATES**

In conformance with state law, HB No. 2069, prevailing wage rates as described in General Condition No. 54 are a part of this solicitation and shall be incorporated into any resulting contract.