

329-2019

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

8th

day of

August

2019

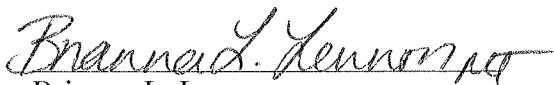
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Purchase of Services Contract between Boone County and In2Action for the Recovery Support and Reentry Opportunity Center.

Terms of the agreement are stipulated in the attached Contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract.

Done this 8th day of August 2019.

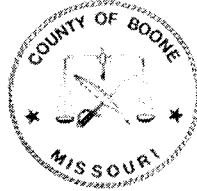
ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner



**AGREEMENT FOR PURCHASE OF SERVICES**  
**Purchase of Services Contract**  
***Recovery Support and Reentry Opportunity Center***

---

**THIS AGREEMENT** dated the 8<sup>th</sup> day of August, 2019 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, hereinafter called "County" and **In2Action** a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as **In2Action**.

**WHEREAS**, as part of an amendment to the lease agreement dated December 27, 2006, between Boone County Hospital and Barnes Jewish Christian, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

**WHEREAS**, the County desires to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental, and social well-being to cultivate a safe and healthy community.

**WHEREAS**, In2Action has submitted a complete Request for Proposal Application to the County detailing the services and other supports to be provided along with the expected cost to In2Action thereof; and

**WHEREAS**, the County has approved the Request for Proposal Application in whole or in part as hereinafter set forth.

**IN CONSIDERATION** of the parties' performance of the respective obligations contained herein, the parties agree as follows:

**FUNDING ALLOCATION FOR SERVICES RENDERED BY IN2ACTION**

In2Action is expected to the greatest extent possible to maximize funding from all other sources. In2Action shall periodically, upon request, furnish to the County information as to its efforts to obtain such other sources of funding. In2Action shall only request reimbursement for services not reimbursable by any other source. In2Action shall not invoice the County for units of service invoiced to another funding source. In2Action shall provide documentation and assurance to the County that requests for reimbursement from the Community Health Fund (CHF) is not a duplication of reimbursement from any other source of funding.



1. **Contract Documents.** This agreement shall consist of the application for **Recovery Support and Reentry Opportunity Center** as posted in the Apricot System.

2. **Purchase.** The County agrees to purchase from In2Action and In2Action agrees to furnish the **Recovery Support and Reentry Opportunity Center** for Boone County residents, as described and in compliance with the Strategic Innovation Opportunity Proposal Application and as presented in In2Action's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$37,636.50** unless compensation for specific identified additional services is authorized and approved by the County in writing in advance of rendition of such services for which additional compensation is requested.

3. **Contract Duration.** This agreement shall commence on the date of contract execution and extend through December 31, 2020 subject to the provisions for termination specified below. In2Action agrees and understands that the County may require supplemental information to be submitted at the request of the County.

4. **Billing and Payment.** For the Purchase of Service Contract, the unit rate for services is the mutually agreed upon unit rate as provided in the table below.

Service Description	Unit Measurement	Unit Rate	Proposed # of Units	Total Amount Requested
Peer Support	15 minutes	\$10.30	1,248	\$12,854.40
Case Management	15 minutes	\$10.30	1,247	\$12,844.10
Development/Start Up Service Funding	-----	-----	-----	\$11,938.00

All billing shall be invoiced to the County monthly by the 10<sup>th</sup> of the month following the month for which services were provided. The County agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of In2Action, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the County. This contract can be terminated if funding becomes unavailable in whole or in part for cause shown, and the County shall have no obligation to continue payment.

#### **REPORTING, MONITORING, AND MODIFICATION**

6. **Reporting.** The County shall utilize the Strategic Innovation Opportunity Application and the Request for Clarification, responses to the Request for Clarification, and the Agreement

Form in Apricot as submitted by In2Action to monitor service delivery and program expenditures. In2Action agrees to submit to the County a Year End Report by January 31, 2020 for the period of the date of contract execution through December 31, 2019, an Interim Report by July 31, 2020 for the period January 1, 2020 through June 30, 2020, and a Year End Report by January 31, 2021, for the period of January 1, 2020 through December 31, 2020. Variations on this date may be requested by In2Action and, if so stipulated, are noted on this contract document. Payments may be withheld from In2Action if reports designated here are not submitted on time, until such time as the reports are filed and approved. Reporting requirements will include but are not limited to information regarding organization's outcomes and indicators, client demographic information, and other information and data deemed appropriate by the County. In2Action agrees to submit its reports through Apricot by Social Solutions funding management system or another format if requested.

7. **Audits.** In2Action also agrees to make available to the County a copy of its annual audit within four months after the close of In2Action's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. In addition, the County requires that the management report of any audit as it relates to the County program activities be made available to the County as part of the required audit. Payment may be withheld from In2Action, if reports designated here are not made available upon request. Audits shall be uploaded to the Organization Profile in the Apricot System and continually kept up to date.

8. **Monitoring.** In2Action agrees to permit the County, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the County to monitor, survey and inspect In2Action's services, activities, programs, and client records, to determine compliance and performance with this contract, except as prohibited by laws protecting client confidentiality. In addition, In2Action hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the County or its designee(s) all records, facilities, and personnel, for auditing, inspection, and interviewing, to determine the status of service, activities and programs covered hereunder, expenditure of CHF funds and all other matters set forth in the contract.

9. **Modification or Amendment.** In the event In2Action requests to make any change, modification, or an amendment to funded services, one-time items, activities, and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the Director of Community Services to share with the County for approval. A board resolution from In2Action may be required with the request. For consideration of a request to modify or amend the contract, requests should be submitted to the Director of the Community Services Department for consideration.

#### **OTHER TERMS OF THIS CONTRACT**

10. ***Violation of Client Rights.*** Any alleged case of a violation of a client's rights in a program funded through the Community Health Fund shall be investigated in accordance with In2Action's policies and procedures and in accordance with any local/state/federal regulations. In2Action agrees to notify the County through the Director of Community Services of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the County of any substantiated allegations. In2Action must comply with Missouri law regarding confidentiality of client records.

11. ***Discrimination.*** In2Action will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

12. ***CHF to be used for Services Provided.*** In2Action agrees that the CHF funds shall be used exclusively for the services provided to address community health needs and for administrative costs directly related to In2Action's provision of such services.

13. ***Accreditation/Licensure/Certifications.*** In2Action must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in "good standing" with the applicable oversight entity.

14. ***Conflict of Interest.*** In2Action agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and In2Action, and this shall include any transaction in which In2Action is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".

15. ***Subcontracts.*** In2Action may enter into subcontracts for components of the contracted service as In2Action deems necessary within the terms of the contract. All such subcontracts require the written approval of the County or their designated representative. In performing all services under the resulting contract agreement, In2Action shall comply with all local, state, and federal laws. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

16. ***Employment of Unauthorized Aliens Prohibited.*** In2Action agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In2Action shall require each subcontractor to affirmatively state in its Agreement with the In2Action that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each subcontractor to provide In2Action a sworn affidavit under the

penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

17. **Litigation.** In2Action agrees that there is no litigation, claim, consent order, settlement agreement, investigation, challenge, or other proceeding pending or threatened against In2Action or any individual acting on the In2Action's behalf, including subcontractors, which seek to enjoin or prohibit In2Action from entering into this contract agreement of performing its obligations under this agreement.

18. **County Ownership.** If In2Action ceases to be funded by the County or ceases to provide programs and services to address community health needs, pursuant to this contract, all capital equipment, materials, and buildings purchased with CHF funds shall be returned to Boone County unless so otherwise approved by a majority vote of the In2Action. In addition, if In2Action no longer uses capital equipment, materials, or buildings purchased with CHF funds for its original intent, In2Action will need County approval to re-direct the use of such.

19. **Failure to Perform/Default.** In the event In2Action, at anytime, fails or refuses to perform according to the terms of this contract, as determined by the County, such failure or refusal shall constitute a default hereunder, and the County will be relieved of any further obligation to make payments to In2Action as set out herein. This contract will be terminated at the option of the County.

20. **Termination.** This Contract may be terminated, with or without cause, by either party upon thirty (30) days written notice to the other party. In addition, this agreement may be terminated by the County upon 15 days' advance written notice for any of the following reasons or under any of the following circumstances:

a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or

b. The County may terminate this agreement if key personnel providing services are changed such that in the opinion of the County delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specification, or if services are deficient in quality in the sole judgment of the County, or

c. The County may terminate this agreement should In2Action fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, or

d. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

Upon receipt of notice of termination, In2Action shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. The County shall reimburse In2Action for outstanding expenses incurred up to the date of termination, including

uncancellable obligations and reasonable termination costs, but in no event, will such costs exceed the total funds presently allocated to this Contract.

21. **Insurance Requirements.** In2Action shall not commence work under this contract until they have obtained all insurance required in this section and such insurance has been approved by the County. All policies shall be in amounts, form, and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

a. **Worker's Compensation and Employers' Liability Insurance:** In2Action shall take out and maintain during the life of this contract, Worker's Compensation and Employers' Liability Insurance for all their employees employed at the site of work, and in case any work is sublet, In2Action shall require the subcontractor similarly to provide Worker's Compensation Insurance and Employers' Liability Insurance for all of the latter's employees unless such employees are covered by the protection afforded by In2Action.

Worker's Compensation and Employers' Liability Insurance coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.

b. **Comprehensive General Liability Insurance:** In2Action shall take out and maintain during the life of this contract, such Comprehensive General Liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. In2Action shall furnish the County with Certificate(s) of Insurance which name the County of Boone – Missouri as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

In2Action shall provide the County with proof of Comprehensive General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of In2Action in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to In2Action.

c. **Professional Liability Insurance:** In2Action is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured.

d. **Commercial Automobile Liability:** In2Action shall maintain during the life of this contract, Commercial Automobile Liability Insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the In2Action's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

22. **Indemnification.** To the extent permitted under Missouri law, In2Action agrees to hold harmless, defend and indemnify the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of **In2Action** (meaning anyone, including but not limited to consultants having a contract with In2Action or subcontractor for part of the services), or anyone directly or indirectly employed by In2Action, or of anyone for whose acts In2Action may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

23. **Publicity by In2Action.** In2Action shall notify the County of contact with the media regarding CHF funded programs or profiles of participants in CHF funded programs. In2Action will acknowledge the County as a funding source whenever publicizing CHF funded programs. In2Action will collaborate with the County to inform the community about the ways its tax dollars are being invested in services and supports. In2Action agrees to acknowledge the Community Health Fund as a funding source on written and electronic publications including brochures, annual reports, and newsletters.

24. **Independence.** This contract does not create a partnership, joint venture, or any other form of joint relationship between the County and In2Action. The County does not recognize any of the In2Action's employees, agents, or volunteers as those of the County.

25. **Binding Effect.** This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

26. **Entire Agreement.** This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and other proposal or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

27. **Record Retention Clause.** In2Action shall keep and maintain all records relating to this contract agreement sufficient to verify the delivery of services in accordance with the terms of this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

28. **Notice.** Any written notice or communication to the County shall be mailed or delivered to:

Boone County Community Services  
605 E. Walnut, Ste. A  
Columbia, MO 65201

Any written notice or communication to In2Action shall be mailed or delivered to:

**In2Action**  
Attn: Dan Hanneken  
P.O. Box 86  
Columbia, MO 65205

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**In2Action**

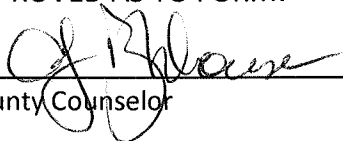
**Boone County, Missouri**

By:   
Signature

By: Boone County Commission  
  
Daniel K. Atwill, Presiding Commissioner

By: DAN HANNEKEN / EXECUTIVE DIRECTOR  
Printed Name/Title


APPROVED AS TO FORM:

  
County Counselor

ATTEST:

  
Brianna L. Lennon, County Clerk

AUDITOR CERTIFICATION: In accordance with RSMo. §50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

 7-31-19 (2130/71106/\$37,636.50)  
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer

**STRATEGIC INNOVATION OPPORTUNITY**  
**CONCEPT PAPER COVER SHEET**

**Applicant Information**

Organization Name: in2Action

Federal EIN Number: 45-2934399

Organization Type (choose one): ☒ tax-exempt/not-for-profit ☐ governmental

Address: PO Box 86

City, State, Zip Code: Columbia, MO 65205

Name of Executive Director of Organization: Dan Hanneken

Telephone: 573-424-4388 Email Address: dan@in2action.org

Website: www.in2action.org

**Project Information**

Project Title: Recovery Support and Reentry Opportunity Center

Amount Requested: \$29,077 Total Project Cost: \$110,010

Are funds requested all or part of a required match for a grant? ☐ Yes ☒ No

Briefly describe how these funds will be used:

Funds will be used to help offset start-up costs for the new and innovative Recovery Support and Reentry Opportunity Center. The new center will bring various governmental and non-governmental partners together as a one-stop-shop to address the health needs of people coming out of jail and prison.

Is there any other organization other than the applicant acting as a fiscal agent for this project?

☐ Yes ☒ No

If yes, please indicate the following:

Name of Fiscal Agent Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Project Director (if different from Executive Director): \_\_\_\_\_

Project Director Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_



# *in*2ACTION

**Introduction:** The following request will both improve expertise and pilot an innovative program in Boone County by providing integrated recovery and transition supports to justice-involved Boone County residents. Because in2Action has been certified as a clinical outpatient treatment program just six months ago, and because in2Action secured a physical location for the project just two months ago, this opportunity could not have been pursued during the traditional Community Health RFP. Through many conversations with various stakeholders in the community, the following proposal has been identified as a positive and needed step in the right direction to address the community health need(s) identified below.

**The project name and a description of the proposed project.** “The Recovery Support and Reentry Opportunity Center” (RSROC) will serve as a one-stop-shop for justice-involved citizens in Boone County with a focus on those recently released from jail or prison. The location off Burlington behind the Food Bank will serve a dual purpose. First, the RSROC will be a place people can come and hang out. Over time we plan to have a pool table, basketball net, couches and T.V’s. It will replicate what is known as Recovery Community Centers elsewhere in the state where people can begin to meet new people and develop healthy social networks. Second, people at the RSROC can access the exact resources and supports needed to address the various risk factors which can lead them back into the criminal justice process. These professional services however will look less traditional and will be much more palatable for this population. Building upon the mounting research on the benefits of peer-driven support, most if not all the staff will be people that have “been there and done that”. While the professional services will be left only to those who are qualified to provide those services, new patrons will take great comfort in also being served by people who really understand. Certified Peer Specialist will be groomed over time to take on more and more professional roles and responsibilities. While in2Action will be providing the recovery support services and clinical outpatient treatment, collaborations with various other providers and governmental agencies will allow those coming to the RSROC help with everything from mental health to housing, from employment to addiction support. And because in2Action is now certified as a clinical treatment provider we can provide addiction services ourselves – right away. The RSROC will be

# *in*2ACTION

continually assessing the needs of the clientele and recruiting providers to address those needs.

**Please include how this project will address a community health need.** Health Need: When justice-involved people do not receive timely mental health and addiction services their risk of reoffending and reentering jail and prison increases. To effectively address mental health and addiction one must provide comprehensive services to address all their other needs to achieve long-term recovery from either or both. The day-of-release is considered an exceptionally high-risk time for those returning to our community. The current system in Boone County makes no accommodations for this population who often find themselves put on waiting lists of eight weeks or more to address these health needs. Upon initial release from jail or prison, people are generally clean from alcohol and drugs, and relatively stable regarding their mental health. The need is to get people connected to effective services quickly before they relapse. The RSROC will quickly connect people recently released from jail and prison to the professional services and informal supports needed to address these health issues by collaborating with every resource available in the community.

**The problem or community need the project will address.** Currently, people released from prison must report to the P&P office the day they are released. They “check-in” and are scheduled with an appointment to meet their new PO...usually a week or two from the day of release. People released from jail are often provided even less support. Recent meetings with the Department of Corrections appear to indicate once operational, a parole officer will have an office at the RSROC and people released from prison will begin reporting directly there on the day of their release. Future collaboration with the Boone County Jail could lead to a similar benefit to those released from jail. The RSROC will also be a resource to law-enforcement in their community policing and jail diversion efforts. Not everyone in the community can be expected to know how to help the justice-involved. Now people just need to know about the RSROC. Once people get connected to the RSROC, their needs can be addressed.

# *in*2ACTION

**The target population for the proposed project** is adult men and women in Boone County who have recently been released from jail or prison, or who are currently on probation or parole.

**The estimated number of individuals the proposed project will serve:** It is expected the project will serve 100 people in year one.

**The outcomes of the project on the Boone County community.** Of the 100 people we will serve we expect 80 will stay engaged in services for at least 60 days. The RSROC will reduce recidivism and violations by 20% and increase full time employment by 20% among the 80 people who stay engaged for 60 days compared to overall Boone county baseline rates provided by the Department of Corrections. Participants will also self-report a 20% increase in life satisfaction and social connectedness. The project will also create a HIPPA compliant data collection and data sharing process. When completed, Phase-1 of this system will be fully operational but basic. As additional funding becomes available, the system can be enhanced.

**Timeline of proposal.** All funds will be expended within twelve months of award. The location of the RSROC has already been secured and is ready for business including furniture, utilities, phone, and Internet. The RSROC grand opening will occur within 30 days of award.

**Brief description of applicant's organization.** In2Action is a tax-exempt non-profit in good standing with the state who files annual 990's and is independently audited each year. We follow all local, state, and federal laws regarding our hiring practices and all staff receive annual background checks. In2Action has been providing comprehensive residential transition services to people recently released from prison since 2012. We have grown from renting a 5-bedroom house with nine beds to currently having 27 beds at four different locations. On June 1<sup>st</sup> we are adding another house with 10 more beds. Our evidence-based approach includes safe and drug free housing, individual and group counseling, case management, provision of basic needs, addiction treatment and life skills to name a few. We are presently seeing about a 50% reduction in recidivism among those we serve compared to everyone else released to



Boone County. In2Action looks forward to the opportunity to extend what has worked so well on a smaller residential scale to a much broader and more inclusive model.

**Describe how this project works with organization's mission and vision for the future.** Our mission is "To provide transition and recovery support services to people recently released from prison." Our vision is "To see prison doors stop revolving." We want to see less crime and fewer victims in the community. We also want to see everyone returning to Boone County to become law-abiding and productive citizens, neighbors, and employees. We want to see moms and dads be restored to responsible parental roles and we want these individuals to become established community members who are respected as assets and not despised as liabilities. Boone County has around 400 people a year returning from state prisons. The RSROC will be a resource in the community that can provide meaningful support to anyone in Boone County recently released from jail or prison, not just the men who make it into the in2Action residential program. The RSROC can facilitate needed change.

**Any community support or collaborations for this project.** The following have already agreed to partner or have expressed their support: Missouri Department of Corrections, Missouri Department of Mental Health; Missouri Recovery Network; Missouri Coalition of Recovery Support Providers; Heart of Missouri United Way, Division of Workforce Development, Boone County Judges; Boone County Treatment Courts, City of Columbia, LoveINC, Job Point, The Fatherhood Initiative, University of Missouri School of Social Work, and Fresh Start. The Missouri Department of Corrections has agreed to encourage Division of Workforce Development, Department of Social Services, Department of Health and Senior Services, and the Department of Elementary and Secondary Education to collaborate in a meaningful way. Various other meetings are also being scheduled with local providers such as Voluntary Action Center, Compass Health, Phoenix Programs, and Burrell Behavioral Health.

**The project's sustainability plan.** In2Action will be providing DHM reimbursable recovery support services on site to help offset costs. We are also pursuing funding through OSCA for treatment court

# *in*2ACTION

recipients, and the Missouri Foundation for Health through their Opportunity Fund. Future opportunities also potentially exist with the City of Columbia, Boone County, and United Way. A steering team of local stakeholders will be created to oversee the RSROC including issues of sustainability.

**Estimated total project costs and the amount sought for this project. Please include any type of cash donations or in-kind contributions.** Year One: Total Cost = \$110,010; Request = \$29,077; No cash donations, In-Kind = \$6,400 rent discount; approx. \$6000 Food Bank, approx. \$14,000 admin cost from in2Action; approx. \$1000 furniture LoveINC.

**Budget Narrative: Recovery Coaching;** Calculation -  $\$10.35/15\text{min (DMH rate)} \times 1664 \text{ units} = \$17,139.20$ . Recovery Coaching will be provided by a Certified Peer Specialist or Provisional Certified Peer Specialist under the supervision of a licensed therapist. The body of research supporting peer supports is rapidly growing as both more effective, and less costly than traditional clinical outpatient treatment for many with substance use disorders. Coaching sessions will be conducted either face to face or through telehealth. Coaches will provide strength-based support helping those they serve make decisions about their lives in the context of long-term recovery. **Consumer Computers;** Calculation -  $\$849/\text{each} \times 2 = \$1698$ . The computers will be available in the "lounge" area of the RSROC for consumers to use to access email accounts, search for jobs, make online appointments, and various other approved purposes. **IT-Tech Support;** Calculation -  $\$125/\text{hour} \times 80 \text{ hours} = \$10,240$ . Integrated recovery support and transition services involving various community stakeholders will require the ability to collect and share data and information. Phase-1 of this process will deliver a HIPPA compliant data collection and information sharing system that providers can access remotely. Per consumers consent, providers can enter data and information as well as retrieve data and information to ensure consumers are provided the best possible services. This system is required to measure our impact and continually improve the quality of services.

**The RSROC will make Boone County safer while saving taxpayers money and providing justice-involved citizens a meaningful 2nd chance.**

## Organization Profile

### Organization Profile Instructions

#### New Users:

In order to create a Username and Password, complete the Organization User Information and Primary Information sub-sections and click **Save Record** on the right hand side of the screen. Be sure to save your Username and Password in a secure location for future use. Once you click **Save Record** you will be prompted to log in. This will allow you to access the system and complete the Organization Profile.

#### Returning Users:

You must complete and keep up-to-date ALL applicable fields in your Organization Profile. Proposals and Reports will be considered unresponsive if your Organization Profile is not complete and up-to-date.

### Organization User Information

#### Primary Information

**Organization Name (the official name of the organization that would enter into a contract):**

In2Action

**DBA:****Federal EIN Number:**

452934399

**Organization Type:**

Tax-Exempt/Not-For-Profit

#### Organization Contact Information

**Address**

1410 Sylvan Lane

**City**

Columbia

**State**

Missouri

**County**

Boone

**Zip**

65202

**Organization Phone Number:**

573-424-4388

**Website:**<http://www.in2action.org>**Head of Organization**

Dan Hanneken

**Head of Organization Phone:**

573-424-4388

**Address**

PO Box 86

**City**

Columbia

**State**

Missouri

**County**

Boone

**Zip**

65202

**Organization Fax Number:**

573-397-6942

**Email:**[dan@in2Action.org](mailto:dan@in2Action.org)**Head of Organization Title (e.g. Director, President, CEO)**

Executive Director

**Head of Organization Email:**[dan@in2Action.org](mailto:dan@in2Action.org)

#### Local Organization Contact Information (If there is a local office with differen

**Local Organization Name:****Local Organization Fax:****Address****Address****City****City**

State  
County  
Zip

State  
County  
Zip

Local Contact Name:

Local Contact Title:

Local Contact Email:

Local Contact Phone:

## General Information

<p>Organization Mission Statement (Purpose):</p>	<p><b>Provide your organization's mission statement. (600 character limit)</b></p> <p>To provide transition and recovery support services to people recently released from prison.</p>
<p>Organization History:</p>	<p><b>Provide a brief history of your organization including the number of years the organization has been in operation. (600 character limit)</b></p> <p>In2Action was created in 2011 to address the need in Columbia, MO to support those recently released from prison who are returning to our community. In2Action began accepting residents at their first transition house on February 1st, 2012 and has been providing comprehensive residential transition services ever since. In2Action is now has 36 total beds and provides outpatient as well as residential services and utilizes research and evidence-based practices to achieve measurable outcomes.</p>
<p>Brief Statement of Organization's Major Goals:</p>	<p><b>Provide a brief statement of the ultimate goals toward which your organization is working. (600 character limit)</b></p> <p>in2Action is currently focused on launching the Recovery Support and Reentry Opportunity Center which will provide resources and supports to all in Boone County who have recently been released from prison or jail or currently under supervision. in2Action is also working on providing long-term housing for program graduates.</p>
<p>Articles of Incorporation:</p> <p><b>Provide a copy of the organization's Articles of Incorporation.</b></p>	<p><b>Articles of Incorporation (MUST BE IN PDF FORMAT)</b></p> <p>/document/download/filename/1441728106_30405_Articlesofincorporation.pdf/</p>
<p>Bylaws:</p> <p><b>Provide a copy of the organization's Bylaws.</b></p>	<p><b>Bylaws (MUST BE IN PDF FORMAT)</b></p> <p>/document/download/filename/1472580295_34051_Articlesandbilaws.pdf/</p>
<p>Organizational Chart (must be for the entire organization):</p>	<p><b>Organizational Chart (MUST BE IN PDF FORMAT)</b></p> <p>/document/download/filename/1561918655_30406_OrganizationalChartJuly2019.pdf/</p>
<p>Strategic Plan:</p>	<p><b>Strategic Plan (MUST BE IN PDF FORMAT)</b></p>
<p>Service Area:</p>	<p><b>Briefly describe the geographic area in which your organization provides services. (600 character limit)</b></p> <p>Boone County, MO</p>
<p>Population Served:</p>	<p><b>Briefly describe the population(s) served by your organization. (600 character limit)</b></p> <p>Residential services are provided only to justice-involved adult men excluding sex offenders. Outpatient recovery and transition support services are provided to both justice-involved adult men and women regardless of offense.</p>
<p>Conflict of Interest</p>	<p><b>Does your organization have a written Conflict of Interest policy?</b></p> <p>yes</p>

Policy:

Whistleblower  
Policy:**Does your organization have a written Whistleblower policy?**

no

Business  
Continuity  
Plan:**Does your organization have a written Business Continuity plan?**

no

Records  
Retention  
Policy:**Does your organization have a written Records Retention policy?**

yes

**If yes, does the Records retention policy include a Records Retention Schedule?**

no

## Governing Board

**Length of Board Term (e.g. "2 years"):**

Four Years - terms renewed in October 12 2016

Organization Governing Board:

**Include information for all board members. Click +New to add board member information.**

### Governing Board Member

Governing Board Member					Link Info	
Name	Board Position:	Current Board Term Begin Date:	Current Board Term End Date:	Address:	Active	Date
Doreen Dabney	Secretary	10/01/2018	09/30/2022	Cedarhurst 2333 Chapel Hill Rd. Columbia, MO 65203	✓	Added on 06/30/2019
Pat Concannon	Member	06/22/2018	06/21/2022	1308 Strathmore Dr. Columbia, MO 65203	✓	Added on 08/01/2018
Dan Lester	Member	05/02/2018	05/01/2022	PO Box 104626 Jefferson City, MO 65110	✓	Added on 01/30/2018
Nathan Rages	Treasurer	02/15/2017	02/14/2021	900 Danforth Drive Columbia, MO 65201	✓	Added on 02/24/2017
Jerry Taylor	President	10/12/2016	10/11/2020	801 East Happy Hollow Columbia, MO 65203	✓	Added on 07/15/2015
Curt Morgret	Member	10/12/2016	10/11/2020	3900 Cromwell Court Columbia, MO 65203	✓	Added on 07/15/2015
Ray Batt	Member	10/12/2016	10/11/2020	4731 West Timber Ridge Rd. Columbia, MO 65203	✓	Added on 07/27/2016

Total Active Links:7, Total Deactivated Links:7, Current Active Links:7, Current Deactivated Links:7

## Advisory Board (if applicable)

**Length of Board Term (e.g. "2 years")****Describe the function of the Advisory Board as it relates to the work of your organization:**

Organization Advisory Board:

**Include information for all advisory board members. Click +New to add board member information.**

### Advisory Board Member



## Financial Information

### Organization Fiscal Year:

January 1 - December 31

If the organization has filed an extension with the IRS for Form 990/990EZ, please indicate the filing date: MM/DD/YYYY

06/01/2019

IRS Tax Exempt Status Determination Letter:  
If applicable, upload the correspondence from the IRS indicating that your organization has been designated as tax exempt.

### IRS Tax Exempt Status Determination Letter (MUST BE IN PDF FORMAT)

/document/download/filename/1438098971\_29953\_501%28c%293IRSDeterminationLetter.pdf/

### Financial Statement:

Upload your organization's most recently completed Financial Statement and corresponding communications (required for audited statements). Financial statements must be reviewed by a qualified third party and be accompanied by a letter or report of assurance (compilation, review, or audit).

### Financial Statement (MUST BE IN PDF FORMAT)

/document/download/filename/1561919891\_29954\_2017AuditReport.pdf/

### IRS 990 or 990 EZ:

Upload your organization's most recently filed 990 or 990 EZ. Please contact the City, County and/or HMUW if your organization is not required to file a 990 or 990 EZ with the IRS.

### 990/990 EZ (MUST BE PDF FORMAT)

/document/download/filename/1561919891\_29955\_2017Form990.pdf/

### Financial Policies and Procedures:<br

/>Summarize the organization's policies and procedures regarding board oversight of the organization finances. (600 character limit)

In2Action Board meets "as needed" in person with a minimum of four meetings a year. "E-Meetings" are conducted online throughout the year. Director Dan Hanneken is responsible to provide justifications for all financial transactions to Board Treasurer Nathan Rages who is a CPA. Debbie Stewart with Moresource is responsible to enter all financial transactions into Quickbooks monthly and produce quarterly reports to the Board. At year end (Dec. 31st) David Seabaugh with K-Coe Isom is hired to provide independent audit.

## Employees Compensation

### Top Five Compensated Employees:

Please provide titles, minimum qualifications, and salary information for the organization's top five compensated employees.

FTE = Full Time Equivalent (i.e., Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.)

FTE = number of hours worked by employee per year/2080 (e.g., 1040/2080 = .5 FTE)

FTE should not exceed 1.0 for each employee.

Click +New to add Employee Compensation information.

### Employees

Employees Compensation			Link Info		Active	Date
Employee Title:	Qualifications:	FTE:	Salary:	Benefits:		
Resident Manager	Certified Peer Support Specialist	1.00	\$30,000.00	\$0.00		Added on 06/30/2019
Executive Director	Advanced Degree	1.00	\$73,000.00	\$0.00		Added on 07/15/2015

## Employees Compensation

## Link Info

Employee Title:	Qualifications:	FTE:	Salary:	Benefits:	Active	Date
Case Manager	Masters Degree	1.00	\$40,000.00	\$0.00	<input checked="" type="checkbox"/>	Added on 02/13/2018

Total Active Links:3, Total Deactivated Links:4, Current Active Links:3, Current Deactivated Links:4

## Accreditation (If applicable):

## Accreditation:

**Provide the name of the accrediting body, the name of the accreditation, period of current accreditation (including expiration date), and a brief description of the accreditation.**

**Accreditation 1:**

National Association of Recovery Residences (NARR) accredited through the Missouri Coalition of Recovery Support Providers. 1410, 1704, and 1706 Sylvan Lane, 2501 Willowbrook Ct. and 2512 Eastwood Dr. have a total of 36 accredited beds which expires on 5/23/20. The accreditation means we have met the national quality standards for recovery housing.

**Accreditation 2:**

Missouri Department of Mental Health - Certified to provide Outpatient Substance Use Treatment and Recovery Support Services (Cert.#2889) exp. 10-31-2022

**Accreditation 3:**

## Certifications:

## Certifications:

**Please indicate that the above named organization:**

**Is a registered corporation in good standing with the State of Missouri.**

yes

**Agrees to comply with all the applicable provisions of: the Fair Labor Standards Act, as amended; the Employment Practices Act, as amended; the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1990, as amended; the Omnibus Reconciliation Act of 1981, as amended; the American with Disabilities Act of 1990, as amended; and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services including the discrimination in employment and the delivery of services on the basis of race (racism), color, national origin, ancestry, sex, religion, disability, age (employment), and familial status (housing).**

yes

**If deemed a religious or denominational institution or organization or operated for religious purposes which is supervised or controlled by or in connection with a religious or denomination institution or organization; and agrees that, in connection with the provision of services and employment practices that it will not discriminate against any employee or applicant for employment on the basis of religion and will not employ or give preference in employment to persons on the basis of religion; it will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, or exert no other religious influence in the provision of services under this agreement.**

yes

**Prohibits discrimination and the delivery of services on the basis of marital status, gender identity, and sexual orientation.**

yes

**Has administrative and program facilities that are accessible to persons with disabilities per the Americans with Disabilities Act of 1990.**

yes

If the answer is no - upload an ADA Plan of Accommodation and Transition Plan. (REQUIRED)

**ADA Plan of Accommodation (MUST BE IN PDF FORMAT)**

**Transition Plan (MUST BE IN PDF FORMAT)**

## Heart of Missouri United Way

**The following documents are required only of organizations receiving HMUW funding, and for those applying for or renewing Heart of Missouri United Way certification.**

Agencies receiving funding are required to provide these documents annually and should complete these uploads by October 31.

**Organization "Budget to Actual Report" (MUST BE IN PDF FORMAT)** The Budget to Actual Report will cover the same fiscal period as your most recent IRS Form 990, and \*Third Party Financial Statement Review or \*\*Audit (\*Third Party Financial Statement Review required for Organization's reporting less than \$250,000 in annual revenue / \*\*Audit required for Organizations reporting \$250,000 or more in annual revenue).

**IRS Pro Forma - ONLY FOR ORGANIZATIONS WHO DO NOT FILE AN IRS FORM 990 or 990EZ (MUST BE IN PDF FORMAT)** To complete an IRS Pro Forma go to [www.irs.gov](http://www.irs.gov), download a blank IRS Form 990 and complete the following sections: Page 1, Items A-M; Part I (Summary) Lines 1-4 only; Part II (Signature Block); Part VII (Compensation section A only); Part VIII (Statement of Revenues); Part IX (Statement of Functional Expenses); and Part XII (Financial Statements and Reporting)



**Accounting and Reporting Policies and Procedures Questionnaire (MUST BE IN PDF FORMAT)** Submission of this questionnaire is required only for agency's required to submit a \*Third Party Financial Statement Review. (Please contact United Way if you need a copy of the ARPPQ to be sent to you) \*Third Party Financial Statement Review required for Organization's reporting less than \$250,000 in annual revenue.

**Proof of General Liability Insurance (MUST BE IN PDF FORMAT)**

/document/download/filename/1451938961\_32678\_CertificateofLiabilty.pdf/

## Linked 'Proposal Cover Sheet' Records

### Link to Proposal Cover Sheet

Proposal Cover Sheet					Link Info	
Grant	Organization Name (will aut...	Fund Source	Funder	Funding Cycle	Active	Date
Community Health/Medical Fund - RFP #36-13SEP18 (Agreement Form (V3.1) ends 07/31/2019 5:00 AM CDT)	In2Action	Community Health/Medical Fund - RFP #36-13SEP18	Boone County	RFP #36-13SEP18		Added on 06/27/2019
City of Columbia- RFP FY2016 Social Services (Closed)	In2Action	Social Services FY2016	City of Columbia	2016		Added on 06/29/2015

Total Active Links:2, Total Deactivated Links:0, Current Active Links:2, Current Deactivated Links:0

## System Fields

## Program Overview (V3)

### Community Health/Medical Fund - RFP #36-13SEP18...

#### Quick View Information

<b>Grant</b>	Community Health/Medical Fund - RFP #36-13SEP18 (Closed ends 12/31/2020 8:00 AM CST)
<b>Organization Name (will aut...</b>	In2Action
<b>Fund Source</b>	Community Health/Medical Fund - RFP #36-13SEP18
<b>Funder</b>	Boone County
<b>Funding Cycle</b>	RFP #36-13SEP18
<b>Name of Program or Project</b>	Recovery Support and Reentry Opportunity Center
<b>Amount of Request</b>	\$29,077.00
<b>Record Lock</b>	

### Program Overview Form Information

The purpose of the Program Overview form is to provide information regarding the program and service(s) proposed by your organization.

#### Guidelines:

Information should be based on the proposed contract/agreement period.

Information provided should be for the entire program, not just the portion proposed to be contracted/funded by the Boone County, City of Columbia, and/or the Heart of Missouri United Way.

Each narrative response should be clear and succinct.

Information provided in the Program Overview form must correspond with the information provided in the Program Service form(s).

#### Instructions:

The issue(s) and affected population(s) should be described and documented utilizing objective, relevant information, and data, from sources outside of your organization and should include geographic information using recognized political boundaries (e.g. city, county, state, national). Every effort should be made to utilize information from the Boone Indicators Dashboard.

All sources of information should be properly cited using the American Psychological Association (APA) Style of author-date method of in-text citation. All sources that are cited must appear in the reference list at the end of this form.

#### Resources:

Boone Indicators Dashboard (<http://booneindicators.org>)

For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

\* Indicates Required Field

### Statement of Issue Being Addressed

a. Describe and document the community-level issue(s) to be addressed by the proposed program (e.g. homelessness, child abuse & neglect, substance abuse, suicide, etc.), utilizing objective, relevant information, including data from the Boone Indicators Dashboard (BID) <http://booneindicators.org/>. (1500 character limit)

No need to answer, in SIO Proposal.

b. Describe the population(s) in the City of Columbia and/or the Boone County area affected by the issue(s) to be addressed by the proposed program, utilizing objective, relevant information, including data from the Boone Indicators Dashboard (BID) <http://booneindicators.org/>. (NOTE: HMUW applicants may include Cooper and Howard County data in this field.) (1500 character limit)

No need to answer, in SIO Proposal.

### Program Goal

State the goal(s) of the proposed program. The program goal(s) should correspond to the organization's mission statement and major goal(s), as stated in the Organization Profile. (300 character limit)

The program goal is to help justice involved people successfully transition back into our community.

### Program Overview

**Provide an overview of the proposed program. (1500 character limit)**

The Recovery Support and Reentry Opportunity Center will serve as a one-stop-shop for justice-involved citizens in Boone County with a focus on those recently released from jail or prison. The location off Burlington behind the Food Bank will serve a dual purpose: The RSROC will be a place people can come and hang out. Over time we plan to have a pool table, basketball net, couches and T.V's. It will replicate what is known as Recovery Community Centers elsewhere in the state where people can meet others in the same situation looking for something different in life. Next, people at the RSROC can access the resources and supports needed to address the various risk factors which can lead them back into the criminal justice process. These professional services however will look less traditional and will be much more palatable for this population. Building upon the mounting research on the benefits of peer-driven support, most if not all the staff will be people that have "been there and done that". While the professional services will be left only to those who are qualified to provide those services, new patrons will find comfort being served by people who really understand. While in2Action will be providing the recovery support services and clinical outpatient treatment, collaborations with various other providers and governmental agencies will allow those coming to the RSROC help with everything from mental health to housing, from employment to addiction support.

**Program Consumers****a. Describe the consumers who will be served by the proposed program, including characteristics and demographics. (1500 character limit)**

No need to answer, in SIO Proposal.

**b. Why will these particular consumers be served? (1500 character limit)**

No need to answer, in SIO Proposal.

**c. Describe any impediments or challenges in serving these consumers. (600 character limit)**

No need to answer, in SIO Proposal.

**d. Total number of unduplicated individuals to be served by the proposed program:**

100

*The field below will auto-populate once the Program Budget section is complete. This calculation is based on the total number of unduplicated individuals to be served, as indicated above in item d. and the total program expenses as indicated in the program Budget section to be completed below.*

**e. Average program cost per individual**

470.2

**Consumer Demographics Instructions**

**Complete the Residence, Race, Ethnicity, Gender, Income, and Age sub-sections below to the best of your knowledge. The purpose of this section is to provide detailed demographic information for consumers to be served by the proposed program service(s) over the period of time as defined in the RFP. The totals for all sections should be identical.**

**All counts are for Unduplicated Individuals. No individual should be counted twice under any sub-section.**

**Information provided in the Consumer Demographic sub-section should correlate with the information provided in the rest of the proposal.**

**\*Indicates a required field.**

**Residence****Boone County (includes City of Columbia residents)**

100

**City of Columbia**

0

**Cooper County**

0

**Howard County**

0

**Other Counties**

0

**Residence Total**

100

**Record Lock**

1

**Race**

**White (alone)**

70

**Black or African American (alone)**

25

**Multiple Races**

0

**Asian (alone)**

0

**Native American Indian or Alaskan Native**

0

**Native Hawaiian or other Pacific Islander (alone)**

0

**Some Other Race**

5

**Race Total**

100

**Ethnicity****Hispanic or Latino (of any race)**

3

**Not Hispanic or Latino**

97

**Ethnicity Total**

100

**Gender****Female**

25

**Male**

75

**Other**

0

**Gender Total**

100

**Income****At or below 200% of Federal Poverty Level**

100

**Over 200% of Federal Poverty Level**

0

**Income Total**

100

**Age (City-Social Services/County-Health/HMUW-RFP)****Under 5 years**

0

**5-19 years**

10

**20-59 years**

85

**60 years and over**

5

**Age Total (1)**

100

## Individuals Trained

*Instructions: If providing training for providers, please complete the Individuals Trained section. No individual's demographic information will be required. We will only need totals.*

**a. Number of individuals to be trained:**

30

**b. Provide information on the types of training that will be offered. (1500 character limit)**

Because the RSROC is by design a collaborative effort, collaboration meetings will likely be held monthly and will include both training on the RSROC model and the roles and responsibilities of the partnering agencies, and also provide partners the opportunity to present and to cross train with each other so each has a better understanding of what the others are doing. Peer support specialists will also be trained

## Program Access

**a. Provide details on the location, days/hours of operation (e.g. Monday-Friday, 8 a.m.- 5 p.m.), and any other logistical information for the proposed program. (600 character limit)**

No need to answer, in SIO Proposal.

**b. Describe the eligibility criteria (e.g., income, age, etc.) to be utilized for determining eligibility for the proposed program. (600 character limit)**

No need to answer, in SIO Proposal.

**c. Will program consumers be charged a fee for the proposed program service(s)?**

No

**Provide a rationale for no fees being charged for service(s) in the proposed program. (600 character limit)**

No need to answer, in SIO Proposal.

## Program Quality

**a. Describe any external requirements of the proposed program and/or service(s), such as licensing, minimum standards, etc. (600 character limit)**

No need to answer, in SIO Proposal.

**b. Is the proposed program and/or service(s) currently accredited by a recognized accrediting body?**

No

**Provide the name of the accreditation agency. (300 character limit)**

No need to answer, in SIO Proposal.

**c. Are there best practices and/or standards for the proposed program and/or service(s)? Best practices and standards should be cited from reputable sources.**

Yes

**Indicate, cite, and describe the available best practices and/or standards. (600 character limit)**

No need to answer, in SIO Proposal.

**d. Is there evidence to support the efficacy of the proposed program and/or service(s)? Evidence must be up-to-date and scientifically-based and should be cited from scholarly research reports published in peer reviewed journals or from credible government sources.**

Yes

**Identify, cite, and describe the evidence. (1500 character limit)**

No need to answer, in SIO Proposal.

**Provide a rationale for utilizing the proposed evidence-based program and/or service(s). (1500 character limit)**

No need to answer, in SIO Proposal.

**e. Describe any unique or innovative aspects of the proposed program that enhance the quality of the program. (1500 character limit)**

No need to answer, in SIO Proposal.

**f. Describe the quality improvement process utilized for the program. Quality improvement is defined as systemic and continuous actions that are used to measurably improve services and program consumer outcomes. (1500 character limit)**

No need to answer, in SIO Proposal.

**g. How will consumer feedback be collected for this program? Describe how this information will be utilized to enhance service(s) and help with program outcomes. (1500 character limit)**

No need to answer, in SIO Proposal.

## Collaboration

**Describe any partnerships or collaborations that enhance access to and/or the quality and effectiveness of the proposed program and/or service(s). (1500 character limit)**

No need to answer, in SIO Proposal.

**If MOUs or contracts/agreements related to the proposed program and/or service(s) are in place, please upload these documents in a PDF format (1):**

**If MOUs or contracts/agreements related to the proposed program and/or service(s) are in place, please upload these documents in a PDF format (2):**

**If MOUs or contracts/agreements related to the proposed program and/or service(s) are in place, please upload these documents in a PDF format (3):**

## Program Personnel Instructions

**Instructions: Provide titles, minimum qualifications, and salary ranges for ALL positions for which salaries will be charged, in whole or in part, to the proposed project.**

**FTE = Full Time Equivalent (i.e. Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.)**

**To determine FTE, divide the number of hours assigned to program services per year by 2080 (e.g. 1040/2080 = .5 FTE)**

**Salary = Wages + FICA (Social Security/Medicare)**

## Program Personnel Information

POSITION OR TITLE (Do not use employee names)	MINIMUM QUALIFICATIONS (B.A., Licensed, etc.)	FTE	FULL-TIME SALARY RANGE FROM: (wages, Social Security and Medicare)	FULL-TIME SALARY RANGE TO: (wages, Social Security and Medicare)
<b>P1</b> Director	<b>MQ1</b> Masters Degree	<b>FTE1</b> 0.20	<b>SR1 FROM</b> \$65,000.00	<b>SR1 TO</b> \$75,000.00
<b>P2</b> Coach	<b>MQ2</b> Peer Support Specialist Certification	<b>FTE2</b> 0.25	<b>SR2 FROM</b> \$25,000.00	<b>SR2 TO</b> \$35,000.00
<b>P3</b> Case Manager	<b>MQ3</b> Peer Support Specialist Certification	<b>FTE3</b> 0.25	<b>SR3 FROM</b> \$25,000.00	<b>SR3 TO</b> \$35,000.00
<b>P4</b>	<b>MQ4</b>	<b>FTE4</b> 0.00	<b>SR4 FROM</b> \$0.00	<b>SR4 TO</b> \$0.00
<b>P5</b>	<b>MQ5</b>	<b>FTE5</b> 0.00	<b>SR5 FROM</b> \$0.00	<b>SR5 TO</b> \$0.00
<b>P6</b>	<b>MQ6</b>	<b>FTE6</b> 0.00	<b>SR6 FROM</b> \$0.00	<b>SR6 TO</b> \$0.00
<b>P7</b>	<b>MQ7</b>	<b>FTE7</b> 0.00	<b>SR7 FROM</b> \$0.00	<b>SR7 TO</b> \$0.00

## Program Personnel Narrative

**Describe how each position will be utilized in the proposed program and the rationale for the minimum qualifications and salary range for each of those positions. (1500 character limit)**

Director - will provide oversight and be responsible for facilitating steering team meetings, fund-raising, grant writing, and grant reporting. Director will also provide counseling services until funding can be secured to hire a credentialed counselor. The coach will be responsible to work directly with participants with regard to their goals and plans in the context of long-term recovery. The case worker on the other hand will identify the participants



needs that can be addressed by the RSROC partnering agencies. The Certified Peer Support Specialist credential is required to best engage this typically resistant population. All salaries are consistent with similar Boone County positions.

## Program Budget Instructions

Complete the Program Budget section below reflecting how funds will be utilized. Include any funding received from other funders that will be utilized to support the proposed program. This should NOT be an overall organizational budget.

For each item for which figures are entered, the corresponding narrative field **MUST** be completed. Provide information on how other funders will help support the proposed program.

## Program Budget

### PROGRAM REVENUE

PROPOSED % OF  
PROPOSED TOTAL

For each source of revenue, describe how the funding will be utilized in the proposed program.

#### 1. DIRECT SUPPORT

<b>A. Heart of Missouri United Way (300 character limit)</b>	<b>1A</b>	<b>1A%</b>
	\$0.00	0
<b>B. Other United Ways (300 character limit)</b>	<b>1B</b>	<b>1B%</b>
	\$0.00	0
<b>C. Capital Campaigns (300 character limit)</b>	<b>1C</b>	<b>1C%</b>
	\$0.00	0
<b>D. Grants (non-governmental) (300 character limit)</b>	<b>1D</b>	<b>1D%</b>
	\$0.00	0
<b>E. Fund Raising &amp; Other Direct Support (300 character limit)</b>	<b>1E</b>	<b>1E%</b>
	\$0.00	0

#### 2. GOVERNMENT CONTRACTS/SUPPORT:

<b>A. Boone County - Children's Services Funding (300 character limit)</b>	<b>2A</b>	<b>2A %</b>
	\$0.00	0
<b>B. Boone County - Community Health Funding (300 character limit)</b> Funding will be utilized to fill gaps for peer support, to provide high level case management, to purchase two participant computers, and to purchase IT support for data tracking, collection, and sharing. Funding will also be utilized for Peer Support when state funding is not available.	<b>2B</b>	<b>2B %</b>
	\$29,077.00	62
<b>C. Boone County- Other Funding (300 character limit)</b>	<b>2C</b>	<b>2C %</b>
	\$0.00	0
<b>D. Funding from Other Counties (300 character limit)</b>	<b>2D</b>	<b>2D %</b>
	\$0.00	0
<b>E. City of Columbia - Social Service Funding (300 character limit)</b>	<b>2E</b>	<b>2E %</b>
	\$0.00	0
<b>F. City of Columbia - CDBG/Home Funding (300 character limit)</b>	<b>2F</b>	<b>2F %</b>
	\$0.00	0
<b>G. City of Columbia - CHDO Funding (300 character limit)</b>	<b>2G</b>	<b>2G %</b>
	\$0.00	0
<b>H. City of Columbia - Other Funding (300 character limit)</b>	<b>2H</b>	<b>2H %</b>
	\$0.00	0

<b>I. Funding from Other Cities (300 character limit)</b>	<b>2I</b>	<b>2I %</b>
	\$0.00	0
<b>J. Federal (Medicaid, Title III, etc.) (300 character limit)</b>	<b>2J</b>	<b>2J %</b>
	\$0.00	0
<b>K. State (Purchase of Service, Grants, etc.) (300 character limit)</b>	<b>2K</b>	<b>2K %</b>
Department of Mental Health Recovery Support Services will reimburse for Recovery Coaching (Peer Support), Individual Therapy, and Groups up to \$2500/person max, or until they use up their annual budget.	\$16,062.00	34
<b>L. Other (Schools, Courts, etc.) (300 character limit)</b>	<b>2L</b>	<b>2L %</b>
	\$0.00	0
<b>3. Program Service Fees (300 character limit)</b>	<b>3.</b>	<b>3 %</b>
	\$0.00	0
<b>4. Investment Income (realized &amp; unrealized) (300 character limit)</b>	<b>4.</b>	<b>4 %</b>
	\$0.00	0
<b>5. Other Revenue Items (300 character limit)</b>	<b>5.</b>	<b>5 %</b>
in2Action will provide additional support to fill gaps while other program funding is secured.	\$1,881.00	4
<b>TOTAL PROGRAM REVENUE</b>	<b>TOTAL REVENUE</b>	
	47020	

## PROGRAM EXPENSES

<b>1. Personnel</b>	<b>1.</b>	<b>1. %</b>
	\$22,100.00	47
<b>Personnel Narrative (300 character limit)</b>		
Projection of Director, Case Worker, and Peer Support Specialist for year one.		
<b>2. Non-Personnel</b>	<b>2.</b>	<b>2. %</b>
	\$24,920.00	53
<b>Non-Personnel Narrative (300 character limit)</b>		
Rent, cable/internet, furniture		
<b>TOTAL PROGRAM EXPENSES</b>	<b>TOTAL EXPENSES</b>	
	47020	

## Program Budget Narrative

**Describe the organization's efforts to secure other funding for the proposed program. (500 character limit)**

in2Action is having very promising conversations with the Missouri Foundation for Health. in2Action is also meeting monthly with Central Office with the Department of Corrections and it is expected they will soon be financially supporting the RSROC. The City of Columbia RFP comes will be released later in July of 2019. Steve Hollis is aware of our efforts and has expressed support. in2Action also intends to submit a proposal with Boone County if another Community Health rfp is released.

## Reference List

**Instructions:** All in-text citations in this section of the proposal must be listed in the Reference List below using the American Psychological Association (APA) Style. For detailed information regarding the APA Style, please visit the APA Style web site: <http://www.apastyle.org/>

**Reference List: (5000 character limit)**

No need to answer, in SIO Proposal.

## Linked 'Agreement Form - V3' Records

**Link Instructions - Agreement Form - V3**

## Linked 'Agreement Form - V3.1' Records

## Link Instructions Agreement Form - V3.1

## Agreement Form - V3.1

				Link Info	
Organization Name	Program Name	Date Completed	Record Lock	Description	Active Date
In2Action	Recovery Support and Reentry Opportunity Center	07/08/2019			Added on 07/01/2019

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

## Program Services 1-5 (V3)

### Community Health/Medical Fund - RFP #36-13SEP18...

#### Quick View Information

<b>Grant</b>	Community Health/Medical Fund - RFP #36-13SEP18 (Closed ends 12/31/2020 8:00 AM CST)
<b>Organization Name (will aut...</b>	In2Action
<b>Fund Source</b>	Community Health/Medical Fund - RFP #36-13SEP18
<b>Funder</b>	Boone County
<b>Funding Cycle</b>	RFP #36-13SEP18
<b>Name of Program or Project</b>	Recovery Support and Reentry Opportunity Center
<b>Amount of Request</b>	\$29,077.00
<b>Record Lock</b>	

### Program Service Form Information

The purpose of the Program Service form is to provide detailed information about the proposed program service(s).

#### Guidelines:

Information should be based on the proposed contract/agreement period.

Information provided should be for the entire program, not just the portion proposed to be contracted/funded by the City of Columbia, Boone County, or the Heart of Missouri United Way.

Services should be unbundled (e.g., if the program is to provide both individual therapy and case management, information for each service should be indicated separately as Program Service 1 and Program Service 2).

Each narrative response should be clear and succinct.

Information provided in the Program Service form must correspond with the information provided in the Program Overview form.

#### Instructions:

Complete each section below for each service that will be provided in this program. Remember that all services must be unbundled. Provide at least one outcome and the corresponding indicator(s) and method of measurement for each service. Any additional outcomes must include corresponding indicator(s) and method(s) of measurement.

#### Resources:

Allowable service terms and definitions are indicated in the Taxonomy of Services. This document can be accessed in My Shared Files and on the Boone Impact Group (BIG) website: <http://www.booneimpact.org/>

Helpful information about Program Performance Measures and developing outcomes, indicators, and method of measurements can be found in the My Shared Files section.

\* Indicates Required Field

### Development/Start Up Service Funding

*Instructions for Boone County Children's Services Funding and Community Health/Medical Fund:* The Boone County Children's Services Board or the Community Health Advisory Council will consider funding for a service, on a one-time basis, for purchases or funding necessary for the delivery of contracted services.

*Instructions for Heart of Missouri United Way Funding:* The Heart of Missouri United Way Board will consider funding one-time costs for expenses and equipment required in order to deliver the proposed program service(s). One-time funding will only be considered if HMUW chooses to enter into a funding agreement for the proposed program service(s).

**NOTE:** Heart of Missouri United Way does not intend for this section to be used for capacity building funding requests. If you will be requesting capacity building funds specific to the proposed program service(s), use the service field(s) below and the appropriate taxonomy service(s).

#### a. Amount Requested

\$11,938.00

#### b. Describe how the funds will be utilized. (600 character limit)

\$1698 will purchase two new computers for RSROC participants to use. In2Action research will ensure we purchase the best computers we can get for our specific purpose for the cost of \$849 each. \$10,240 (\$125/hr x 81.92 hrs) will be devoted to IT support to develop data collection and sharing system. The IT funding will allow for completion of Phase-1 which will provide the basic framework for a system we can build upon in the future and data needs increase.

**c. Provide justification for the request for one-time funding. (600 character limit)**

In today's technological world, internet access is essential when helping people reenter out community. The computers will allow program participants access to email, job search and job application functions, and allow them to make and check on important appointments. The IT support is required to track the individuals we serve and the individual services each individual in receiving. The new database will also allow the various providers at the RSROC to share information so program participants can receive the best possible services without duplication.

**Service #1 - Name, Definition, and Description****a. Service #1 - Taxonomy of Service Name (300 character limit)**

Peer Support

**b. Service #1 - Taxonomy Definition of Service (350 character limit)**

Provides assistance, from a Certified Peer Specialist, to individuals with substance use and/or mental health disorders to become and/or stay engaged their recovery process.

**c. Provide a detailed description of the proposed service (#1). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)**

Peer Support will be provided to participants with substance use or other mental health disorders to provide strength based support to help them make good life decisions in the context of long term recovery. "Coaching" sessions will take place either face-to-face or through the use of technology which is gaining tremendous support from the research community.

**Record Lock**

1

**Service #1 - Outputs****a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#1)**

15 Minutes

**b. Unit Rate (#1)**

\$10.30

**IMPORTANT REMINDER:** Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc).(#1)

**c. Is the proposed Unit Rate tied to an established public funding rate? (#1)**

Yes

**Indicate the publicly available rate and describe the source. (#1) (600 character limit)**

\$10.30 - 15 minute units: Missouri Department of Mental Health - <https://dmh.mo.gov/ada/docs/RSSPricingDefinitionsandRequirements.pdf>

**d. Total Number of Units of Service to be Provided (#1)**

832

**e. Total Number of Unduplicated Individuals (#1)**

80

**f. Average Number of Units of Service per Unduplicated Individual (#1)**

10.4

**g. Average Cost of Service per Individual (#1)**

107.12

**Service #1 - Service Fee****a. Will the proposed service consumers be charged a fee? (#1)**

No

**Provide a rationale, why no fees will be charged for the proposed service (#1). (600 character limit)**

People released from jail or prison are almost always un, or under employed and any finances they have access to they will use for basic needs.

**b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#1)**

Yes

**Indicate the third-party payor(s) to be billed and the consumer eligibility criteria for the third-party source(s). (#1) (600 character limit)**

in2Action contract with DMH can reimburse for peer support but it has a \$2500 lifetime cap and is bundled with many other services. DHM also only has about \$3 million per fiscal year which will likely run out. Additionally, DMH will not reimburse for coaching utilizing certain types of technology (facetime/phone conversations/WhatsApp, etc). Boone County funding will ONLY be utilized when DMH reimbursements are not available.

**What program service fee payment options will be provided to program consumers if they are uninsured or underinsured (e.g. catastrophic coverage, high deductible, etc.)? (#1) (600 character limit)**

Justice involved adults will never be denied services for inability to pay.

## Service #1 - Local Funding

**Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#1)**

No

## Service #1 - Funding Request

**a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#1)**

\$8,569.60

**b. Proposed Number of Units of Service (#1)**

832

**c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#1) (600 character limit)**

The Boone County funds will fill a gap when DMH money runs out, or when participants would benefit from services coaching DMH will not fund. When the "bundle" of above is considered, the \$2,500 cap can be reached in as little as 4-6 weeks when housing, counseling, coaching, transportation, and groups are all included.

## Service #1- Performance Measures

Outcome Sample	Indicator Sample	Method of Measurement Sample
<b>Outcome (1-1)</b> Participants will be less likely to return to prison	<b>Indicator (1-1)</b> Participant recidivism rate will drop 20%	<b>Method of Measurement (1-1)</b> Department of Corrections will provide baseline recidivism rate for Boone County and compare with RSROC participant data.
<b>Additional Outcome (1-2)</b>	<b>Additional Indicator (1-2)</b>	<b>Additional Method (1-2)</b>
<b>Additional Outcome (1-3)</b>	<b>Additional Indicator (1-3)</b>	<b>Additional Method (1-3)</b>
<b>Additional Outcome (1-4)</b>	<b>Additional Indicator (1-4)</b>	<b>Additional Method (1-4)</b>
<b>Additional Outcome (1-5)</b>	<b>Additional Indicator (1-5)</b>	<b>Additional Method (1-5)</b>

## Service #1 - Performance Measures Narrative

**a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Overview section. (#1) (600 character limit)**

To "successfully transition back into the community" must include living a law abiding life and removing one's self from the criminal justice system.

**b. Describe and document any external factors or variables which may affect the proposed outcome(s). (#1) (600 character limit)**

One factor that affects recidivism rates could be "outstanding" or old charges that have not yet been adjudicated. People can be making all the right choices and moving the right direction when a charge from their past shows up that they go to prison for. While it is not expected to be a problem, we are relying on the Department of Corrections to provide the baseline data.

**c. Provide a rationale for the measurement level(s) for each indicator. (#1) (600 character limit)**

in2Action residential participants see more than a 50% drop in recidivism. Based on this and other reentry program outcomes, we project a 20% at the RSROC.

**d. Provide a rationale for each method of measurement. (#1) (600 character limit)**

Recidivism rates have long been accepted as a valid measure of program success. Department of Corrections data is considered the most reliable source of recidivism data.

## Service #2 - Name, Definition, and Description

**a. Service #2 - Taxonomy of Service Name (300 character limit)**

Case management

**b. Service #2 - Taxonomy Definition of Service (350 character limit)**

A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual's health and human services needs. It is characterized by advocacy, communication, and resource management and promotes quality.

**c. Provide a detailed description of the proposed service (#2). This should include how this service would be delivered, what other activities**

**that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)**

Case management will be provided by a Certified Peer Support Specialist. This is the first step when someone walks through the doors of the RSROC. It will begin with a quick screen which will be combined with DOC risk/needs assessment from the Department of Corrections. The case worker will be well educated on the services provided by RSROC partners and also be very familiar with the unique obstacles facing justice involved individuals.

## Service #2 - Outputs

### a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#2)

15 minutes

### b. Unit Rate (#2)

\$10.35

**IMPORTANT REMINDER:** Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#2)

### c. Is the proposed Unit Rate tied to an established public funding rate? (#2)

No

**Consideration may be given for a unit rate not consistent with a public funding unit, if an acceptable justification is provided. Provide a justification for the proposed rate. (#2) (600 character limit)**

Case management at the RSROC will require an extensive understanding of the resources available in Boone County as well as incredible insight into the both the real and perceived obstacles justice involved people face. Additionally case management will require the the understanding and integration of the DOC ORAS assessment. The RSROC will use only people with lived experience and who have gone through the Peer Support Specialists training. It is this programs opinion one gap we have in Boone County is sending this population through the same SOP as everyone else who has any other need.

### d. Total Number of Units of Service to be Provided (#2)

832

### e. Total Number of Unduplicated Individuals (#2)

100

### f. Average Number of Units of Service per Unduplicated Individual (#2)

8.32

### g. Average Cost of Service per Individual (#2)

86.11

## Service #2 - Service Fee

### a. Will the proposed service consumers be charged a fee? (#2)

No

**Provide a rationale why no fee will be charged for the service. (#2) (600 character limit)**

People released from jail or prison are almost always un, or under employed and any finances they have access to they will use for basic needs

### b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#2)

No

**Explain why the proposed service is not billable to a third-party payor. (#2) (600 character limit)**

Under in2Action's current contract with DMH we can charge for "Care Coordination" however this service provides much less than the RSROC case management. While getting people connected with services to help them in their recovery alone may be helpful, an equally essential component of the RSROC is the transition process itself, from incarceration to transformation. It will take exceptionally educated and informed case workers for our efforts to succeed.

## Service #2 - Local Funding

**Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#2)**

No

## Service #2 - Funding Request

### a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#2)

\$8,569.60

**b. Proposed Number of Units of Service (#2)**

827.98

**c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#2) (600 character limit)**

We project with this pilot to have 100 people walk through our doors in year one. Each of these people must be greeted and effectively engaged to achieve the outcomes we expect. We presently have no funding to cover this expense.

**Service #2 - Performance Measures**

<b>Outcome (2-1)</b>	<b>Indicator (2-1)</b>	<b>Method of Measurement (2-1)</b>
Improved employment	Participants will have a full time employment rate 20% higher than others under supervision in Boone County	Department of Corrections will provide baseline data and compare with RSROC participant data.
<b>Additional Outcome (2-2)</b>	<b>Additional Indicator (2-2)</b>	<b>Additional Method (2-2)</b>
Increase program engagement	80% of participants will remain engaged at least 60 days	Case management service log will track all services.
<b>Additional Outcome (2-3)</b>	<b>Additional Indicator (2-3)</b>	<b>Additional Method (2-3)</b>
<b>Additional Outcome (2-4)</b>	<b>Additional Indicator (2-4)</b>	<b>Additional Method (2-4)</b>
<b>Additional Outcome (2-5)</b>	<b>Additional Indicator (2-5)</b>	<b>Additional Method (2-5)</b>

**Service #2 - Performance Measures Narrative****a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section (2) (600 character limit)**

Full time employment is identified by the Department of Corrections data as the single greatest factor to predict recidivism. Program engagement is good predictor from success.

**b. Describe and document any external factors or variables which may affect the proposed outcome(s). (2) (600 character limit)**

While it is not expected to be a problem, we are relying on the Department of Corrections to provide the baseline data. Overall unemployment rates over the next year may also impact outcomes. Transportation issues and full time employment can impact program engagement.

**c. Provide a rationale for the measurement level(s) for each indicator. (2) (600 character limit)**

in2Action residential participants far exceed a 20% increase in full time employment. Based on this experience we project 20% for the outpatient participants.

**d. Provide a rationale for each method of measurement (2). (600 character limit)**

Department of Corrections collects employment data for all under supervision. Our IT support funded through this contract will establish valid and reliable data collection/tracking system.

**Service #3 - Name, Definition and Description****a. Service #3 - Taxonomy of Service Name (300 character limit)**

Individual Therapy - Adult

**b. Service #3 - Taxonomy Definition of Service (350 character limit)**

Provides therapeutic treatment for an adult in an individualized format with a qualified mental health professional. There may be additional individuals present in a session but the focus of a session remains on the individual's treatment plan.

**c. Provide a detailed description of the proposed service (#3). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)**

A state certified or licensed therapist will work intensely with participants with substance use disorders which requires more than recovery support and peer support services. Therapy will include exploring deeper interpersonal issues and developing a treatment plan in conjunction with the goals established with peer support specialist.

**Service #3 - Outputs****a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#3)**

15 minutes

**b. Unit Rate (#3)**



\$14.15

**IMPORTANT REMINDER:** Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#3)

**c. Is the proposed Unit Rate tied to an established public funding rate? (#3)**

Yes

**Indicate the publicly available rate and describe the source. (#3) (600 character limit)**

<https://dmh.mo.gov/ada/docs/RSSPricingDefinitionsandRequirements.pdf>

DMH - Recovery Counseling = \$14.15 per 15 minutes

**d. Total Number of Units of Service to be Provided (#3)**

80

**e. Total Number of Unduplicated Individuals (#3)**

8

**f. Average Number of Units of Service per Unduplicated Individual (#3)**

10

**g. Average Cost of Service per Individual (#3)**

141.5

### Service #3 - Service Fee

**a. Will the proposed service consumers be charged a fee? (#3)**

No

**Provide a rationale why no fees will be charged for the proposed service. (#3) (600 character limit)**

People released from jail or prison are almost always un, or under employed and any finances they have access to they will use for basic needs.

**b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#3)**

Yes

**Indicate the third-party payor(s) to be billed and the consumer eligibility criteria for the third-party source(s). (#3) (600 character limit)**

DMH will reimburse for this service after need is identified through ASI.

**What program service fee payment options will be provided to program consumers if they are uninsured or underinsured (e.g. catastrophic coverage, high deductible, etc.)? (#3) (600 character limit)**

Justice involved adults will never be denied services for inability to pay.

### Service #3 - Local Funding

**Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#3)**

No

### Service #3 - Funding Request

**a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#3)**

\$0.00

**b. Proposed Number of Units of Service (#3)**

0

**c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#3) (600 character limit)**

This service will fill a gap by providing needed clinical intervention when recovery support services are not enough.

### Service #3 - Performance Measures

**Outcome (3-1)**

Improved life satisfaction/social connectedness

**Indicator (3-1)**

20% of participants will report improved life satisfaction, social connectedness.

**Method of Measurement (3-1)**

Self report - life satisfaction survey

**Additional Outcome (3-2)**

**Additional Indicator (3-2)**

**Additional Method (3-2)**

Additional Outcome (3-3)

Additional Indicator (3-3)

Additional Method (3-3)

Additional Outcome (3-4)

Additional Indicator (3-4)

Additional Method (3-4)

Additional Outcome (3-5)

Additional Indicator (3-5)

Additional Method (3-5)

### Service #3 - Performance Measures Narrative

**a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section. (#3) (600 character limit)**

Life satisfaction is considered an essential ingredient of a "Successful transition back into the community".

**b. Describe and document any external factors or variables which may affect the proposed outcome(s) (#3). (600 character limit)**

Life circumstances beyond the participants control can always impact this measure. A sudden death in the family, loss of job, divorce, etc.

**c. Provide a rationale for the measurement level(s) for each indicator. (#3) (600 character limit)**

While this is a pilot project and we hope to exceed a 20% improvement, our experience has been to project on the conservative side.

**d. Provide a rationale for each method of measurement. (#3) (600 character limit)**

The instrument we use is self-report but is a recognized instrument in the field.

### Service #4 - Name, Definition, and Description

**a. Service #4 - Taxonomy of Service Name (300 character limit)**

Behavioral Support Services

**b. Service #4 - Taxonomy Definition of Service (350 character limit)**

Support to individuals/groups to maintain pro-social behavior.

**c. Provide a detailed description of the proposed service (#4). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully understand how this program service will be delivered. (3000 character limit)**

Various educational and support groups will be made available to program participants to address spiritual, cognitive, social, emotional, financial, employment, and addiction issues in the context of transitioning back into the community as a convicted felon. The groups will be facilitated by both in2Action staff and volunteers as well as members of partnering agencies. Groups will last one hour (4-units).

### Service #4 - Outputs

**a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#4)**

15 minutes

**b. Unit Rate (#4)**

\$3.19

**IMPORTANT REMINDER:** Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#4)

**c. Is the proposed Unit Rate tied to an established public funding rate? (#4)**

Yes

**Indicate the publicly available rate and describe the source. (#4) (600 character limit)**

<https://dmh.mo.gov/ada/docs/RSSPricingDefinitionsandRequirements.pdf>

**d. Total Number of Units of Service to be Provided (#4)**

1664

**e. Total Number of Unduplicated Individuals (#4)**

35

**f. Average Number of Units of Service per Unduplicated Individual (#4)**

47.54

**g. Average Cost of Service per Individual (#4)**

151.66

### Service #4 - Service Fee

**a. Will the proposed service consumers be charged a fee? (#4)**

No

**Provide a rationale why no fees will be charged for the proposed service. (#4) (600 character limit)**

People released from jail or prison are almost always un, or under employed and any finances they have access to they will use for basic needs.

**b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#4)**

Yes

**Indicate the third-party payor(s) to be billed and the consumer eligibility criteria for the third-party source(s). (#4) (600 character limit)**

DMH will reimburse for this service after need is identified through ASI.

**What program service fee payment options will be provided to program consumers if they are uninsured or underinsured (e.g. catastrophic coverage, high deductible, etc.)? (#4) (600 character limit)**

Justice involved adults will never be denied services for inability to pay.

**Service #4 - Local Funding****Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#4)**

No

**Service #4 - Funding Request****a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#4)**

\$0.00

**b. Proposed Number of Units of Service (#4)**

0

**c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#4) (600 character limit)****Service #4 - Performance Measures**

<b>Outcome (4-1)</b>	<b>Indicator (4-1)</b>	<b>Method of Measurement (4-1)</b>
Improved life satisfaction/social connectedness	20% of participants will report improved life satisfaction, social connectedness.	Self report - life satisfaction survey
<b>Additional Outcome (4-2)</b>	<b>Additional Indicator (4-2)</b>	<b>Additional Method (4-2)</b>
<b>Additional Outcome (4-3)</b>	<b>Additional Indicator (4-3)</b>	<b>Additional Method (4-3)</b>
<b>Additional Outcome (4-4)</b>	<b>Additional Indicator (4-4)</b>	<b>Additional Method (4-4)</b>
<b>Additional Outcome (4-5)</b>	<b>Additional Indicator (4-5)</b>	<b>Additional Method (4-5)</b>

**Service #4 - Performance Measures Narrative****a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section (#4) (600 character limit)**

Groups will provide supportive venue for participants to learn and develop pro-social lifestyles.

**b. Describe and document any external factors or variables which may affect the proposed outcome(s) (#4) (600 character limit)**

Life circumstances beyond the participants control can always impact this measure. A sudden death in the family, loss of job, divorce, etc.

**c. Provide a rationale for the measurement level(s) for each indicator (#4) (600 character limit)**

While this is a pilot project and we hope to exceed a 20% improvement, our experience has been to project on the conservative side.

**d. Provide a rationale for each method of measurement (#4) (600 character limit)**

The instrument we use is self-report but is a recognized instrument in the field.

**Service #5 - Name, Definition, and Description****a. Service #5 - Taxonomy of Service Name (300 character limit)****b. Service #5 - Taxonomy Definition of Service (350 character limit)****c. Provide a detailed description of the proposed service (#5). This should include how this service would be delivered, what other activities that are included, what consumers are affected, collaboration with other organizations, and any other pertinent information to fully**

understand how this program service will be delivered. (3000 character limit)

### Service #5 - Outputs

a. Unit Measure (e.g. 15 minutes, one hour, one bed night, one pound of food, etc) (#5)

b. Unit Rate (#5)

\$0.00

**IMPORTANT REMINDER:** Organizations should limit their rates, when appropriate, to an established public funding unit rate (e.g. Missouri Department of Mental Health (DMH), Medicaid, MO Healthnet, Missouri Department of Social Services (DSS), etc). (#5)

c. Is the proposed Unit Rate tied to an established public funding rate? (#5)

d. Total Number of Units of Service to be Provided (#5)

0

e. Total Number of Unduplicated Individuals (#5)

0

f. Average Number of Units of Service per Unduplicated Individual (#5)

0

g. Average Cost of Service per Individual (#5)

0

### Service #5 - Service Fee

a. Will the proposed service consumers be charged a fee? (#5)

b. Is this proposed service billable to a third-party payor(s) (e.g. health insurance, state subsidy, etc.)? (#5)

### Service #5 - Local Funding

Does your organization CURRENTLY have an agreement with the City of Columbia, Boone County, and/or the Heart of Missouri United Way for this service? (#5)

### Service #5 - Funding Request

a. Amount Requested from the City of Columbia, Boone County, or the Heart of Missouri United Way for this program service. (#5)

\$0.00

b. Proposed Number of Units of Service (#5)

0

c. Provide a justification for the requested level of funding from the City of Columbia, Boone County, Heart of Missouri United Way, or any other funders. Some examples include expanding capacity, filling a gap in or loss of funding from other funding resources, and/or enabling the organization access to funding from other funding sources. (#5) (600 character limit)

### Service #5 - Performance Measures

Outcome (5-1)	Indicator (5-1)	Method of Measurement (5-1)
Additional Outcome (5-2)	Additional Indicator (5-2)	Additional Method (5-2)
Additional Outcome (5-3)	Additional Indicator (5-3)	Additional Method (5-3)
Additional Outcome (5-4)	Additional Indicator (5-4)	Additional Method (5-4)
Additional Outcome (5-5)	Additional Indicator (5-5)	Additional Method (5-5)

### Service #5 - Performance Measures Narrative

- a. Describe how each outcome is attributable to the Program Goal, as stated in the Program Narrative section (#5) (600 character limit)
- b. Describe and document any external factors or variables which may affect the proposed outcome(s) (#5) (600 character limit)
- c. Provide a rationale for the measurement level(s) for each indicator (#5) (600 character limit)
- d. Provide a rationale for each method of measurement (#5) (600 character limit)

### Total Amount Requested for Start-Up and Service #1 - Service #5

**Total Amount Requested for Start-Up and Service #1 - Service - #5**

29077.2

### Linked 'Agreement Form - V3' Records

**Link Instructions - Agreement Form - V3**

### Linked 'Agreement Form - V3.1' Records

**Link Instructions - Agreement Form - V3.1**

Agreement Form - V3.1

				Link Info	
Organization Name	Program Name	Date Completed	Record Lock	Description	Active Date
In2Action	Recovery Support and Reentry Opportunity Center	07/08/2019			Added on 07/01/2019

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

## Agreement Form - V3.1

### Community Health/Medical Fund - RFP #36-13SEP18...

#### Quick View Information

<b>Grant</b>	Community Health/Medical Fund - RFP #36-13SEP18 (Agreement Form (V3.1) ends 07/31/2019 5:00 AM CDT)
<b>Organization Name (will aut...</b>	In2Action
<b>Fund Source</b>	Community Health/Medical Fund - RFP #36-13SEP18
<b>Funder</b>	Boone County
<b>Funding Cycle</b>	RFP #36-13SEP18
<b>Name of Program or Project</b>	Recovery Support and Reentry Opportunity Center
<b>Amount of Request</b>	\$29,077.00
<b>Record Lock</b>	

#### Quick View Information

This form is auto-populated with information from the Proposal Cover Sheet, Program Overview (V3) and Program Services (V3) proposal forms.

**Organization Name**

In2Action

**Program Name**

Recovery Support and Reentry Opportunity Center

**Date Completed**

07/08/2019

**Funder**

Boone County

**Funding Type**

Community Health/Medical Fund - RFP #36-13SEP18

**Funding Cycle**

RFP #36-13SEP18

**Record Lock**

1

### Agreement Information Form Instructions

The purpose of this form is to capture key information about the contracted program and program service(s). In developing your responses, please adhere to the following guidelines:

Information should be based on the contract/agreement period.

Generally, information should be provided for the entire program, not just the portion contracted by the City of Columbia, Boone County, or the Heart of Missouri United Way.

\* Indicates Required Field

### Program Budget Instructions

*Instructions:* As needed and/or required, update the information in the Agreement (A) Column.

### Program Budget

## PROGRAM REVENUE

AGREEMENT  
BUDGET (A)

## 1. DIRECT SUPPORT

<b>A. Heart of Missouri United Way</b>	<b>(A) 1A.</b>
	\$0.00
<b>B. Other United Ways</b>	<b>(A) 1B.</b>
	\$0.00
<b>C. Capital Campaigns</b>	<b>(A) 1C.</b>
	\$0.00
<b>D. Grants (non-governmental)</b>	<b>(A) 1D.</b>
	\$0.00
<b>E. Fund Raising &amp; Other Direct Support</b>	<b>(A) 1E.</b>
	\$0.00

## 2. GOVERNMENT CONTRACTS/SUPPORT

<b>A. Boone County - Children's Services Funding</b>	<b>(A) 2A.</b>
	\$0.00
<b>B. Boone County - Community Health Funding</b>	<b>(A) 2B.</b>
Funding will be utilized to fill gaps for peer support and, to provide high level case management, and start up costs to purchase two participant computers, and to purchase IT support for data tracking, collection, and sharing.	\$37,636.50
<b>C. Boone County - Other Funding</b>	<b>(A) 2C.</b>
	\$0.00
<b>D. Funding from Other Counties</b>	<b>(A) 2D.</b>
	\$0.00
<b>E. City of Columbia - Social Service Funding</b>	<b>(A) 2E.</b>
	\$0.00
<b>F. City of Columbia - CDGB/Home Funding</b>	<b>(A) 2F.</b>
	\$0.00
<b>G. City of Columbia - CHDO Funding</b>	<b>(A) 2G.</b>
	\$0.00
<b>H. City of Columbia - Other Funding</b>	<b>(A) 2H.</b>
	\$0.00
<b>I. Funding from Other Cities</b>	<b>(A) 2I.</b>
	\$0.00
<b>J. Federal (Medicaid, Title III, etc.)</b>	<b>(A) 2J.</b>
	\$0.00
<b>K. State (Purchase of Services, Grants, etc.)</b>	<b>(A) 2K.</b>
Department of Mental Health Recovery Support Services will reimburse for Recovery Coaching (Peer Support), Individual Therapy, and Groups up to \$2500/person max, or until they use up their annual budget.	\$54,779.60
<b>L. Other (Schools, Courts, etc.)</b>	<b>(A) 2L.</b>
	\$0.00

<b>3. Program Service Fees</b>	<b>(A) 3.</b>
	\$0.00

<b>4. Investment Income (realized &amp; unrealized)</b>	<b>(A) 4.</b>
	\$0.00

<b>5. Other Revenue Items</b>	<b>(A) 5.</b>
in2Action will provide additional support to fill gaps while other program funding is secured.	\$1,255.70

<b>TOTAL PROGRAM REVENUE</b>	<b>(A) Total Revenue</b>
	93671.8

## PROGRAM EXPENSES

<b>1. Personnel</b>	<b>(A) 1.</b>
---------------------	---------------

Case Worker, and Peer Support Specialist for year one.

\$41,664.00

**2. Non-Personnel****(A) 2.**

Rent, cable/internet, furniture, Admin

\$52,007.80

TOTAL PROGRAM EXPENSES

**(A) Total Expenses**

93671.8

**Residence****RESIDENCE**

## AGREEMENT RESIDENCE (A)

City of Columbia

**(A) City of Columbia**

119

Boone County (includes City of Columbia residents)

**(A) Boone County (includes City of Columbia residents)**

140

Cooper County

**(A) Cooper County**

0

Howard County

**(A) Howard County**

0

Other Counties

**(A) Other Counties**

0

RESIDENCE TOTAL

**(A) Residence Total:**

140

**Race****RACE**

## AGREEMENT RACE (A)

White (alone)

**(A) White (alone)**

100

Black or African American (alone)

**(A) Black or African American (alone)**

35

Multiple Races

**(A) Multiple Races**

0

Asian (alone)

**(A) Asian (alone)**

0

Native American Indian or Alaskan Native (alone)

**(A) Native American Indian or Alaskan Native (alone)**

0

Native Hawaiian or other Pacific Islander (alone)

**(A) Native Hawaiian or other Pacific Islander (alone)**

0

Some Other Race

**(A) Some Other Race**

5

RACE TOTAL

**(A) Race Total**

140



## Ethnicity

ETHNICITY

## AGREEMENT ETHNICITY (A)

Hispanic or Latino (of all race)

**(A) Hispanic or Latino (of any race)**

5

Not Hispanic or Latino

**(A) Not Hispanic or Latino**

135

**ETHNICITY TOTAL****(A) Ethnicity Total**

140

## Gender

GENDER

## AGREEMENT GENDER (A)

Female

**(A) Female**

60

Male

**(A) Male**

80

Other Gender

**(A) Other Gender**

0

**GENDER TOTAL****(A) Gender Total**

140

## Income

INCOME

## AGREEMENT INCOME (A)

At or below 200% of FPL (Federal Poverty Level)

**(A) At or below 200% of FPL**

100

Over 200% of FPL

**(A) Over 200% of FPL**

0

**INCOME TOTAL****(A) Income Total**

100

## Age (City-Social Services/County-Health/HMUW)

AGE

## AGREEMENT AGE (A):

Under 5 years

**(A) Under 5 years**

0

5-19 years

**(A) 5-19 years**

13

20-59 years	<b>(A) 20-59 years</b> 120
60 years and over	<b>(A) 60 years and over</b> 7
AGE TOTAL	<b>(A) Age Total</b> 140

### Consumer Demographics Narrative (optional)

Provide any additional information on consumer demographics; e.g. out of county participants, adults over 20 receiving services.

### Individuals Trained

	AGREEMENT (A)
Individuals to be Trained	<b>(A) Individuals to be Trained</b> 30

### Program Service and Performance

*Instructions:* Update the Agreement(A) Column with updated figures finalized through the approved contract.

### Development/Start Up Service Funding

#### AGREEMENT DEVELOPMENTAL/START UP FUNDING (A)

<b>Amount Requested</b>	<b>(A) Amount Requested</b> \$11,938.00
<b>Description of Funds</b>	<b>(A) Description of Funds</b> \$1698 will purchase two new computers for RSROC participants to use. in2Action research will ensure we purchase the best computers we can get for our specific purpose for the cost of \$849 each. \$10,240 (\$125/hr x 81.92 hrs) will be devoted to IT support to develop data collection and sharing system. The IT funding will allow for completion of Phase-1 which will provide the basic framework for a system we can build upon in the future and data needs increase.

### Program Service #1 - Outputs

Program Service #1 - Outputs:	#1 Agreement (A)
Service #1 Name	<b>(A) Service #1</b> Peer Support
Total # of Units Provided #1	<b>(A) Units #1</b> 2224
Unit Measure #1	<b>(A) Unit Measure #1</b> 15 Minutes

Unit Rate #1

**(A) Unit Rate #1**

\$10.30

Total # of Unduplicated Individuals Served #1

**(A) Unduplicated Individuals #1**

120

**Program Service #1 - Description****Provide a detailed description on the delivery of the proposed service (#1).**

Peer Support will be provided to participants with substance use or other mental health disorders to provide strength based support to help them make good life decisions in the context of long term recovery. "Coaching" sessions will take place either face-to-face or through the use of technology which is gaining tremendous support from the research community.

**Program Service #1 - Funding***Instructions:***Agreement amount with City of Columbia, Boone County, or Heart of Missouri United Way.**

Funding Amount #1

**(A) Agreement Amount #1**

\$12,854.40

Units #1

**(A) Agreement Units #1**

1248

**Program Service #1 - Performance Measures (Agreement)**(A)  
Program  
Service 1  
Outcomes:(A) Program Service 1  
Indicators:

(A) Program Service 1 Method of Measurements:

**(A) Outcome 1-1**

Participants will be less likely to return to prison

**(A) Indicator 1-1**

78.2% of RSROC participants will not return to jail or prison in year-1.

The 1-year recidivism rate for RSROC participants will be 21.8% compared to the Boone County recidivism rate of 27.3%.

**(A) Method of Measurement 1-1**

Department of Corrections will provide one and two year baseline recidivism rate for Boone County and compare with RSROC participant data. In2Action will send aggregate data set to Department of Corrections on August 1st of each year. One year recidivism rates can begin to be tracked on in August 2020, the two year rates beginning in 2021.

**(A) Additional Outcome 1-2**

Participants will not engage in criminal activity.

**(A) Additional Indicator 1-2**

80% of RSROC participants will not have new criminal charges.

**(A) Additional Method 1-2**

Police Reports (Boone County Sheriff and CPD) - to be reviewed monthly

**(A) Additional Outcome 1-3****(A) Additional Indicator 1-3****(A) Additional Method 1-3****(A) Additional Outcome 1-4****(A) Additional Indicator 1-4****(A) Additional Method 1-4****(A) Additional Outcome 1-5****(A) Additional Indicator 1-5****(A) Additional Method 1-5****Program Service #2 - Outputs**

Program Service 2 Outputs:

#2 Agreement (A)

Service #2 Name

**(A) Service #2**

Case management

Total # of Units #2

**(A) Units #2**

1247

Unit Measure #2

**(A) Unit Measure #2**

15 minutes

Unit Rate #2

**(A) Unit Rate #2**

\$10.30

Total # of Unduplicated Individuals Served #2

**(A) Unduplicated Individuals #2**

120

**Program Service #2 - Description****Provide a detailed description on the delivery of the proposed service (#2).**

Case management will be provided by a Certified Peer Support Specialist. This is the first step when someone walks through the doors of the RSROC. It will begin with a quick screen which will be combined with DOC risk/needs assessment from the Department of Corrections. The case worker will be well educated on the services provided by RSROC partners and also be very familiar with the unique obstacles facing justice involved individuals.

**Program Service #2 - Funding**

Funding Amount #2

**(A) Agreement Amount #2**

\$12,844.10

Units #2

**(A) Agreement Units #2**

1247

**Program Service #2 - Performance Measures (Agreement)**

(A) Program Service 2 Outcomes:

(A) Program Service 2 Indicators:

(A) Program Service 2 Method of Measurement

**(A) Outcome 2-1**

Participants will have a higher rate of full-time employment compared to others under supervision in Boone County.

**(A) Indicator 2-1**

At the 60 day mark of post-release, the full-time employment rate for RSROC participants will 18.9% compared to the 15.3% full-time employment rate of others under supervision in Boone County.

**(A) Method of Measurement 2-1**

Department of Corrections will provide baseline data and compare with RSROC participant data. In2Action will send aggregate data set to Department of Corrections on August 1st of each year. Employment data will also be entered into Case management service logs.

**(A) Additional Outcome 2-2**

Participants will remain engaged.

**(A) Additional Indicator 2-2**

80% of participants will remain engaged for at least 60 days

**(A) Additional Method 2-2**

Case management service log will track all services. Service logs will be maintained daily in real time. Specific outcome data will be calculated prior to each reporting period or upon request from funder.

**(A) Additional Outcome 2-3**

Participants will be less likely to re-engage in crime.

**(A) Additional Indicator 2-3**

80% of participants will address at least 2 assessment identified criminogenic needs.

**(A) Additional Method 2-3**

DOC assessment criminogenic needs will be put in participants case management log upon admission and reviewed at least monthly.

**(A) Additional Outcome 2-4****(A) Additional Indicator 2-4****(A) Additional Method 2-4****(A) Additional Outcome 2-5****(A) Additional Indicator 2-5****(A) Additional Method 2-5**

### Program Service #3 - Outputs

Program Service 3 Outputs:	#3 Agreement (A)
Service #3 Name	<b>(A) Service #3</b> Individual Therapy - Adult
Total # of Units #3	<b>(A) Units #3</b> 80
Unit Measure #3	<b>(A) Unit Measure #3</b> 15 minutes
Unit Rate #3	<b>(A) Unit Rate #3</b> \$14.15
Total # of Unduplicated Individuals Served #3	<b>(A) Unduplicated Individuals #3</b> 12

### Program Service #3 - Description

**Provide a detailed description on the delivery of the proposed service (#3).**

A state certified or licensed therapist will work intensely with participants with substance use disorders which requires more than recovery support and peer support services. Therapy will include exploring deeper interpersonal issues and developing a treatment plan in conjunction with the goals established with peer support specialist.

### Program Service #3 - Funding

Funding Amount #3	<b>(A) Agreement Amount #3</b> \$0.00
Units #3	<b>(A) Agreement Units #3</b> 0

### Program Service #3 - Performance Measures (Agreement)

(A) Program Service 3 Outcomes:	(A) Program Service 3 Indicators:	(A) Program Service 3 Method of Measurement.:
<b>(A) Outcome 3-1</b> Participants will refrain from substance use.	<b>(A) Indicator 3-1</b> 75% of participants will report not using alcohol and/or illegal substances.	<b>(A) Method of Measurement 3-1</b> Therapist case notes will track this information and outcome data will be calculated prior to reporting periods or upon funders request
<b>(A) Additional Outcome 3-2</b> Participants will develop a treatment plan and goals.	<b>(A) Additional Indicator 3-2</b> 90% of participants will develop a treatment plan.  90% of participants will make progress toward achieving their personal goals	<b>(A) Additional Method 3-2</b> Therapist case notes will track this information and outcome data will be calculated prior to reporting periods or upon funders request
<b>(A) Additional Outcome 3-3</b>	<b>(A) Additional Indicator 3-3</b>	<b>(A) Additional Method 3-3</b> Therapist records
<b>(A) Additional Outcome 3-4</b>	<b>(A) Additional Indicator 3-4</b>	<b>(A) Additional Method 3-4</b>
<b>(A) Additional Outcome 3-5</b>	<b>(A) Additional Indicator 3-5</b>	<b>(A) Additional Method 3-5</b>

### Program Service #4 - Outputs

Program Service 4 Outputs:	#4 Agreement (A)
Service #4 Name	<b>(A) Service #4</b> Support Group
Total # of Units #4	<b>(A) Units #4</b> 1664
Unit Measure #4	<b>(A) Unit Measure #4</b> 15 minutes
Unit Rate #4	<b>(A) Unit Rate #4</b> \$3.19
Total # of Unduplicated Individuals Served #4	<b>(A) Unduplicated Individuals #4</b> 45

### Program Service #4 - Description

**Provide a detailed description on the delivery of the proposed service (#4).**

Various educational and support groups will be made available to program participants to address spiritual, cognitive, social, emotional, financial, employment, and addiction issues in the context of transitioning back into the community as a convicted felon. The groups will be facilitated by both in2Action staff and volunteers as well as members of partnering agencies. Groups will last one hour (4-units).

### Program Service #4 - Funding

Funding Amount #4	<b>(A) Agreement Amount #4</b> \$0.00
Units #4	<b>(A) Agreement Units #4</b> 0

### Program Service #4 - Performance Measures (Agreement)

(A) Program Service 4 Outcomes:	(A) Program Service 4 Indicators:	(A) Program Service 4 Method of Measurements:
<b>(A) Outcome 4-1</b> Improved life satisfaction and social connectedness	<b>(A) Indicator 4-1</b> 20% of participants will report improved life satisfaction and social connectedness.	<b>(A) Method of Measurement 4-1</b> Self report - pre/post life satisfaction survey given at intake and the 60 day mark.
<b>(A) Additional Outcome 4-2</b>	<b>(A) Additional Indicator 4-2</b>	<b>(A) Additional Method 4-2</b>
<b>(A) Additional Outcome 4-3</b>	<b>(A) Additional Indicator 4-3</b>	<b>(A) Additional Method 4-3</b>
<b>(A) Additional Outcome 4-4</b>	<b>(A) Additional Indicator 4-4</b>	<b>(A) Additional Method 4-4</b>
<b>(A) Additional Outcome 4-5</b>	<b>(A) Additional Indicator 4-5</b>	<b>(A) Additional Method 4-5</b>

### Program Service #5 - Outputs

Program Service 5 Outputs:	#5 Agreement (A)
Service Name #5	<b>(A) Service #5</b>

Total # of Units Provided #5

**(A) Units #5**

0

Unit Measure #5

**(A) Unit Measure #5**

Unit Rate #5

**(A) Unit Rate #5**

\$0.00

Total # of Unduplicated Individuals Served #5

**(A) Unduplicated Individuals #5**

0

**Program Service #5 - Description****Provide a detailed description on the delivery of the proposed service (#5).****Program Service #5 - Funding**

Funding Amount #5

**(A) Agreement Amount #5**

\$0.00

Units #5

**(A) Agreement Units #5**

0

**Program Service #5 - Performance Measures (Agreement)**

(A) Program Service 5 Outcomes:

(A) Program Service 5 Indicators:

(A) Program Service 5 Method of Measurements:

**(A) Outcome 5-1****(A) Indicator 5-1****(A) Method of Measurement 5-1****(A) Additional Outcome 5-2****(A) Additional Indicator 5-2****(A) Additional Method 5-2****(A) Additional Outcome 5-3****(A) Additional Indicator 5-3****(A) Additional Method 5-3****(A) Additional Outcome 5-4****(A) Additional Indicator 5-4****(A) Additional Method 5-4****(A) Additional Outcome 5-5****(A) Additional Indicator 5-5****(A) Additional Method 5-5****Program Service #6 - Outputs**

Program Service 6 Outputs:

#6 Agreement (A):

Service #6 Name:

**(A) Service #6**

Total # of Units #6:

**(A) Units #6**

0

Unit Measure #6:

**(A) Unit Measure #6**

Unit Rate #6:

**(A) Unit Rate #6**

\$0.00

Total # of Unduplicated Individuals Served #6:

**(A) Unduplicated Individuals #6**

0

**Program Service #6 - Description**

Provide a detailed description on the delivery of the proposed service (#6).

**Program Service #6 - Funding**

Funding Amount #6

**(A) Agreement Amount #6**

\$0.00

Units #6

**(A) Agreement Units #6**

0

**Program Service #6 - Performance Measures (Agreement)**

(A) Program Service 6 Outcomes: (A) Program Service 6 Indicators: (A) Program Service 6 Method of Measurements:

**(A) Outcome 6-1****(A) Indicator 6-1****(A) Method of Measurement 6-1****(A) Additional Outcome 6-2****(A) Additional Indicator 6-2****(A) Additional Method 6-2****(A) Additional Outcome 6-3****(A) Additional Indicator 6-3****(A) Additional Method 6-3****(A) Additional Outcome 6-4****(A) Additional Indicator 6-4****(A) Additional Method 6-4****(A) Additional Outcome 6-5****(A) Additional Indicator 6-5****(A) Additional Method 6-5****Program Service #7 - Outputs**

Program Service 7 Outputs:

#7 Agreement (A)

Service #7 Name

**(A) Service #7**

Total # of Units #7

**(A) Units #7**

0

Unit Measure #7

**(A) Unit Measure #7**

Unit Rate #7

**(A) Unit Rate #7**

\$0.00

Total # of Unduplicated Individuals Served #7

**(A) Unduplicated Individuals #7**

0

**Program Service #7 - Description**

Provide a detailed description on the delivery of the proposed service (#7).

**Program Service #7 - Funding**

Funding Amount #7

**(A) Agreement Amount #7**

\$0.00



Units #7

(A) Agreement Units #7

0

**Program Service #7 - Performance Measures (Agreement)**

(A) Program Service 7 Outcomes: (A) Program Service 7 Indicators: (A) Program Service 7 Method of Measurements:

(A) Outcome 7-1

(A) Indicator 7-1

(A) Method of Measurement 7-1

(A) Additional Outcome 7-2

(A) Additional Indicator 7-2

(A) Additional Method 7-2

(A) Additional Outcome 7-3

(A) Additional Indicator 7-3

(A) Additional Method 7-3

(A) Additional Outcome 7-4

(A) Additional Indicator 7-4

(A) Additional Method 7-4

(A) Additional Outcome 7-5

(A) Additional Indicator 7-5

(A) Additional Method 7-5

**Program Service #8 - Outputs**

Program Service #8 - Outputs:

#8 Agreement (A)

Service #8 Name

(A) Service #8

Total # of Units Provided #8

(A) Units #8

0

Unit Measure #8

(A) Unit Measure #8

Unit Rate #8

(A) Unit Rate #8

\$0.00

Total # of Unduplicated Individuals Served #8

(A) Unduplicated Individuals #8

0

**Program Service #8 - Description**

Provide a detailed description on the delivery of the proposed service (#8).

**Program Service #8 - Funding**

Funding Amount #8

(A) Agreement Amount #8

\$0.00

Units #8

(A) Agreement Units #8

0

**Program Service #8 - Performance Measures (Agreement)**

(A) Program Service 8 Outcomes: (A) Program Service 8 Indicators: (A) Program Service 8 Method of Measurements:

(A) Outcome 8-1

(A) Indicator 8-1

(A) Method of Measurement 8-1

(A) Additional Outcome 8-2

(A) Additional Indicator 8-2

(A) Additional Method 8-2

(A) Additional Outcome 8-3

(A) Additional Indicator 8-3

(A) Additional Method 8-3

(A) Additional Outcome 8-4

(A) Additional Indicator 8-4

(A) Additional Method 8-4

(A) Additional Outcome 8-5

(A) Additional Indicator 8-5

(A) Additional Method 8-5

### Program Service #9 - Outputs

Program Service #9 - Outputs:

#9 Agreement (A)

Service #9 Name

(A) Service #9

Total # of Units Provided #9

(A) Units #9

0

Unit Measure #9

(A) Unit Measure #9

Unit Rate #9

(A) Unit Rate #9

\$0.00

Total # of Unduplicated Individuals Served #9

(A) Unduplicated Individuals #9

0

### Program Service #9 - Description

Provide a detailed description on the delivery of the proposed service (#9).

### Program Service #9 - Funding

Funding Amount #9

(A) Agreement Amount #9

\$0.00

Units #9

(A) Agreement Units #9

0

### Program Service #9 - Performance Measures (Agreement)

(A) Program Service 9 Outcomes:

(A) Program Service 9 Indicators:

(A) Program Service 9 Method of Measurements:

(A) Outcome 9-1

(A) Indicator 9-1

(A) Method of Measurement 9-1

(A) Additional Outcome 9-2

(A) Additional Indicator 9-2

(A) Additional Method 9-2

(A) Additional Outcome 9-3

(A) Additional Indicator 9-3

(A) Additional Method 9-3

(A) Additional Outcome 9-4

(A) Additional Indicator 9-4

(A) Additional Method 9-4

(A) Additional Outcome 9-5

(A) Additional Indicator 9-5

(A) Additional Method 9-5

### Program Service #10 - Outputs

Program Service 10 Outputs:

#10 Agreement (A)

Service Name #10

**(A) Service #10**

Total # of Units Provided #10

**(A) Units #10**

0

Unit Measure #10

**(A) Unit Measure #10**

Unit Rate #10

**(A) Unit Rate #10**

\$0.00

Total # of Unduplicated Individuals Served #10

**(A) Unduplicated Individuals #10**

0

**Program Service #10 - Description****Provide a detailed description on the delivery of the proposed service (#10).****Program Service #10 - Funding**

Funding Amount #10

**(A) Agreement Amount #10**

\$0.00

Units #10

**(A) Agreement Units #10**

0

**Program Service #10 - Performance Measures (Agreement)**

(A) Program Service 10 Outcomes: (A) Program Service 10 Indicators: (A) Program Service 10 Method of Measurements:

**(A) Outcome 10-1****(A) Indicator 10-1****(A) Method of Measurement 10-1****(A) Additional Outcome 10-2****(A) Additional Indicator 10-2****(A) Additional Method 10-2****(A) Additional Outcome 10-3****(A) Additional Indicator 10-3****(A) Additional Method 10-3****(A) Additional Outcome 10-4****(A) Additional Indicator 10-4****(A) Additional Method 10-4****(A) Additional Outcome 10-5****(A) Additional Indicator 10-5****(A) Additional Method 10-5****Total Funding Amount - Services 1-10****Total Funding Request for Services 1-10**

37636.5

**Links for Agreement Form (V3)****Linked 'Year End Report - V3.1' Records****Link Instructions**

Linked 'Year End Report - V3.1 (Services 6-15)' Records

**Link Instructions**

**Strategic Innovation Opportunity Proposal Evaluation**  
**Community Health Fund**

<b>Organization</b>	In2Action
<b>Project Name</b>	Recovery Support and Reentry Opportunity Center
<b>Project Description</b>	
<ul style="list-style-type: none"> <li>• Project description is clear and aligns with the community health fund mission.</li> <li>• Describes the problem or community need.</li> <li>• Addresses the described community health need.</li> <li>• Target population for the proposed project is clearly identified.</li> <li>• Provides a logical estimated number of individuals that will be served.</li> <li>• Timeline is feasible.</li> <li>• Project outcomes will impact the Boone County community.</li> <li>• Project aligns with the Strategic Opportunity Funding purpose.</li> </ul>	
<b>Strengths:</b> <ul style="list-style-type: none"> <li>• Certified clinical treatment provider - excellent type of agency to offer these services and should be successful.</li> <li>• Timely services for justice-involved people is something we desperately need in this community.</li> <li>• Great planning for computers and IT support onsite.</li> <li>• Strong plan to collect data and in a HIPAA compliant way.</li> <li>• In2Action's certification to provide addiction services and assessments immediately is a huge benefit.</li> <li>• The resource center would connect people to effective services quickly instead of a long wait time to be seen for health needs.</li> <li>• Executive Director has experience working with this population.</li> <li>• The 80% of participants engaging in services seems appropriate.</li> </ul>	
<b>Weaknesses:</b> <ul style="list-style-type: none"> <li>• Sustainability of revenue is unknown.</li> <li>• Need to provide clarification on telehealth services.</li> <li>• Provide clarification on the personnel required for the resource center.</li> </ul>	
<b>Organizational Capacity</b>	
<ul style="list-style-type: none"> <li>• Project aligns with the organization's mission and vision.</li> <li>• Organization can sustain the project.</li> <li>• Organization is collaborating and/or has community support for this project.</li> <li>• Estimated costs and the requested amount are reasonable.</li> <li>• Organization describes additional revenues (cash donations, in-kind contributions, etc.) that will contribute to the project.</li> </ul>	

**Strengths:**

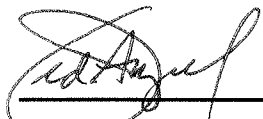
- Amount requested seems very reasonable, and they are not asking this fund for the full amount.
- Good collaborations already in place, including office space for parole officer.
- Good in-kind and donation support listed. They have the right connections with entities such as Food Bank, etc.
- Admin costs is about 13% of the total cost of the project.
- Funding seems reasonable. Potential DMH funding would assist in sustainability.
- In2Action has credibility and experience working with the population.
- Organizational staff has similar life experiences to be relatable.

**Weaknesses:**

- The revenues and expenses for the program lack clear information.
- Ensure that faith-based component is voluntary and not funded by the County.

**Recommendations**

The Community Health Advisory Council recommends funding the project.



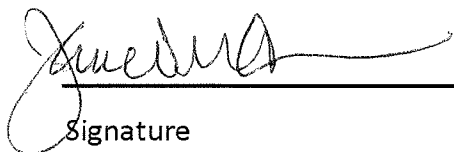
Signature

Ted Angell

Name

6/26/19

Date



Signature

Janet M Thompson

Name

6/26/19

Date



Signature

Barbara Weaver

Name

6/26/19

Date



Signature

Stephanie Browning

Name

6/26/19

Date

Signature

Name

Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Redel Insurance Agency, Inc. 174 Clarkson Rd., #150  Ballwin MO 63011		<b>CONTACT NAME:</b> Jennifer Kohberg <b>PHONE (A/C, No, Ext):</b> (636) 394-7676 <b>FAX (A/C, No):</b> (636) 227-7035 <b>E-MAIL ADDRESS:</b> jenny@redel.net	
<b>INSURED</b>  IN2ACTION, INC PO BOX 86  COLUMBIA MO 65205		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Alliance of Nonprofits for Insurance - Risk Retention <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 10023	

**COVERAGES****CERTIFICATE NUMBER:** EXP 03/21/2020**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		2019-32763	03/21/2019	03/21/2020	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000						
	MED EXP (Any one person) \$ 20,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			2019-32763	03/21/2019	03/21/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
	AGGREGATE \$						
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						
A	<b>DIRECTOR &amp; OFFICERS</b>			2019-32763-DO	03/21/2019	03/21/2020	EACH WRONGFUL ACT \$1,000,000
	AGGREGATE \$1,000,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED ON THE GENERAL LIABILITY SECTION WHEN REQUIRED BY A WRITTEN CONTRACT OR AGREEMENT.

**CERTIFICATE HOLDER****CANCELLATION**

BOONE COUNTY 801 E WALNUT  COLUMBIA MO 65201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Gallaher Insurance Group LLC PO Box 798  Mexico MO 65265-0798		<b>CONTACT NAME:</b> Polly Blomenkamp <b>PHONE (A/C, No, Ext):</b> (573) 581-8330 <b>FAX (A/C, No):</b> (573) 581-8372 <b>E-MAIL ADDRESS:</b> polly@gallaherinsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Missouri Employers Mutual	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: CL1972211311

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	MEM200748507	04/04/2019	04/04/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Boone County 801 E Walnut  Columbia MO 65201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Barnett Hutchinson</i>
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.


**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR  
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DAN HANNEKEN, EXECUTIVE DIRECTOR, INZACTION  
Name and Title of Authorized Representative

  
Signature

7-22-19  
Date

**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of BOONE )  
 )ss  
State of MO )

My name is DAN HANNEKEN. I am an authorized agent of IN2ACTION  
(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

*[Signature]* 7-22-19  
Affiant Date

DAN HANNEKEN  
Printed Name

Subscribed and sworn to before me this 22nd day of July, 2019.



AMY L. COURTNEY  
My Commission Expires  
September 15, 2019  
Cooper County  
Commission #15473496

*[Signature]*  
Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.



Company ID Number: 613428

**THE E-VERIFY  
MEMORANDUM OF UNDERSTANDING  
FOR EMPLOYERS**

**ARTICLE I  
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the In2Action (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II  
RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly



Company ID Number: 613428

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status.

Company ID Number: 613428

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



Company ID Number: 613428

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
  - ii. The employee's work authorization has not expired, and
  - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
  - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
  - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

Company ID Number: 613428

Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

## **C. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

## **D. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

## ARTICLE III

### REFERRAL OF INDIVIDUALS TO SSA AND DHS

#### A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

Company ID Number: 613428

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

## **ARTICLE IV SERVICE PROVISIONS**

### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

## **ARTICLE V MODIFICATION AND TERMINATION**

### **A. MODIFICATION**

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

## B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

## ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

Company ID Number: 613428

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

**To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.**



Company ID Number: 613428

Approved by:

<b>Employer</b> In2Action	
Name (Please Type or Print) Daniel J Hanneken	Title
Signature Electronically Signed	Date 10/31/2012
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 10/31/2012

Company ID Number: 613428

## Information Required for the E-Verify Program

### Information relating to your Company:

Company Name	In2Action
Company Facility Address	1410 Sylvan Lane Columbia, MO 65202
Company Alternate Address	P.O. Box 86 Columbia, MO 65205
County or Parish	BOONE
Employer Identification Number	452934399
North American Industry Classification Systems Code	813
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

Company ID Number: 613428

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

MISSOURI

1 site(s)

Company ID Number: 613428

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Daniel J Hanneken  
Phone Number (573) 424 - 4388  
Fax Number  
Email Address dan@in2action.org

Page intentionally left blank

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

8th

day of August

2019

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award bid 35-18JUL19 – Construction of Boone County Support Services Building to Little Dixie Construction Company of Columbia, Missouri.


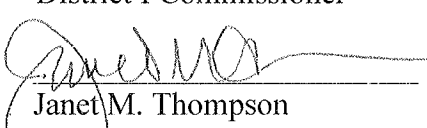
Terms of the award are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Done this 8th day of August 2019.

ATTEST:



Brianna L. Lennon  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner  
Fred J. Parry  
District I Commissioner  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: August 1, 2019  
RE: Bid Award Recommendation: *35-18JUL19 - Construction of Boone County Support Services Building*

Request for Bid *35-18JUL19 - Construction of Boone County Support Services Building* closed on July 18, 2019. Four bids were received. Erik Miller of PWA Architects, recommends award by lowest and best bid to Little Dixie Construction Company of Columbia, Missouri.

Total cost of contract is \$1,990,707.00 and invoice will be paid from department 4103 – ECC Support Services Building, account 71201 – ECC Construction Costs. \$2,383,000 was budgeted.

ATT: Bid Tab

cc: Bid File  
Chad Martin, Joint Communications

**BID TABULATION: 35-18JUL19 - Construction of Boone County Support Services Building**

Description	Little Dixie Construction		Septacon Construction		Prost Builder, Inc.		Curtiss Manes Schulte Inc.	
Base Bid Lump Sum	\$1,990,797.00		\$2,190,000.00		\$2,054,000.00		\$2,482,000.00	
Time of Completion - # working days	165		215		230		260	
Unit Prices per C.Y.	Add	Deduct	Add	Deduct	Add	Deduct	Add	Deduct
Rock Removal	\$265.00	No Response	\$275.00	\$250.00	\$200.00	\$0.00	\$275.00	\$275.00
Unsuitable Subgrade Excavation	\$23.00	No Response	\$22.00	\$20.00	\$38.00	\$30.00	\$13.00	\$13.00
Engineered Fill	\$48.25	No Response	\$50.00	\$45.00	\$40.00	\$32.00	\$41.00	\$41.00
Water Line Utility Piping Installed	\$27.50	No Response	\$28.00	\$25.00	\$70.00	\$64.00	\$33.00	\$33.00
Sanitary Sewer Piping	\$37.50	No Response	\$40.00	\$35.00	\$55.00	\$46.00	\$65.00	\$65.00
Conduit for Underground Telephone	\$20.25	No Response	\$21.23	\$19.30	\$25.00	\$19.00	\$19.30	\$19.30
Conduit for Underground Electrical	\$20.85	No Response	\$21.23	\$19.30	\$25.00	\$19.00	\$19.30	\$19.30
Bid Items								
HVAC	\$108,439.00		\$103,275.00		\$117,000.00		\$116,400.00	
Plumbing	\$48,038.00		\$49,750.00		\$46,000.00		\$61,480.00	
Electrical	\$198,240.00		\$210,000.00		\$269,000.00		\$268,365.00	
Returned								
Acknowledgement of Addendums #1 - #4	Yes		Yes		Yes		Yes	
List of sub-contractors provided	Yes		Yes		Yes		No	
List of references provided	Will be provided within 24 hours of bid opening		Will be provided within 24 hours of bid opening		Will be provided within 24 hours of bid opening		Will be provided within 24 hours of bid opening	
Debarment	Yes		Yes		Yes		Yes	
Work Authorization	Yes		Yes		Yes		Yes	
Statement of Bidder's Qualifications	Yes		Yes		Yes		Yes	
Anti-Collusion Statement	Yes		Yes		Yes		Yes	
Signature and Identity of Bidder	Yes		Yes		Yes		Yes	
Bidder's Acknowledgment	Yes		Yes		Yes		Yes	
Bid Bond	Yes		Yes		Yes		Yes	
Work to be Self-Performed	Concrete and structural steel		Building concrete, pre-engineered building assembly, light carpentry, parking lot concrete, hand rail on mezzanine's		Building concrete, carpentry & specialty items		Concrete, Pre-Engineered Metal Building, Misc Finish Work (doors, frames, hardware)	
Bid Response	Yes		No		Yes		Yes	



**CONTRACT AGREEMENT**

THIS AGREEMENT made and entered into by and between the County of Boone, Missouri (hereinafter referred to as the County), and **Little Dixie Construction Company LLC**, (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's bid and the award of this contract to said Contractor by the County and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

The Contractor at his own Expense hereby agrees to do or furnish all labor, materials, and equipment called for in the bid designated and marked:

**BID NUMBER 35-18JUL19  
CONSTRUCTION OF BOONE COUNTY SUPPORT SERVICES BUILDING  
BOONE COUNTY, MISSOURI**

and agrees to perform all the work required by the contract as shown on the plans and specifications, for the bid items and quantities for Boone County for a contract base bid lump sum of One Million Nine Hundred Ninety Thousand Seven Hundred Seven Dollars (\$1,990,707.00).

The following unit prices shall apply for more work than that shown on the drawings and called for in the specifications or included in the Base Bid. In the event of more units than so indicated or included during construction, the total contract price shall be increased as appropriate. Contractor must receive prior written approval from Owner.

<b><u>Item</u></b>	<b><u>Unit</u></b>	<b><u>Add</u></b>
Rock Removal	C.Y.	\$265.00
Unsuitable Subgrade Excavation	C.Y.	\$23.00
Engineered Fill	C.Y.	\$48.25
Water Line Utility Piping Installed	L.F.	\$27.50
Sanitary Sewer Piping	L.F.	\$37.50
Conduit for Underground Telephone	L.F.	\$20.25
Conduit for Underground Electrical	L.F.	\$20.85

The following contract documents and any applicable Addenda are made a part hereof as fully as if set out herein. Change orders issued subsequent to this contract shall be subject to the terms and conditions of the agreement unless otherwise specified in writing.

Division 00 - Procurement and Contracting Requirements  
Division 01 - General Requirements  
Division 05 - Metals  
Division 06 - Wood, Plastics, and Composites  
Division 07 - Thermal and Moisture Protection  
Division 08 - Openings  
Division 09 - Finishes  
Division 10 - Specialties  
Division 13 - Special Construction  
Division 31 - Earthwork  
Division 32 - Exterior Improvements  
Division 33 - Utilities

The Contractor agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this contract, and that his information was secured by personal investigation and research and not from any estimates of the County; and that he will make no claim against the County by reason of estimates, tests, or representation of any officer, agent, or employees of the County.

The said Contractor agrees further to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within the time specified in the contract documents or such additional time as may be allowed by the Engineer under the contract.

The work shall be done to complete satisfaction of the County and, in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or officials of such government agency.

The parties hereto agree that this contract in all things shall be governed by the laws of the State of Missouri.

Contractor agrees it will pay not less than the prevailing hourly rate of wages to all workers performing work under the contract in accordance with the prevailing wage determination issued by the Division of Labor Standards of the Department of Labor and Industrial Relations for the State of Missouri and as maintained on file with the Boone County Resource Management Department.

The Contractor further agrees that it shall forfeit as a penalty to the County of Boone the sum of \$100.00 for each worker employed for each calendar day or portion thereof such worker is paid less than the stipulated rates set forth in the prevailing wage determination for the project for any work done under this contract by the Contractor or by any Subcontractor employed by the Contractor pursuant to the provisions of Section 290.250 RSMo. The Contractor further agrees that it will abide by all provisions of the prevailing wage law as set forth in Chapter 290 RSMo. and rules and regulations issued thereunder and that any penalties assessed may be withheld from sums due to the Contractor by the County.

The contractor agrees that he will comply with all federal, state, and local laws and regulations and ordinances and that he/she will comply and cause each of his/her subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.

The Contractor expressly warrants that he/she has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demand by him, included any sum by reason of such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the County, and that the County may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that is their duty to

notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

The County agrees to pay the Contractor in the amount:

**One Million, Nine Hundred Ninety Thousand, Seven Hundred Seven Dollars (\$1,990,707.00)**

as full compensation for the performance of work embraced in this contract, subject to the terms of payment as provided in the contract documents and subject to adjustment as provided for changes in quantities and approved change orders.

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on 8/8/2019  
at Columbia, Missouri. (Date)

**LITTLE DIXIE CONSTRUCTION  
COMPANY LLC**

DocuSigned by:  
John L. States  
By: 8CA7A6EE73004B9...  
Title: Member

**BOONE COUNTY, MISSOURI**

By: Boone County Commission  
DocuSigned by:  
Daniel K. Hall  
By: 84B9A6ED054FB...  
Presiding Commissioner

**APPROVED AS TO FORM:**

DocuSigned by:  
Charley J. Offshore  
by: 56E0A0DD80AC445...  
County Counselor

**ATTEST:**

DocuSigned by:  
Brianna L. Lennon by MT  
By: 7D82DA986BF6495...  
County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create a measurable county obligation at this time.)

DocuSigned by: <u>June E. Pritchard</u> by: <u>EB91DB24AAAC49D...</u>	7/30/2019	4103/71201 - \$1,990,707.00
Signature	Date	Appropriation Account

**Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

**Employers Liability and Workers Compensation Insurance -** The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

**Commercial General Liability Insurance -** The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**

**Business Automobile Liability –** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

**Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

**Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

**INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

**Certificate Holder address:**

County of Boone, Missouri  
C/O Purchasing Department  
613 E. Ash Street  
Columbia, MO 65201

## **STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.

14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. For all titled vehicles and equipment, the dealer must use the actual delivery date to the County on all transfer documents including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. Equipment and serial and model numbers - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

## BID FORM

**Construction of Boone County Support Services Building  
Bid Number: 35-18JUL19**

**TO: Boone County Purchasing  
613 E. Ash Street, Room 110  
Columbia, MO 65201**

**FOR: Boone County Support Services Building  
Located at the Boone County Public Safety Campus  
2111-2177 E County Drive  
Columbia, MO 65202**

**Date:** 7-18-19

**From:** Little Dixie Construction hereinafter called the Bidder.

**The undersigned as Bidder, having examined the proposed Contract Document as titled: Boone County Support Services Building and dated June 7, 2019, including this Bid Form, Specifications, Drawings and have visited the site of the proposed construction and examined the conditions affecting the Work, and having acknowledged receipt of Addenda**

**IN SUBMITTING THIS BID, THE BIDDER AGREES:**

To hold open the Bid for sixty (60) days from the date shown above;

To accept and accomplish the Work in accordance with the Contract Documents, including the Specifications, Drawings and Addenda;

To enter into and execute an Agreement, if awarded, on the basis of this Bid and to furnish required Bonds and insurance certificates;

To commence the Work immediately after receipt of the Notice to Proceed and complete the work by the date within Bidder's bid proposal. The designated time to complete the work incorporates an allowance of Fifteen (15) inclement weather days.

To complete this Bid Form, in its entirety, accepting that failure to do so may result in the rejection of this bid;

**To construct the Work for the Base Bid lump sum of:**

one million nine hundred <sup>ninety thousand,</sup> ~~thousand~~ <sup>seven hundred</sup> ~~thousand~~ 1,990,707.00  
Seven dollars

**TIME OF COMPLETION:**

If the Bidder's proposal is accepted, the undersigned shall complete all Work indicated in the Contract Documents within the following working days, after and including same date of letter of Notice to Proceed. Include up to fifteen (15) "weather" days in total.

1. Base Bid: 165 working days Working Days



Liquidated Damages: The undersigned agrees to pay to, or allow the Owner as liquidated damages, the sum of Two Hundred Fifty Dollars (\$250.00), for each day thereafter, Sundays and holidays excepted, that the work remains incomplete.

#### UNIT PRICES:

For changing specified quantities of work from those indicated by the contract drawings and specifications, upon written instructions of Owner, the following unit prices shall prevail. The unit prices include all labor, overhead and profit, materials, equipment, appliances, bailing, shoring, shoring removal, etc., to cover the finished work of the several kinds of work called for. A unit price shall be given and it shall apply for either MORE or LESS work than that shown on the drawings and called for in the specifications or included in the Base Bid. In the event of more or less units than so indicated or included during construction the total contract price shall be increased or decreased as appropriate. The following are Unit Prices for specific portions of the Work as listed:

ITEM	UNIT	ADD	DEDUCT
Rock Removal	C.Y.	\$ <u>265.<sup>00</sup></u>	\$ _____
Unsuitable Subgrade Excavation	C.Y.	\$ <u>23.<sup>00</sup></u>	\$ _____
Engineered Fill	C.Y.	\$ <u>48.<sup>25</sup></u>	\$ _____
Water Line Utility Piping Installed	L.F.	\$ <u>27.<sup>50</sup></u>	\$ _____
Sanitary Sewer Piping	L.F.	\$ <u>37.<sup>50</sup></u>	\$ _____
Conduit for Underground Telephone	L.F.	\$ <u>20.<sup>25</sup></u>	\$ _____
Conduit for Underground Electrical	L.F.	\$ <u>20.<sup>85</sup></u>	\$ _____

#### BID ITEMS:

For the purpose of analyzing Bids, the following items shall be written in both words and figures in the spaces provided. These prices shall be included in the Base Bid prices in item 2 above. These prices shall include all labor, material, equipment etc., necessary to complete the Work indicated.

HVAC:	<i>one hundred eight thousand, four hundred thirty nine dollars</i>	Dollars (\$ <u>108,439.<sup>00</sup></u> )
Plumbing:	<i>fourty eight thousand and thirty eight dollars</i>	Dollars (\$ <u>48,038.<sup>00</sup></u> )
Electrical:	<i>one hundred ninety eight thousand, two hundred forty dollars</i>	Dollars (\$ <u>198,240.<sup>00</sup></u> )

**All items shown on the project plan sheets and not included in the above bid items shall be deemed incidental to the project and included in the unit prices given. In case of error in the extension, the unit price times the estimated quantity will govern.**

BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

<u>DATE</u>	<u>ADDENDUM NUMBER</u>
<u>6-24-19</u>	<u># 1</u>
<u>6-28-19</u>	<u># 2</u>
<u>7-15-19</u>	<u># 3</u>
<u>7-16-19</u>	<u># 4</u>

COMPANY NAME: Little Dixie Construction

ADDRESS: 1431 Cinraman Hill Ln., Suite 209

CITY, STATE, ZIP Columbia, MO 65201

PHONE NUMBER: 573.449.7200

E-MAIL jstates@ldconst.com

AUTHORIZED REPRESENTATIVE: John L. States

TITLE: Member

SIGNATURE: [Signature]

List all Subcontractors with contact information to be utilized on this project (or attach list).

List will be submitted within the hour per Addendum #1.

Bidder must attach a list of references for all proposed subcontractors for project.

Will be submitted within 24 hrs, per Addendum #1.

List Project Manager and Field Superintendent to be assigned to the Project (name and brief experience summary) (or attach list).

Project Manager: Mackenzie Tharp (Resume in folder)

Superintendent: Brian Stockman (Resume in folder)

List all work to be self performed by the Bidder on this project (or attach list).

Concrete and Structural Steel

<b>Sub</b>	<b>Scope</b>
Crockett	Staking & Testing
Sub Q Artistinc Concrete	Sealed Concrete Floor
Chillicothe Iron & Steel	Steel Supply
Mid-City Lumber	Lumber Supply
Bay Insulation	PEMB Insulation
G5 Enterprises	Spray Insulation
JACOR	Concrete Joints & Caulk
Comarco	Door Supply
Smarr	Overhead Doors
Imhoff Construction	Metal Studs, Drywall, ACT
Marathon	Flooring
Craftsman	Painting
T&G	Toilet Accessories
US Fire Cabinets	Fire Extinguisher Supply
NUCOR	PEMB Supply
Phoenix Fire System	Fire Suppression
Summit Mechanical	Plumbing
Hulett Heating	HVAC
Kaiser Electric	Electrical & Fire Alarm
Emery Sapp & Sons	Civil & Sitework, Conc. Paving

**BID BOND**

KNOW ALL BY THESE PRESENTS, That we, Little Dixie Construction, LLC

of 1431 Cinnamon Hill Lane, Suite 109, Columbia, MO 65201

(hereinafter called the Principal), as Principal, and Liberty Mutual Insurance Company

(hereinafter called the Surety), as Surety are held and firmly bound unto Boone County, 613 E. Ash St., Room 110, Columbia, MO 65201

(hereinafter called the Oblige) in the penal sum of ----- Five Percent (5%) of Price Bid -----

Dollars ( 5% )

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Oblige on a contract for Project No. 35-18JUL19: 11,750 sf PEMB with mezzanines, site work, new parking lot

(Boone County Public Safety Campus, 2111-2177 E County Drive, Columbia, MO 65202)

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Oblige for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 16th day of July, 2019

Witness

Little Dixie Construction, LLC (Seal)

Principal

Title

Liberty Mutual Insurance Company

By Teresa Stephenson  
Teresa Stephenson Attorney-in-Fact

Witness





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: **8197160**

## POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Timothy P. Eastin, Bethany Eaton, Barb Henderson, Harry D. Naught, Thomas S. Naught, Richard L. Naught, Sarah Naught-Bargfrede, Cheryl Schaller, Teresa M. Stephenson, Tracie Zacha

all of the city of Columbia state of MO each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 22nd day of October, 2018.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

State of PENNSYLVANIA  
County of MONTGOMERY ss

On this 22nd day of October, 2018 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 16<sup>th</sup> day of JULY, 2019



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



**MacKenzie B. Thorp**

3316 LeMone Industrial Blvd  
Columbia, MO 65201  
(573) 864-4533

---

## **Current Work Experience**

### **Little Dixie Construction LLC**

**Employed Since:** May 9<sup>th</sup>, 2012

**Current Position:** Project Manager

**LDC Projects:**

#### **Completed:**

Machens Volkswagen (2012)  
FFO Home (2012)  
Machens Toyota (2013)  
Taco Bell – Cross Creek (2013)  
IBM Storm Shelter (2014)  
CPAC - Studio Addition (2014)  
Burger King Remodel - O'Fallon (2014)  
Plaza Tire Service - Broadway (2014)  
CCMO Banquet Facility / Remodel (2014)  
Taco Bell Bernadette – Remodel (2014)  
Hardee's – Watertown, SD (2014)  
Taco Bell – Watertown, SD (2014)  
Nauser Beverage Phase II (2014)  
Plaza Tire Service – Columbia South (2015)  
IHOP – Warrensburg (2016)  
Alpha Gamma Sigma Chapter House (2016)  
Taco Bell – Clark Lane, MO (2016)  
IHOP – Jeff City (2016)

Plaza Tire Service – Moberly, MO (2016)  
UMB Bank Renovations (2017)  
Columbia Solid Waste Admin Building (2017)  
IHOP – Rolla (2017)  
Randolph County Admin Bldg (2017)  
ESS Shop & Wash Bay Buildings (2017)  
Salisbury Early Learning Center (2018)  
UMB Bank (2018)  
COMO FS & TC Remodels (2019)  
Build Taco (2019)  
Influence & CO (2019)  
CCMO Kitchen Remodel (2019)

#### **In progress:**

Phi Kappa Psi Fraternity House  
Dr. Lohr's Office  
Providence Bank JC Tornado

## **Previous Work Experience**

### **Family Pawn**

Chris Robinson  
(660) 827-7227

**Employed From:** May 2010 – May 2011; August 2011 – April 2012

**Position:** Sales

**Duties Included:** dealing with customers, making sales (guns, jewelry, tools, electronics, instruments), supplies receiving and stocking, answering phone calls, and monthly audits.

### **Hensel Phelps Construction Co.**

(760) 829-1370

**Employed From:** May 2011 – August 2011

**Position:** Intern

**Duties Included:** daily jobsite walks, quality control reports, updating plans, safety control, daily communication with subcontractors, labor, and subcontractor's time sheet filing.

### **KBR Inc.**

(573) 634-6200

**Employed From:** May 2009 – August 2009

**Position:** Intern

**Duties Included:** quantity take off for bids, jobsite supervision, and plan review.

## **Education**

### **University of Central Missouri**

Warrensburg, MO 2008-2012

Bachelor of Science – Construction Management

*Magna Cum Laude*

### **Santa Fe High School**

Alma, MO 2004-2008

*Valedictorian*



## Brian Stockman

3316 LeMone Industrial Blvd  
Columbia, MO 65201  
(573) 449-7200

---

### **Current Work Experience**

#### **Little Dixie Construction, LLC**

**Employed Since:** 2015

**Current Position:** Job Superintendent

**LDC Projects:**      Phi Kappa Psi Fraternity – Columbia MO (CURRENT)  
                         River Region Credit Union – Jefferson City  
                         Grant Elementary Remodel & Addition – Columbia MO  
                         UMB Bank – Columbia MO  
                         Back-up 911 Center – Columbia MO  
                         Slim Chicken – Columbia MO  
                         Boone County Emergency Call Center

### **Previous Work Experience**

**May 1981 – Jan 2015      J.C. Industries Inc – Jefferson City, MO**  
**Carpenter (10 yrs), Supervisor (24 yrs)**

- New construction, demolition and remodeling.
- Bridge and road construction.
- Storm and sanitary sewer installations.
- Job and field worker coordination.
- Supervision of crews.

**May 1980 – May 1981      Missouri Conservation Department – Jefferson City, MO**  
**Engineers Aid**

- Surveying land.

**May 1979 – May 1980      Sun Construction – Jefferson City, MO**  
**Carpenter**

- House and apartment building construction.

### **Education**

High School Diploma – Helias High School



(Please complete and return with Contract)

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

John L. States, Member

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

7/16/19  
\_\_\_\_\_  
Date

**COUNTY OF BOONE-MISSOURI**  
**WORK AUTHORIZATION CERTIFICATION**  
**PURSUANT TO 285.530 RSMo**  
**(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

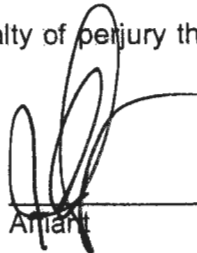
County of Boone )  
 State of Missouri )ss  
 )

My name is John L. States

I am an authorized agent of Little Dixie Construction, LLC (Bidder).

This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

 7/16/19  
 Affiant Date

John L. States

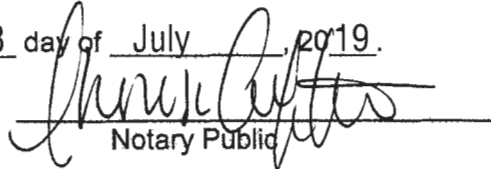
Printed Name

Subscribed and sworn to before me this 18 day of July, 2019.

THERESA GRIFFITH  
 Notary Public - Notary Seal  
 State of Missouri  
 County of Boone

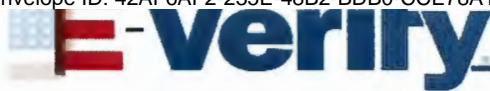
My Commission Expires: Jan. 12, 2020

Commission # 16605624

  
 Notary Public

**Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.**

An Affirmative Action/Equal Opportunity Institution



Company ID Number: 148023

**THE E-VERIFY  
MEMORANDUM OF UNDERSTANDING  
FOR EMPLOYERS**

**ARTICLE I  
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Little Dixie Construction LLC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II  
RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



Company ID Number: 148023

Approved by:

<b>Employer</b> Little Dixie Construction LLC	
<b>Name (Please Type or Print)</b> Jonathan L States	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 08/27/2008
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 08/27/2008



**Company ID Number:** 148023

### Information Required for the E-Verify Program

#### Information relating to your Company:

<b>Company Name</b>	Little Dixie Construction LLC
<b>Company Facility Address</b>	3316 LeMone Industrial Blvd Columbia, MO 65201
<b>Company Alternate Address</b>	
<b>County or Parish</b>	BOONE
<b>Employer Identification Number</b>	431877159
<b>North American Industry Classification Systems Code</b>	236
<b>Parent Company</b>	
<b>Number of Employees</b>	20 to 99
<b>Number of Sites Verified for</b>	1



## STATEMENT OF BIDDER'S QUALIFICATIONS

Each Bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: Little Dixie Construction, LLC
2. Business Address: 1431 Cinnamon Hill Lane, Suite 209  
Columbia, Missouri 65201
3. When Organized: 1964
4. When Incorporated: N/A
5. If not incorporated, state type of business and provide your federal tax identification number:  
Limited Liability Company
6. Number of years engaged in contracting business under present firm name:  
55 years
7. If you have done business under a different name, please give name and location:  
N/A
8. Percent of work done by own staff: \_\_\_\_\_
9. Have you ever failed to complete any work awarded to your company? If so, where and why?: No
10. Have you ever defaulted on a contract? No
11. List of contracts completed within the last four years, including value of each: See Attached
12. List of projects currently in progress: See Attached

\* Attach additional sheets as necessary \*

**Attachment A****Little Dixie Construction Jobs-In-Progress**

**Project:** River Region Credit Union - Community Center  
**Owner:** River Region Credit Union  
**Architect:** Simon Associates  
**Contract Amount:** \$900,000  
**Completion Date:** TBD  
**Percent Complete:** 85%

**Project:** Gamma Phi Beta Sorority House - Columbia  
**Owner:** Gamma Phi Beta - Alpha Delta Chapter  
**Architect:** Hug & Associates, LLC  
**Contract Amount:** \$5,246,279  
**Completion Date:** July 2019  
**Percent Complete:** 50%

**Project:** Country Club of Missouri - Pool House Kitchen  
**Owner:** Country Club of Missouri  
**Architect:** Simon Associates  
**Contract Amount:** \$115,000  
**Completion Date:** May 2019  
**Percent Complete:** 99%

**Project:** Jersey Mike's - Jefferson City  
**Owner:** Next Level JC  
**Architect:** Oculus, Inc  
**Contract Amount:** \$227,746  
**Completion Date:** July 2019  
**Percent Complete:** 40%

**Project:** Veterans United - November  
**Owner:** Mortgage Research Center  
**Architect:** Simon Associates  
**Contract Amount:** \$450,000  
**Completion Date:** July 2019  
**Percent Complete:** 40%

**Project:**  
**Owner:**  
**Architect:**  
**Contract Amount:**  
**Completion Date:**  
**Percent Complete:**

**Project:** River Region Credit Union - Edgewood  
**Owner:** River Region Credit Union  
**Architect:** Simon Associates  
**Contract Amount:** \$2,100,000  
**Completion Date:** March 2019  
**Percent Complete:** 99%

**Project:** Build Taco - Columbia  
**Owner:** Build Taco, LLC  
**Architect:** Simon Associates  
**Contract Amount:** \$3,098,035  
**Completion Date:** June 2019  
**Percent Complete:** 90%

**Project:** Phi Kappa Psi Fraternity - Addition  
**Owner:** Missouri Alpha of Phi Kappa Psi Fraternal Corp  
**Architect:** Cunningham & Associates  
**Contract Amount:** \$3,772,082  
**Completion Date:** January 2020  
**Percent Complete:** 10%

**Project:** Influence & Co  
**Owner:** Influence & Co  
**Architect:** Simon Associates  
**Contract Amount:** \$300,000  
**Completion Date:** June 2019  
**Percent Complete:** 60%

**Project:** MUHC Learning Center  
**Owner:** University of Missouri  
**Architect:** University of Missouri Engineering Services  
**Contract Amount:** \$334,235  
**Completion Date:** June 2019  
**Percent Complete:** 50%

**Project:**  
**Owner:**  
**Architect:**  
**Contract Amount:**  
**Completion Date:**  
**Percent Complete:**

## Attachment A

## Little Dixie Construction Previous Projects

Project	Owner	Architect	Date of Completion	LDC % of Personnel	Contract Amount
Break Time - Route K	Oil Investors RTK, LLC	Simon Associates	Apr-19	30%	\$ 1,707,707
Lakota Coffee - Green Meadows	Lakota Coffee	PW Architects	Feb-19	60%	\$ 271,764
Islands Ordinary Distillery	Maury Allen	Simon Associates	Feb-19	30%	\$ 236,655
Columbia Fire Stations #4, #5, #6 & Training Center	City of Columbia	Arch. Image Architecture	Mar-19	10%	\$ 1,458,645
Country Club of Missouri - Kitchen Remodel	Country Club of Missouri	Simon Associates	Feb-19	5%	\$ 200,000
Emery Sapp & Sons Office	Emery Sapp & Sons	Simon Associates	Dec-18	5%	\$ 300,000
End of the Rainbow	R2 M2	Connell Architecture	Sep-18	60%	\$ 2,897,825
Grant Elementary School	Columbia Public Schools	PWA Architects	Aug-18	40%	\$ 5,471,540
Salisbury Early Learning Center	City of Salisbury, Missouri	Klingner & Associates	May-18	30%	\$ 947,039
Break Time Warrensburg	MFA Petroleum Company	Simon Associates	Jul-18	5%	\$ 3,300,000
Beyond Meat	Beyond Meat	Simon Associates	Jul-18	60%	\$ 2,500,000
Break Time Teca	MFA Petroleum Company	Simon Associates	Apr-18	30%	\$ 645,707
Landmark Hospital - Joplin	Landmark Hospitals	Simon Associates	Apr-18	10%	\$ 357,806
Break Time Maryville	MFA Petroleum Company	Simon Associates	Mar-18	30%	\$ 272,707
Landmark Hospital - Columbia	Landmark Hospitals	Simon Associates	Feb-18	10%	\$ 325,440
Break Time Paris Road	MFA Petroleum Company	Simon Associates	Feb-18	30%	\$ 1,647,800
Timberlake Engineering Office	Anker LLC	Simon Associates	Dec-17	30%	\$ 780,263
Columbia Public Library - South Entry Improvements	Daniel Boone Regional Library	Engineering Surveys & Services	Nov-17	80%	\$ 169,707
River Region Credit Union - Columbia	River Region Credit Union	Connell Architecture	Oct-17	30%	\$ 1,062,707
Smoothie King - Broadway	PVF-DCOMO LLC	Simon Associates	Oct-17	60%	\$ 2,114,228
Randolph County Administration	Randolph County Commission	RFORM Architecture	Sep-17	30%	\$ 7,411,559
Emery Sapp & Sons Shop & Wash Bay	Emery Sapp & Sons	Simon Associates	Sep-17	40%	\$ 2,248,638
Solid Waste Administration & Collection Facilities	City of Columbia	Connell & Associates	Sep-17	40%	\$ 4,243,164
Delta Gamma	MU Association of Delta Gamma	Treanor Architects	Aug-17	10%	\$ 9,260,000
UMB Bank - Columbia	UMB Bank	FoxArchitects	Jun-17	40%	\$ 477,326
IHOP Rolla, MO	Sticky Fork	Simon Associates	Jun-17	40%	\$ 1,186,348
Equipment Share	Willie Schacks	Simon Oswald Architects	May-17	60%	\$ 230,268
Boone County Backup 911 Center	County of Boone	PWA Architects	Apr-17	20%	\$ 220,268
Smoothie King - Kirksville	PVF-DCOMO LLC	Simon Associates	Mar-17	60%	\$ 165,706
Break Time - Moberly	MFA Oil Company	Simon Associates	Mar-17	60%	\$ 286,987
Break Time - Clinton	MFA Oil	Simon Associates	Feb-17	60%	\$ 1,290,000
Plaza Tire Service - Moberly	Rhodes Development Company	Levine Associates	Dec-16	60%	\$ 887,500
Great Southern Bank - Bellevue, NE	Great Southern Bank	TRI Architects	Dec-16	30%	\$ 1,150,000
Stim Chickens	SCMO Stone 2 LLC	John Sharpe Architect	Dec-16	20%	\$ 1,040,000
IHOP Jefferson City	Sticky Fork	Simon Associates, Inc.	Nov-16	30%	\$ 1,200,000
Red Oak Spas Building	Shoggyes at Red Oak, LLC	Simon Associates, Inc.	Oct-16	10%	\$ 1,309,000
Crockett Offices	Tim Crockett	Simon Associates, Inc.	Sep-16	40%	\$ 176,000
Jiffy Lube - Providence	MFA Petroleum Company	Simon Associates, Inc.	Sep-16	40%	\$ 155,000
Veterans United - Whiskey	Mortgage Research Center	Simon Associates, Inc.	Sep-16	80%	\$ 690,150
Smoothie King - Jefferson City	PVF-DCOMO LLC	Simon Associates, Inc.	Sep-16	30%	\$ 171,980
Restoration Chiropractic	Dr. Taylor Stirois	Simon Associates, Inc.	Aug-16	30%	\$ 119,000
Smile Dental Addition	Dr. Kent Johnson, DDS	Simon Associates, Inc.	Aug-16	30%	\$ 133,000
Alpha Gamma Sigma	Sigma Development Company, LLC	Klingner & Associates	Jul-16	40%	\$ 3,170,000
Boone Co. Emergency Communications Center	Boone County Purchasing	PWA Architects	Jul-16	20%	\$ 10,150,000
Tourism Market & Café	City of Lefflore	Simon Associates, Inc.	Jun-16	100%	\$ 125,000
MFA Business Campus	MFA Oil Company	Simon Associates, Inc.	Jun-16	20%	\$ 7,500,000
Break Time - Nilong	MFA Oil Company	Simon Associates, Inc.	Jun-16	25%	\$ 280,000
CBBC - CS2C & Maintenance Facility	Central Bank of Boone County	Simon Oswald Associates	Nov-15	20%	\$ 325,000
Sky Zone - Lee's Summit	LBC Development	Simon Associates, Inc.	Oct-16	10%	\$ 2,950,000
Big O Tire - Business Loop	Rueky Coats	Simon Associates, Inc.	Oct-15	10%	\$ 285,000
IHOP Warrensburg	Sticky Fork	Simon Associates, Inc.	Oct-15	15%	\$ 1,000,000
Great Circle - Westwinds	Great Circle	N/A	Jun-15	60%	\$ 87,550
Plaza Tire - Columbia South	Rhodes Development	Levine Associates	Jun-15	40%	\$ 1,159,221
Veterans United - Oscar	USFC	Simon Associates, Inc.	May-15	40%	\$ 402,500
The Strand	LGS Properties	Simon Associates, Inc.	May-15	45%	\$ 96,664
MFA Home Office	MFA	Simon Associates, Inc.	Apr-15	30%	\$ 350,000
Great Southern Bank	Great Southern Bank	TRI	Apr-15	16%	\$ 1,020,000
Beyond Meat Production Room	Savage River	Simon Associates, Inc.	Apr-15	30%	\$ 350,000
Break Time - Holden	MFA Oil	Simon Associates, Inc.	Mar-15	20%	\$ 240,000
River Song Spa	LGS Properties	Simon Associates, Inc.	Jan-15	35%	\$ 290,000
Bernangani Remodel	Columbia Hotel Associates	Simon Associates, Inc.	Jan-15	35%	\$ 350,000
Hardens & Waterborn South Dakota	Northland Investors	Simon Associates, Inc.	Jan-15	4%	\$ 1,500,000
Smoothie King	Smoothie King	Simon Associates, Inc.	Jan-15	25%	\$ 157,452
Nauzer Beverage	Nauzer Investments, Inc.	Simon Associates, Inc.	Dec-14	25%	\$ 1,978,837
Break Time - Red Oak	MFA Oil	Simon Associates, Inc.	Dec-14	15%	\$ 1,300,000
Waterdown Crossing	Waterdown Crossing LLC	Simon Associates, Inc.	Nov-14	4%	\$ 1,500,000
Taco Bell Bernadette	Dunaton Enterprises	Mitzi Associates	Nov-14	26%	\$ 346,678
Plaza Tire Service	Scott Rhodes	Simon Associates, Inc.	Nov-14	15%	\$ 182,000
RUBI Landscape Island	Ronald McDonald House	Simon Associates, Inc.	Oct-14	25%	\$ 21,238
Country Club of Missouri	Country Club of Missouri	Peckham & Wright Architects	Oct-14	95%	\$ 2,589,325
Community United Methodist Church	Community United Methodist Ch	Adams Architectural Associates	Aug-14	25%	\$ 598,732
McCash Shop Annex	McCash Chevrolet	Simon Associates, Inc.	Jul-14	35%	\$ 804,239
Beyond Meat	Beyond Meat	Simon Associates, Inc.	Jun-14	30%	\$ 186,712
Veterans United - Sierra	Mortgage Research Center	Simon Associates, Inc.	Jun-14	46%	\$ 1,109,858
Frederick Apartments	Frederick Building LLC	Wallace Architects	Jun-14	30%	\$ 2,811,000
O'Fallon Burger King	Guidesville Restaurants	Architectural Engineering	May-14	20%	\$ 289,467
Columbia Performing Arts Center	Bill & Nancy Laurs	Simon Associates, Inc.	May-14	26%	\$ 3,875,616
Breaktime Lebanon MO	MFA Oil	Simon Associates, Inc.	Apr-14	25%	\$ 1,163,424
Boys & Girls Town Group Home	Great Circle	N/A	Mar-14	35%	\$ 94,359
IBM Storm Shelter	Pepper Construction	Simon Associates, Inc.	Jan-14	10%	\$ 925,609
ESS Offices	Boone Development, Inc.	Simon Associates, Inc.	Dec-13	18%	\$ 1,862,565
Taco Bell - Cross Creek	Dunaton Enterprises	Mitzi Associates	Dec-13	26%	\$ 950,000
Garces Fast Center	Dillon Companies, Inc.	Profections Engineering Consultants, P.A.	Nov-13	10%	\$ 545,116
Wendy's Gamblers & Clothiers	KAB	N/A	Nov-13	60%	\$ 37,240
Break Time - North Stadium	MFA Oil	Simon Associates, Inc.	Nov-13	15%	\$ 1,234,659
Shelter Insurance Restroom Renovations	Shelter Insurance	Simon Associates, Inc.	Oct-13	15%	\$ 155,194
Ronald McDonald House	Ronald McDonald House	Simon Associates, Inc.	Oct-13	20%	\$ 2,423,983
Machens Toyota	Gary Drawing	Thomas Roof Inc.	Oct-13	10%	\$ 1,353,741
VU - Hartford	Mortgage Research Center	Simon Associates, Inc.	Jul-13	15%	\$ 590,867
Bright Start Academy	Gary Salley	Wallace Architects	Jul-13	15%	\$ 1,529,637
Break Time - Cross Creek	MFA Oil	Simon Associates, Inc.	May-13	22%	\$ 1,493,289
VU - Forum Expansion	Mortgage Research Center	Simon Associates, Inc.	Apr-13	25%	\$ 1,013,288
Machens Hyundai Parking Lot	Machens Automotive	Crockett Engineering	Apr-13	10%	\$ 176,219
Taco Bell - Business Loop	Dunaton Enterprises	Mitzi Associates	Mar-13	20%	\$ 255,734
Meyer Industrial	N/A	N/A	Dec-12	5%	\$ 967,050
FFO	LDC SilverTree	Simon Associates, Inc.	Dec-12	45%	\$ 1,613,673
VU - Chapel Hill	Mortgage Research Center	Simon Associates, Inc.	Nov-12	50%	\$ 131,695
Advantage Orthodontics	Dr. Wittenberger	Simon Associates, Inc.	Oct-12	45%	\$ 582,330
Boys & Girls Club	Boys & Girls Club	Simon Associates, Inc.	Sep-12	25%	\$ 874,100
Chapel Hill Development	Waterwood Building LLC	Simon Associates, Inc.	Aug-12	20%	\$ 1,198,529
Boone County Bank Lobby Remodel	Boone County Bank	Simon Oswald Architects	Aug-12	45%	\$ 2,563,528
Machens Volkswagen	Gary Drawing	Thomas Roof Inc.	Aug-12	20%	\$ 5,271,220
Beta Theta Pi	Beta Theta Pi	Treanor Architects	Aug-12	25%	\$ 10,057,964
Break Time Brookfield MO	MFA Oil	Simon Associates, Inc.	May-12	50%	\$ 427,906
Break Time Vienne MO	MFA Oil	Simon Associates, Inc.	May-12	50%	\$ 214,706
VIA Mortgage	Mortgage Research Center	John Simon	Apr-12	50%	\$ 802,992
NI Scheggars	Scheggars Family Properties	Architects Alliance	Mar-12	20%	\$ 2,499,180
Caterpillar 1,800 sq ft Addition	Caterpillar Inc.	Simon Associates, Inc.	Nov-11	15%	\$ 191,128
Auto Owners Insurance	Auto Owners Insurance	Mayotte Group	Nov-11	20%	\$ 4,927,252
Wymore Apartments	Wigate Development	Wallace Architects	Nov-11	5%	\$ 1,095,000
Skieson Break Time Remodel	MFA Oil Co.	Simon Associates, Inc.	Oct-11	10%	\$ 190,000
Courtyard by Marriott Lobby Renovation	Columbia Hotel Associates	Simon Associates, Inc.	Sep-11	35%	\$ 198,554
Core Marketing	Pure Marketing	Simon Associates, Inc.	Jun-11	50%	\$ 1,422,000
Providence Bank	Providence Bank	Simon Oswald Architects	Jun-11	70%	\$ 211,822
Tractor Supply	Wilson Bros. Construction	Simon Associates, Inc.	May-11	25%	\$ 659,752
Bright Start Academy	Bright Start Academy	Wallace Architects	May-11	16%	\$ 1,074,117
EGTM Phase III Renovations	Boys & Girls Town of Missouri	Peckham & Wright Architects	Apr-11	20%	\$ 878,181
Boone County Sheriff's Annex	County of Boone	Simon Associates, Inc.	Mar-11	15%	\$ 1,405,364
Gessen Dental	Dr. Matt & Megan Gessen	Architects Alliance	Oct-10	15%	\$ 741,672
BSM Project	Courtside Area Jobs Foundation	Simon Associates, Inc.	Oct-10	25%	\$ 848,880
Gates Fabric Theater	Gates Rubber Co.	Simon Associates, Inc.	Sep-10	25%	\$ 333,164
Higbee R-VIII School Ren & Add'n	Higbee R-VIII School District	Porter & Associates, PC	Aug-10	30%	\$ 1,089,075
MFA Break Time - Silva	MFA Oil	Simon Associates, Inc.	Aug-10	30%	\$ 96,363
MFA Break Time - Piedmont	MFA Oil	Simon Associates, Inc.	Aug-10	30%	\$ 96,409
MFA Break Time - Mexico	MFA Oil	Simon Associates, Inc.	Dec-09	70%	\$ 77,978
Fast Branch	MFA Oil	Simon Associates, Inc.	Dec-09	70%	\$ 72,705
City of Columbia Fire Station #9	Marini Squares Office Partners	Simon Associates, Inc.	Dec-09	30%	\$ 89,115
Justin Starr Building	City of Columbia	Simon & Associates	Dec-09	10%	\$ 1,584,000
Taco Bell on Nilong	Massouri Book Services	Simon Associates, Inc.	Oct-09	10%	\$ 385,000
Technical Training Center	Dave Dunaton	Mitzi Associates	Sep-09	15%	\$ 291,238
Command Web	Columbia Public Schools	Simon Associates, Inc.	Aug-09	15%	\$ 398,834
Police Training Center	Command Web Offset	Jay Alpert Architect	Jul-09	5%	\$ 1,935,353
Family Dental	City of Columbia	Simon Associates, Inc.	Jul-09	10%	\$ 1,306,479
Caterpillar Environmental Building	Family Health Center	Simon Associates, Inc.	Feb-09	20%	\$ 253,750
Caterpillar Plant Expansion	Caterpillar Inc.	Simon Associates, Inc.	Feb-09	15%	\$ 324,419
Johnson Dental	Dr. Kent Johnson	Simon Associates, Inc.	Feb-09	5%	\$ 4,590,000



## ANTI-COLLUSION STATEMENT

STATE OF MISSOURI

COUNTY OF Boone

John L. States, being first duly sworn, deposes and  
says that he is a Member  
(Title of Person Signing)

of Little Dixie Construction, LLC  
(Name of Bidder)

that all statements made and facts set out in the proposal for the above project are true and correct; and the Bidder (person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that Bidder is not financially interested in, or financially affiliated with, any other Bidder for the above project

By [Signature]

By John L. States

By \_\_\_\_\_

Sworn to before me this 18 day of July, 2019

[Signature]  
Notary Public

My Commission Expires

1/12/2020

THERESA GRIFFITH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires: Jan. 12, 2020  
Commission # 16605624

**SIGNATURE AND IDENTITY OF BIDDER**

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

( ) sole individual                      (X) partnership                      ( ) joint venture  
 ( ) corporation, incorporated under laws of the state of \_\_\_\_\_

Dated July 22nd, 2019  
 Name of individual, all partners, or joint  
 venturers:

John L. States

Mac LeMone

Sara Emily LeMone-Mueller

Address of each:

3065 W Arrowhead Lake Dr, Columbia MO

601 Westmount Ave, Columbia, MO

110 S. Glenwood Ave, Columbia MO

doing business under the name of:

Little Dixie Construction, LLC

(If using a fictitious name, show this name above in addition to legal names.)

Address of principal place of business in  
 Missouri:

(If a corporation - show its name above)

N/A

(Secretary)

(Title)

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint venturers, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Engineer.

**BIDDER'S ACKNOWLEDGMENT**

(Complete and fill out all parts applicable, and strike out all parts not applicable.)

State of MissouriCounty of BooneOn this 22 day of July, 20 19

before me appeared John L. States to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and

(if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that he executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

(if a corporation) that he is the

John L. States  
President or other agent

of Little Dixie Construction, LLC; that the above Proposal was signed and sealed in behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at Columbia, Missouri the day and year first above written.

(SEAL)

[Signature]

Notary Public

THERESA GRIFFITH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone

My Commission expires Jan 12<sup>th</sup>, 20 20.

My Commission Expires: Jan. 12, 2020  
Commission # 16605624



## BOONE COUNTY, MISSOURI

### Request for Bid #: 35-18JUL19 – Construction of Boone County Support Services Building

#### ADDENDUM #1 - Issued June 24, 2019

This addendum is issued in accordance with the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should be acknowledged** and submitted with Offeror's Bid Response.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The attached pre-bid sign-in sheets and pre-bid agenda are provided for informational purpose.
- II. Revise the Bid Form: List of sub-contractors must be provided to the Purchasing Department within one hour following bid opening and sub-contractor references provided within 24 hours of bid opening. E-mail to: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

#### Specifications

- III. Specifications for Concrete, Mechanical, Electrical, Plumbing, and Fire Protection are located on the drawings.

#### IV. SECTION 08 3600 SECTIONAL OVERHEAD DOORS

- 2.01 APPROVED EQUALS PER SUBSTITUTION REQUESTS
  - HAAS DOOR
  - RAYNOR
  - AMARR

#### SECTION 13 3419 METAL BUILDING SYSTEMS-Change the following

##### 1.04 DESIGN REQUIREMENTS

- A. Installed Thermal Resistance of Wall System: U value of .052. Provide Thermal Blocks as required to meet current Energy Code requirements.

B. Installed Thermal Resistance of Roof System: U value of .035. Provide Thermal Blocks as required to meet current Energy Code requirements.

**V. Drawing Clarifications**

**Structural**

SHEET S200- Detail references F1/S211 should be F1/S210.

SHEET S200- Detail references F2/S211 should be F2/S210.

**Architectural**

SHEET A-101- Scope of work items listed are owner provided and owner installed.

VI. The County received the following questions and is providing a response:

1. Are we required to fence the site?

**Response:** It is your site to maintain and secure and should be done per your judgement.

2. Who was the P.E.M.B. company that was used as a basis of design?

**Response:** Butler Buildings


3. Are there any products that are not open to substitution?

**Response:** There are no items that are not open to substitutions.

4. Do the P.E.M.B. reactions need to be reviewed prior to the building being ordered?

**Response:** The reactions will be reviewed during the submittal phase, and foundations should be per the drawings unless changes are deemed necessary once the submittal is reviewed.

By:

  
\_\_\_\_\_  
**Melinda Bobbitt, CPPO, CPPB**  
**Director of Purchasing**

OFFEROR has examined **Addendum #1** to Request for Proposal# **35-18JUL19 – Construction of Boone County Support Services Building** receipt of which is hereby acknowledged:

Company Name: Little Dixie

Address: 1431 Cinnamon Hill Ln, Columbia, MO 65201

Phone Number: 573-449-7200

Fax Number: 573-449-7300

E-mail: JLStuts@ltdconstruction.com

Authorized Representative Signature: 

Date: 7/10/19

Authorized Representative Printed Name: John L. Stuts



**PWArchitects, Inc.**  
 2120 Forum Blvd., Ste. 101  
 Columbia, Missouri 65203  
 (573) 449-2683  
 Fax: (573) 442-6213

**Boone County Support Services Building**

Boone County, Missouri  
 Bid Number: 35-18JUL19  
 PWA 201823

**Pre-Bid Sign-In**

Tuesday, June 18, 2019 – 1:30 pm CDT

Name	Company	Phone	email
Melinda Bobbitt	Boone County Purchasing	573-886-4391	
Tom Hurley	Boone County Emergency Management	573-554-7908	
Bryant Vessell	Emery Sapp & Sons	573-445-8331	
James W> Dixon	Roofers and Waterproofers Local 20	573-216-6040	
David Thompson	Star Heating	573-881-9151	
James Pounds	James Pounds Construction	573-567-0272	
Vaughn Prost	Prost Builders Inc.	573-694-1095	
Shane Parnell	MMEA	573-636-2116	
Bob Brown	Curtiss-Manes-Schulte	573-392-6553	
Dave Dunford	Boone County Joint Communication	913-208-9561	

Boone County Support Services  
 Boone County, Missouri

PWA 201823

Pre-Bid Sign-In

Chad Martin	Boone County Joint Communication	573-554-1000	
Trevor Bulow	Boone County-IT	573-886-7222	
Ryan Mudd	Grove Construction	573-220-1850	
Clay Minchew	Grove Construction	573-881-8680	
Dan Fritz	J Louis Crum	573-443-2488	
Kenzie Thorp	Little Dixie Construction	573-864-4533	
Brandon Korsmeyer	Korsmeyer Fire Protection	573-619-7994	
Erik Miller	PWArchitects	573-449-2683	
Shannen Imsland	PWArchitects	573-449-2683	

Boone County Support Services  
Boone County, Missouri

PWA 201823

Pre-Bid Sign-In





**PWArchitects, Inc.**  
2120 Forum Blvd., Ste. 101  
Columbia, Missouri 65203  
(573) 449-2683  
Fax: (573) 442-6213

**Boone County Support Services Building**

Boone County, Missouri  
Bid Number: 35-18JUL19  
PWA 201823

**Pre-Bid Meeting Agenda**

Tuesday, June 18, 2019 – 1:30 pm CDT

**1) Introductions**

**2) Attendance Record- Attendance is not Mandatory to submit a bid.**

**3) Questions During Bidding**

- a) All questions must be submitted in writing to be binding (e-mail is ok). Addenda will be issued to respond to questions. Forms are include in the project Manual for Request for Clarification and for Product Substitution.
- b) Contact for questions

All questions pertaining to the project must be received by **3:00 p.m. on July 10, 2019.**  
**Technical questions should be directed in writing to Melinda Bobbitt**  
[mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org) and cc: Erik Miller [emiller@PWArchitects.com](mailto:emiller@PWArchitects.com), Shannen  
Imsland [simsland@PWArchitects.com](mailto:simsland@PWArchitects.com), and Doug Coley [dcoley@boonecountymmo.org](mailto:dcoley@boonecountymmo.org).

**4) Review of Notice to Bidders**

- a) Sealed Bids for a Stipulated Sum Contract
- b) Bids are Due – Thursday, July 18, 2019 by 1:15 pm.
- c) Bonds
  - 1) Bidder's check/draft or Approved Surety in the amount of five percent (5%)
  - 2) Performance and Bonds 100% of base bid
- d) Bidding Documents Availability-ADS in Columbia
- e) State of Missouri Prevailing Wage Law

**5) Bid Form:** Submit all forms required for attachment to bid form

- 1) No Alternates
- 2) Form must be completely filled out
- 3) Construction time established by accepted bid listed on the form
- 4) Consecutive Calendar Day contract with \$250.00 per day Liquidated Damages.

**6) Instructions to Bidders**

**7) Bid Response**

**8) Bid Bond**

**9) Sample Contract Agreement**

#### 10) Sample Performance Bond and Labor and Material Payment Bond

## 11) General Specifications

## 12) Prevailing Wage Rates

### 13) Division 1 Specifications Review

- a) Special inspections (BY GC) -Section 01 4533.
- b) Security- Contractor to secure the site in coordination with Owner.
- c) Working Hours-7am – 5pm weekdays only unless approved by the Owner.
- d) Temporary Utilities-All temporary utilities provided by the Contractor.
- e) Access and parking-See Site staging Plan and Coordinate with Owner.

## 14) Questions

### 15) Adjourn to Site Tour

**Notes:**



## BOONE COUNTY, MISSOURI

### Request for Bid #: 35-18JUL19 – Construction of Boone County Support Services Building

#### **ADDENDUM #2** - Issued June 28, 2019

This addendum is issued in accordance with the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should be acknowledged** and submitted with Offeror's Bid Response.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

#### **I. Specifications**

##### SECTION 13 3419 METAL BUILDING SYSTEMS

##### 2.01 APPROVED EQUALS PER SUBSTITUTION REQUESTS -CORLE BUILDING SYSTEMS

#### **II. The County received the following questions and is providing a response:**

1. Does Boone County have a borrow site for fill?

**Response:** There are no borrow areas on site. Fill material should be imported as necessary meeting the criteria as indicated in the soils report and as indicated in the specifications Section 31 2200 Grading.

2. Are lime screenings an approved fill for inside the building and parking lot areas?

**Response:** We would advise against using lime screenings as fill material for parking lot areas. Per the Geotechnical Report, "fill should consist of moisture conditioned, controlled compacted lean clay fill free of organic matter and debris. Existing site fill is not considered suitable for pavement fill and subgrades. We recommend that at least the upper 12 inches of the soil subgrade in cut and fill areas consist of moisture conditioned, controlled compacted lean clay fill placed and compacted at the optimum moisture content to 4 percent above the optimum moisture content and to at least 95 percent of the standard Proctor maximum dry density (ASTM D698)."

3. Is there a detail for the future building roof drain connections? Plan shows 8" PVC do the risers at the roof drains need to be 8" or can they be reduced down to 6".

**Response:** Downspout boots are specified in Section 05 5000 Metal Fabrications. The Contractor will install downspout boots to transition from downspouts into roof drain piping and provide necessary connections between boots and 8" PVC to provide a watertight connection.

4. What are the topsoil requirements? Is what's there now considered acceptable topsoil?

**Response:** The contractor will strip and stockpile topsoil from areas to be disturbed and excavated for re-use in final grading operations. Provide additional topsoil where necessary to maintain a minimum of 4" depth of topsoil in all final graded areas.

5. What size is the existing water line in which the 1" service will be tapped.

**Response:** The existing water main is an 8" C-900 (Private) line.

By:

Melinda Bobbitt  
**Melinda Bobbitt, CPPO, CPPB**  
**Director of Purchasing**

OFFEROR has examined **Addendum #2** to Request for Proposal# **35-18JUL19 – Construction of Boone County Support Services Building** receipt of which is hereby acknowledged:

Company Name:

Little Dixie

Address:

1431 Cinnamon Hill LN, Columbia, MO, 65201

Phone Number:

573-449-7200

Fax Number:

573-449-7300

E-mail: JLSTATES@LIXCONS.COM

Authorized Representative Signature:

Date: 7/16/19

Authorized Representative Printed Name:

John L. Stiles



## BOONE COUNTY, MISSOURI

### Request for Bid #: 35-18JUL19 – Construction of Boone County Support Services Building

#### **ADDENDUM #3 - Issued July 15, 2019**

This addendum is issued in accordance with the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should be acknowledged** and submitted with Offeror's Bid Response.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

#### **Questions:**

1. Question: The walls shown to receive the MDO are taller than the specified 8'. Do you want the additional panels to abut, or do you want to add an aluminum T Molding horizontally? Please advise.

Answer: All plywood is to be installed with the vertical dimension of 8 feet. It is intended that all joints in plywood sheathing be covered with the tee molding. This means that any horizontal joints will also be covered. A continuous horizontal joint will be established at 8'-0" off of the finished floor and covered with the specified molding.

#### **Architectural Specifications:**

##### 1. SECTION 06 4201 INTERIOR WOOD PANELS

- 2.01 INTERIOR BOARD SIDING-MDO Plywood has been eliminated. Eliminate the references in item A and B in this section and replace with the following:

##### 2.01 INTERIOR BOARD SIDING

- A. Plywood Sheathing: PS 1 veneer plywood; APA Rated Sheathing, 4' x 8' sheets; 5/8" thickness; Interior grade; 1 A interior veneer appearance grade; sanded.
- B. See Section 06 1500 Wood Decking for specification of Fire-Retardant Treatment and fastening requirements.

## 2. SECTION 13 3419 METAL BUILDING SYSTEMS

### 2.01 APPROVED EQUALS PER SUBSTITUTION REQUESTS

- Nucor
- Mesco
- Pinnacle Structures

#### **MEP Specifications:**

1. Ref. Drawing E2.3 – Fire Alarm Specifications, Part 2, Section 2.02 – 4., 5., 6., 8., 9 – Eliminate the requirement for Evacuation Alarm, Voice Notification, General Evac. Zones, and Fire Command Center. Provide the devices as indicated on the drawings with a FACP with a dialer as indicated.
2. Ref. Drawing FA1.1 Part 2, 2.01, A., 1. 1 –Novec 1230 shall be utilized as the extinguishing agent.
3. Ref Drawing FA1.1 Part 2, Section 2.01 – SEVO Systems, Inc. and Kidde-Fenwal, Inc. shall be added as approved manufacturers.
4. Ref. Drawing FA1.1, Part 2, Section 2.07 – The detector manufacturer shall be the same as the suppression system manufacturer.
5. The Acuity lighting package with Lithonia lights and N-Light controls is approved as an alternate supplier for the light fixtures and lighting controls.
6. York Affinity Series heat pump units Model ZYV paired with York Model YP9C gas furnaces, and York S1-THXU280W communicating touchscreen thermostats are approved as an equal to the specified Carrier split systems.
7. See the attached General Mechanical, Electrical and Plumbing Specifications (Pages 1-8) attached to be included for the project.

#### **Drawings:**

1. Drawing A601: The flooring type on the Room Finish Schedule for Room 102 Tech Office Evac Dispatch should be changed to be listed as carpet tile as indicated in the specifications.
2. Drawing ME1: See attached revised drawing ME1 for clarifications on fiber routing. The Lengths assumed for fiber routing from the external boxes to the East side of the building depicted on the drawings are as follows: 200 feet from the external pull box labeled on drawings to the Secure Server Data Room and 75 feet from the external pull box labeled on the drawings to the Radio Room. Should there remain excess fiber following these quantities then excess fiber will be left in the form of a service loop.
3. Drawing M4.1: Furnaces F-2, F-3, and F-4 are utilized in a downflow configuration.

By:

Melinda Bobbitt  
Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing

OFFEROR has examined **Addendum #3** to Request for Proposal# **35-18JUL19 – Construction of Boone County Support Services Building** receipt of which is hereby acknowledged:

Company Name: Little Dixie

Address: 1431 Cinnamon Hill LN, Suite 209, Columbia, MO 65201

Phone Number: 573-449-7200

Fax Number: 573-449-7300

E-mail: DLSTATES@LDCONSTRUCTION

Authorized Representative Signature: [Signature]

Date: 7/16/19

Authorized Representative Printed Name: John L. Stiles

GENERAL MECHANICAL, ELECTRICAL, AND PLUMBING SPECIFICATIONS

DIVISION 22 & 23

SECTION 220000 & 230000: GENERAL MECHANICAL REQUIREMENTS

PART I - GENERAL:

1. THE GENERAL CONDITIONS OF THE CONTRACTS, CURRENT EDITION PUBLISHED IN STANDARD FORM BY AMERICAN INSTITUTE OF ARCHITECTS, SHALL BE PART OF THIS CONTRACT.
2. THE ARTICLES CONTAINED IN THIS DIVISION AND THE ARCHITECTURAL SPECIFICATIONS MAY AMEND, MODIFY, SUPERSEDE, VOID OR SUPPLEMENT THE ARTICLES OF THE GENERAL CONDITIONS NOTED IN PARAGRAPH (1) ABOVE, AND SHALL TAKE PRECEDENCE OVER THE PROVISIONS OF THE GENERAL CONDITIONS IN (1).
3. REFER TO THE ARCHITECTURAL, STRUCTURAL, MECHANICAL AND ELECTRICAL PLANS AND SPECIFICATIONS WHICH ARE HEREBY MADE PART OF THE CONTRACT.
4. PROVIDE ALL WORK AND MATERIALS AS REQUIRED HEREIN AND ON THE DRAWINGS IN FULL ACCORDANCE WITH NATIONAL, STATE, AND LOCAL CODES, ORDINANCES AND/OR REGULATIONS HAVING JURISDICTION OVER THIS WORK.
5. THE CONTRACTOR SHALL TAKE OUT ALL NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY ALL FEES CONNECTED THEREWITH.
6. CONTRACTOR SHALL INCLUDE ALL TAP FEES AND OTHER UTILITY INSTALLATION COSTS REQUIRED TO BRING UTILITIES TO THE BUILDING
7. BIDDERS SHALL VISIT THE SITE AND FAMILIARIZE THEMSELVES WITH ALL CONDITIONS SURROUNDING THE WORK SO THAT ANY DISCREPANCIES BETWEEN THE PLANS AND THE SITE ARE INCLUDED IN THE BID.
8. DRAWINGS ARE DIAGRAMMATIC AND INTENDED TO SHOW APPROXIMATE LOCATIONS UNLESS SPECIFICALLY DIMENSIONED. COORDINATE ALL PIPING RUNS WITH THE WORK OF OTHER CONTRACTORS.
9. ALL WORK SHALL BE COORDINATED WITH WORK OF OTHER TRADES PRIOR TO INSTALLATION TO AVOID INTERFERENCES. SUBMISSION OF SHOP DRAWINGS WITH THE COMMENCEMENT OF THE INSTALLATION WORK IMPLIES THAT THIS SATISFACTORY COORDINATION HAS TAKEN PLACE. THEREAFTER, ANY COSTS FOR MODIFICATION DUE TO INTERFERENCES SHALL BE BORNE BY THE CONTRACTOR.
10. SUBMIT SHOP DRAWINGS FOR SUCH EQUIPMENT AND MATERIAL AS THE ENGINEER MAY REQUIRE FOR HIS REVIEW. ENGINEER'S REVIEW MUST TAKE PLACE BEFORE CONSTRUCTION BEGINS.
11. CONTRACTOR SHALL SUBMIT REQUESTS FOR SUBSTITUTIONS IN WRITING TO THE ENGINEER.
12. "RECORD" DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR IF INSTALLATION DEVIATES FROM THE ORIGINAL LAYOUT.
13. THE CONTRACTOR SHALL GUARANTEE ALL MATERIALS, EQUIPMENT, AND WORKMANSHIP FOR A PERIOD OF (1) YEAR AFTER THE FINAL ACCEPTANCE BY THE ARCHITECT, AND HE SHALL REPLACE AT HIS OWN COST ANY DEFECTIVE MATERIALS, EQUIPMENT OR WORKMANSHIP WHICH SHALL PROVE TO BE DEFECTIVE WITHIN THE GUARANTEED PERIOD.
14. THE CONTRACTOR SHALL MAINTAIN A CAREFUL AND COMPLETE RECORD OF ALL ITEMS INSTALLED INCLUDING EXACT SIZES AND LOCATIONS AND UPON COMPLETION OF HIS WORK TURN OVER TO THE OWNER, A COMPLETE SET OF "AS-BUILT" REPRODUCIBLE DRAWINGS OF HIS WORK.
15. THIS CONTRACTOR SHALL DO ALL CUTTING AND PATCHING REQUIRED TO INSTALL ANY PORTION OF THIS WORK. PATCH WITH NEW MATERIALS OF THE SAME TYPE THAT WAS REMOVED. REFINISH PATCHED SURFACE TO MATCH EXISTING ADJACENT SURFACES.
16. THE ENTIRE INSTALLATION SHALL BE PERFORMED BY LICENSED CONTRACTORS.



17. VERIFY FINAL LOCATIONS FOR ROUGH-INS WITH FIELD MEASUREMENTS AND WITH THE REQUIREMENTS OF THE ACTUAL EQUIPMENT TO BE CONNECTED.
18. REFER TO EQUIPMENT SPECIFICATIONS FOR ROUGH-IN REQUIREMENTS.
19. COORDINATE MECHANICAL SYSTEMS, EQUIPMENT, AND MATERIALS INSTALLATION WITH OTHER BUILDING COMPONENTS.
20. VERIFY ALL DIMENSIONS BY FIELD MEASUREMENTS.
21. ARRANGE FOR CHASES, SLOTS, AND OPENINGS IN OTHER BUILDING COMPONENTS DURING PROGRESS OF CONSTRUCTION, TO ALLOW FOR MECHANICAL INSTALLATIONS.
22. COORDINATE THE INSTALLATION OF REQUIRED SUPPORTING DEVICES AND SLEEVES TO BE SET IN POURED-IN-PLACE CONCRETE AND OTHER STRUCTURAL COMPONENTS, AS THEY ARE CONSTRUCTED.
23. SEQUENCE, COORDINATE, AND INTEGRATE INSTALLATIONS OF MECHANICAL MATERIALS AND EQUIPMENT FOR EFFICIENT FLOW OF THE WORK. GIVE PARTICULAR ATTENTION TO LARGE EQUIPMENT REQUIRING POSITIONING PRIOR TO CLOSING IN THE BUILDING.

**PART II - MATERIALS - NOT APPLICABLE:**

**PART III - EXECUTION:**

1. WHERE MOUNTING HEIGHTS ARE NOT DETAILED OR DIMENSIONED, INSTALL SYSTEMS, MATERIALS, AND EQUIPMENT TO PROVIDE THE MAXIMUM HEADROOM POSSIBLE.
2. INSTALL SYSTEMS, MATERIALS, AND EQUIPMENT LEVEL AND PLUMB, PARALLEL AND PERPENDICULAR TO OTHER BUILDING SYSTEMS AND COMPONENTS, WHERE INSTALLED EXPOSED IN FINISHED SPACES.
3. INSTALL MECHANICAL EQUIPMENT TO FACILITATE SERVICING, MAINTENANCE, AND REPAIR OR REPLACEMENT OF EQUIPMENT COMPONENTS. AS MUCH AS PRACTICAL, CONNECT EQUIPMENT FOR EASE OF DISCONNECTING, WITH MINIMUM OF INTERFERENCE WITH OTHER INSTALLATIONS. EXTEND GREASE FITTINGS TO AN ACCESSIBLE LOCATION.
4. INSTALL ACCESS PANEL OR DOORS WHERE UNITS ARE CONCEALED BEHIND FINISHED SURFACES.
5. INSTALL SYSTEMS, MATERIALS, AND EQUIPMENT GIVING RIGHT-OF-WAY PRIORITY TO SYSTEMS REQUIRED TO BE INSTALLED AT A SPECIFIED SLOPE.
6. AT THE COMPLETION OF THE WORK, THIS CONTRACTOR SHALL REMOVE ALL RUBBISH, DIRT AND STAINS CAUSED BY HIS WORK AND SHALL THOROUGHLY CLEAN ALL EQUIPMENT, FIXTURES, PIPING, ETC.
7. TOUCH UP OR REFINISH THE FACTORY FINISH OR EQUIPMENT MARRED DURING SHIPMENT OR INSTALLATION.

**SECTION 220100: PLUMBING**

**PART I - GENERAL:**

1. UNLESS NOTED OTHERWISE, THIS CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS AND EQUIPMENT FOR THE INSTALLATION OF A COMPLETE OPERATING PLUMBING SYSTEM INCLUDING: HOT AND COLD WATER SYSTEMS, CONNECTION TO SANITARY SEWER SYSTEMS, PLUMBING FIXTURES, MISCELLANEOUS PLUMBING AND INSULATION.
2. THIS CONTRACTOR SHALL DO ALL CUTTING AND PATCHING REQUIRED TO INSTALL ANY PORTION OF THIS WORK. PATCH NEW MATERIALS OF THE SAME TYPE THAT WAS REMOVED. REFINISH PATCHED SURFACE TO MATCH EXISTING ADJACENT SURFACES.
3. ALL EXISTING WASTE, VENT, AND WATER PIPING IN WALLS TO BE DEMOLISHED, AS SHOWN ON PLUMBING PLANS, SHALL BE REMOVED WHETHER OR NOT SPECIFICALLY SHOWN. PIPING SHALL BE REMOVED BACK TO THE NEAREST REMAINING MAIN OR VALVE AND CAPPED, UNLESS OTHERWISE NOTED ON DRAWINGS. WHERE PIPES TO BE REMOVED PENETRATE FLOORS, WALLS OR OTHER FINISHED SURFACES, THEY SHALL BE REMOVED PAST THE FINISHED SURFACES TO ALLOW FOR PATCHING THE SURFACE ON BOTH SIDES (IF APPLICABLE).

## **PART II - MATERIALS:**

1. UNDERGROUND SANITARY SEWER AND STORM DRAIN PIPING: PVC PLASTIC DWV PIPE, PVC SOCKET-TYPE DRAIN, WASTE AND VENT PIPE PATTERN FITTINGS WITH SOLVENT-CEMENTED JOINTS.
2. ABOVE GROUND SANITARY SEWER, STORM DRAIN AND VENT PIPING: PVC PLASTIC DWV PIPE, PVC SOCKET-TYPE DRAIN, WASTE AND VENT PIPE PATTERN FITTINGS WITH SOLVENT-CEMENTED JOINTS. INSULATE STORM DRAIN WITH  $\frac{1}{2}$ " CELLULAR FOAM INSULATION.
3. UNDERGROUND WATER PIPING  $2\frac{1}{2}$ " AND LARGER: SCHEDULE 40 PVC PLASTIC WATER PIPE AND FITTINGS WITH SOLVENT CEMENTED JOINTS.
4. UNDERGROUND WATER PIPING 2" AND SMALLER: TYPE "K" SOFT COPPER TUBE, CAST-COPPER ALLOY SOLDER-JOINT PRESSURE FITTINGS AND SOLDERED JOINTS WITH ALLOY Sn95 SOLDER.
5. ABOVE GROUND WATER PIPING  $2\frac{1}{2}$ " AND LARGER: FLANGED DUCTILE-IRON PIPE, FLANGED DUCTILE-IRON OR GRAY-IRON FITTINGS AND FLANGED JOINTS.
6. ABOVE GROUND WATER PIPING, 2" AND SMALLER: TYPE "L" HARD COPPER TUBE WITH WROUGHT COPPER OR CAST-COPPER FITTINGS AND SOLDERED JOINTS WITH ALLOY Sn95 SOLDER.
7. GAS PIPING: ASTM A53, TYPE E, ELECTRIC-RESISTANCE WELDED OR TYPE S, SEAMLESS, GRADE B, SCHEDULE 40 BLACK STEEL. ASME B16.3 CLASS 150 MALLEABLE IRON FITTINGS, STANDARD PATTERN WITH THREADS CONFORMING TO ASME B1.20.1
8. INSULATE DOMESTIC HOT AND COLD WATER PIPING WITH 1" FIBERGLASS WITH ALL-PURPOSE JACKET; SEAL ALL JOINTS. INSULATE FITTINGS WITH MITERED SEGMENTS AND VAPOR SEALS. INSULATE HOT AND COLD WATER AND DRAINAGE PIPES ON PLUMBING FIXTURES DESIGNATED AT HANDICAPPED WITH PRE-FORMED INSULATION KITS AS INDICATED.
9. PLUMBING FIXTURES: REFER TO PLUMBING FIXTURE SCHEDULE ON DRAWINGS FOR LIST OF PLUMBING FIXTURES.
10. MEDICAL GAS AND REFRIGERANT PIPING: ASTM B88, "ACR" HARD-DRAWN TEMPERED COPPER TUBE, CLEANED FOR MEDICAL GAS USE, PURGED, AND WITH ENDS SEALED. ASME B16.22, WROUGHT-COPPER FITTINGS WITH BRAZED SOLDER-JOINTS. AWS A5.8 COPPER-PHOSPHORUS BRAZING FILLER MATERIALS. INSULATE REFRIGERANT SUCTION LINE WITH  $\frac{1}{2}$ " THICK CELLULAR FOAM INSULATION.
11. SPRINKLER PIPING: ASTM A120 SEAMLESS BLACK STEEL PIPE. ANSI B16.4, CLASS 125 THREADED CAST-IRON FITTINGS. PIPING AND INSTALLATION TO COMFORM WITH REQUIREMENTS OF NFPA13.

## **PART III - EXECUTION:**

1. TEST ALL PLUMBING PIPES AS REQUIRED BY STATE, CITY OF LOCAL CODES AND ORDINANCES.
2. DISINFECT THE ENTIRE WATER SUPPLY SYSTEM, FILLING WITH A SOLUTION OF 50 PPM CHLORINE AND ALLOW TO STAND FOR A MINIMUM OF 6 HOURS BEFORE FLUSHING AND RETURNING TO SERVICE.

## SECTION 230100: HVAC EQUIPMENT AND SYSTEMS

### PART I - GENERAL:

1. UNLESS NOTED OTHERWISE, THIS CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS AND EQUIPMENT FOR THE INSTALLATION OF A COMPLETE AND ACCEPTABLE OPERATING HEATING AND AIR CONDITIONING SYSTEM.
2. HVAC CONTRACTOR SHALL VISIT THE SITE PRIOR TO SUBMISSION OF BID AND FULLY ACQUAINT HIMSELF WITH ALL OF THE EXISTING CONDITIONS RELATED TO HIS WORK AND SHALL INCLUDE (UNLESS NOTED OTHERWISE) IN HIS BASE BID ALL WORK REQUIRED DUE TO CONFLICTS AND/OR DISCREPANCIES BETWEEN THE DRAWINGS AND THE FIELD CONDITIONS TO ACHIEVE INTENDED DESIGN.
3. THIS CONTRACTOR SHALL DO ALL CUTTING AND PATCHING REQUIRED TO INSTALL ANY PORTION OF THIS WORK. PATCH NEW MATERIALS OF THE SAME TYPE THAT WAS REMOVED. REFINISH PATCHED SURFACE TO MATCH EXISTING ADJACENT SURFACES.
4. DUCTWORK SHOWN ON PLANS TO BE DEMOLISHED SHALL BE REMOVED AND DISPOSED OF. DUCTWORK SHALL BE REMOVED BACK TO MAIN TRUNK, UNLESS OTHERWISE NOTED ON DRAWINGS. DUCT TAPS TO TRUNK DUCTS SHALL BE CAPPED WITH SHEET METAL CAPS AND SEALED. WHERE DUCTS TO BE REMOVED PENETRATE FLOORS, WALLS OR OTHER FINISHED SURFACES, THEY SHALL BE REMOVED PAST THE FINISHED SURFACES TO ALLOW FOR PATCHING THE SURFACE ON BOTH SIDES (IF APPLICABLE).
5. PROVIDE THE FOLLOWING EQUIPMENT WITH WARRANTIES IN ADDITION TO THE GENERAL ONE-YEAR WARRANTY PROVIDED IN SECTION 220000 & 230000.

AIR CONDITIONING COMPRESSORS: 5 YEARS

HEAT EXCHANGERS: 25 YEARS

WATER HEATER TANKS: 10 YEARS

### PART II - MATERIALS:

1. DUCTWORK: CONSTRUCT ALL DUCTS OF THE GAUGE SHEET METAL FOR INDICATED SIZES IN ACCORDANCE WITH APPROPRIATE SMACNA STANDARDS. EXTEND DUCTWORK SUBSTANTIALLY AS SHOWN ON THESE DRAWINGS. PROVIDE TURNING VANES IN ALL ELBOWS. INSTALL ADJUSTABLE QUADRANT DAMPERS IN ALL BRANCH DUCTS. SEAL ALL DUCTWORK IN ACCORDANCE WITH SMACNA STANDARDS. BETWEEN 1" AND 2" W.G. - SEAL CLASS "B"; LESS THAN 1" - SEAL CLASS "C". FLEXIBLE DUCTS USED FOR RUN-OUTS TO DIFFUSER, WHERE INDICATED, SHALL NOT EXCEED 6'-0" IN LENGTH.
2. DUCTWORK INSULATION: SUPPLY, RETURN, OUTSIDE (FRESH) AND EXHAUST AIR DUCTWORK SHALL BE LINED WITH 2 PCF DENSITY, 1/2" GLASS FIBER FLEXIBLE DUCT LINER WITH BLACK MAT FACING, UNLESS OTHERWISE INDICATED. DUCT SIZES SHOWN ON THE DRAWINGS ARE SHEET METAL SIZES, AN ALLOWANCE HAS BEEN MADE FOR LINER THICKNESS.
3. PROVIDE AND INSTALL THE AIR OUTLET DEVICES INDICATED ON THE PLANS, DIFFUSER, REGISTER AND GRILLE COLOR TO MATCH THAT OF THE CEILING GRID. REFER TO DIFFUSER, REGISTER, AND GRILLE SCHEDULE AND PLANS FOR SIZES, MANUFACTURER, MODEL # AND CFM REQUIREMENTS.
4. FURNISH AND INSTALL EXHAUST FANS OF THE TYPE SCHEDULED AND WHERE INDICATED ON THE PLANS. REFER TO EXHAUST FAN SCHEDULE FOR SPECIFICATIONS.

### PART III - EXECUTION:

1. WHEN THE WORK HAS BEEN COMPLETED, BALANCE THE AIR DELIVERIES FROM EACH DIFFUSER AND REGISTER IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE DIFFUSER MANUFACTURER, SETTING DAMPERS, CONTROLS AND/OR OTHER VOLUME CONTROL DEVICE IN SUCH A MANNER AS TO PRODUCE THE AIR VOLUME DELIVERIES SHOWN ON THE DRAWINGS.

## **SECTION 230200: CONTROLS**

### **PART I - GENERAL:**

1. ALL CONTROL AND INTERLOCK WIRING SHALL BE DONE BY HVAC CONTRACTOR. PROVIDE WIRING DIAGRAM AND SUBMIT TO ENGINEER FOR APPROVAL.

### **PART II - MATERIALS:**

1. CONTRACTOR SHALL PROVIDE AND INSTALL ELECTRONIC, PROGRAMMABLE THERMOSTATS WHERE INDICATED ON THE PLANS.  
2. WHERE INDICATED, PROVIDE SMOKE DETECTOR WIRED TO AUTOMATICALLY SHUT DOWN THE UNIT WHEN ACTIVATED. INSTALL THE RETURN AIR DUCT IN ACCORDANCE WITH LOCAL CODE.

### **PART III - EXECUTION:**

1. CONTRACTOR SHALL SET PROGRAMMABLE THERMOSTATS TO OPERATE IN DAY HEATING AND COOLING AND NIGHT SETBACK MODES. CONTRACTOR SHALL VERIFY THAT FRESH BATTERIES ARE PROVIDED AND INSTALLED.  
2. AFTER COMPLETION OF THE CONTROL SYSTEM INSTALLATION, THE CONTRACTOR SHALL REGULATE AND ADJUST ALL THERMOSTATS, DAMPER MOTORS, ETC. AND PLACE IN COMPLETE OPERATING CONDITION. COMPLETE OPERATING INSTRUCTIONS SHALL BE GIVEN TO THE OWNER'S REPRESENTATIVE. THESE INSTRUCTIONS SHALL TAKE PLACE AFTER ALL SYSTEMS HAVE BEEN CHECKED OUT AND ARE PROPERLY OPERATING.

## **DIVISION 26:**

## **SECTION 260000: GENERAL ELECTRICAL REQUIREMENTS**

### **PART I - GENERAL:**

1. THE GENERAL CONDITIONS OF THE CONTRACTS, CURRENT EDITION PUBLISHED IN STANDARD FORM BY AMERICAN INSTITUTE OF ARCHITECTS, SHALL BE PART OF THIS CONTRACT.  
2. THE ARTICLES CONTAINED IN THIS DIVISION AND THE ARCHITECTURAL SPECIFICATIONS MAY AMEND, MODIFY, SUPERSEDE, VOID OR SUPPLEMENT THE ARTICLES OF THE GENERAL CONDITIONS NOTED IN PARAGRAPH (1) ABOVE, AND SHALL TAKE PRECEDENCE OVER THE PROVISIONS OF THE GENERAL CONDITIONS IN (1).  
3. REFER TO THE ARCHITECTURAL, STRUCTURAL, MECHANICAL AND ELECTRICAL PLANS AND SPECIFICATIONS WHICH ARE HEREBY MADE PART OF THE CONTRACT.  
4. PROVIDE ALL WORK AND MATERIALS AS REQUIRED HEREIN AND ON THE DRAWINGS IN FULL ACCORDANCE WITH NATIONAL, STATE, AND LOCAL CODES, ORDINANCES AND/OR REGULATIONS HAVING JURISDICTION OVER THIS WORK.  
5. THE CONTRACTOR SHALL TAKE OUT ALL NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY ALL FEES CONNECTED THEREWITH.  
6. CONTRACTOR SHALL INCLUDE ALL TAP FEES AND OTHER UTILITY INSTALLATION COSTS REQUIRED TO BRING UTILITIES TO THE BUILDING  
7. BIDDERS SHALL VISIT THE SITE AND FAMILIARIZE THEMSELVES WITH ALL CONDITIONS SURROUNDING THE WORK SO THAT ANY DISCREPANCIES BETWEEN THE PLANS AND THE SITE ARE INCLUDED IN THE BID.  
8. DRAWINGS ARE DIAGRAMMATIC AND INTENDED TO SHOW APPROXIMATE LOCATIONS UNLESS SPECIFICALLY DIMENSIONED. COORDINATE ALL PIPING RUNS WITH THE WORK OF OTHER CONTRACTORS.

9. ALL WORK SHALL BE COORDINATED WITH WORK OF OTHER TRADES PRIOR TO INSTALLATION TO AVOID INTERFERENCES. SUBMISSION OF SHOP DRAWINGS WITH THE COMMENCEMENT OF THE INSTALLATION WORK IMPLIES THAT THIS SATISFACTORY COORDINATION HAS TAKEN PLACE. THEREAFTER, ANY COSTS FOR MODIFICATION DUE TO INTERFERENCES SHALL BE BORNE BY THE CONTRACTOR.
10. SUBMIT SHOP DRAWINGS FOR SUCH EQUIPMENT AND MATERIAL AS THE ENGINEER MAY REQUIRE FOR HIS REVIEW. ENGINEER'S REVIEW MUST TAKE PLACE BEFORE CONSTRUCTION BEGINS.
11. CONTRACTOR SHALL SUBMIT REQUESTS FOR SUBSTITUTIONS IN WRITING TO THE ENGINEER.
12. "RECORD" DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR IF INSTALLATION DEVIATES FROM THE ORIGINAL LAYOUT.
13. THE CONTRACTOR SHALL GUARANTEE ALL MATERIALS, EQUIPMENT, AND WORKMANSHIP FOR A PERIOD OF (1) YEAR AFTER THE FINAL ACCEPTANCE BY THE ARCHITECT, AND HE SHALL REPLACE AT HIS OWN COST ANY DEFECTIVE MATERIALS, EQUIPMENT OR WORKMANSHIP WHICH SHALL PROVE TO BE DEFECTIVE WITHIN THE GUARANTEED PERIOD.
14. THE CONTRACTOR SHALL MAINTAIN A CAREFUL AND COMPLETE RECORD OF ALL ITEMS INSTALLED INCLUDING EXACT SIZES AND LOCATIONS AND UPON COMPLETION OF HIS WORK TURN OVER TO THE OWNER, A COMPLETE SET OF "AS-BUILT" REPRODUCIBLE DRAWINGS ON MYLAR OF HIS WORK.
14. THIS CONTRACTOR SHALL DO ALL CUTTING AND PATCHING REQUIRED TO INSTALL ANY PORTION OF THIS WORK. PATCH WITH NEW MATERIALS OF THE SAME TYPE THAT WAS REMOVED. REFINISH PATCHED SURFACE TO MATCH EXISTING ADJACENT SURFACES.
16. THE ENTIRE INSTALLATION SHALL BE PERFORMED BY LICENSED CONTRACTORS.
17. NO INTERRUPTION OF BUILDING FUNCTIONS OR ELECTRIC SERVICE SHALL BE PERMITTED WITHOUT APPROVAL OF THE OWNER.
18. ELECTRICAL WORK SHALL NOT INTERFERE WITH CLEARANCES REQUIRED FOR GENERAL AND MECHANICAL CONSTRUCTION. SHOULD ELECTRICAL WORK BE INSTALLED AND THAT WORK INTERFERES WITH THE WORK OF THE OTHER CONTRACTORS, SUCH WORK SHALL BE CHANGED AT NO ADDITIONAL COST TO THE OWNER.
19. VERIFY FINAL LOCATIONS FOR ROUGH-INS WITH FIELD MEASUREMENTS AND WITH THE REQUIREMENTS OF THE ACTUAL EQUIPMENT TO BE CONNECTED.
20. REFER TO EQUIPMENT SPECIFICATIONS FOR ROUGH-IN REQUIREMENTS.
21. COORDINATE ELECTRICAL SYSTEMS, EQUIPMENT, AND MATERIALS INSTALLATION WITH OTHER BUILDING COMPONENTS.
22. VERIFY ALL DIMENSIONS BY FIELD MEASUREMENTS.
23. ARRANGE FOR CHASES, SLOTS, AND OPENINGS IN OTHER BUILDING COMPONENTS DURING PROGRESS OF CONSTRUCTION, TO ALLOW FOR ELECTRICAL INSTALLATIONS.
24. COORDINATE THE INSTALLATION OF REQUIRED SUPPORTING DEVICES AND SLEEVES TO BE SET IN POURED-IN-PLACE CONCRETE AND OTHER STRUCTURAL COMPONENTS, AS THEY ARE CONSTRUCTED.
25. SEQUENCE, COORDINATE, AND INTEGRATE INSTALLATIONS OF ELECTRICAL MATERIALS AND EQUIPMENT FOR EFFICIENT FLOW OF THE WORK. GIVE PARTICULAR ATTENTION TO LARGE EQUIPMENT REQUIRING POSITIONING PRIOR TO CLOSING IN THE BUILDING.
26. WHERE MOUNTING HEIGHTS ARE NOT DETAILED OR DIMENSIONED, INSTALL SYSTEMS, MATERIALS, AND EQUIPMENT TO PROVIDE THE MAXIMUM HEADROOM POSSIBLE.
27. COORDINATE CONNECTION OF ELECTRICAL SYSTEMS WITH EXTERIOR UNDERGROUND AND OVERHEAD UTILITIES AND SERVICES. COMPLY WITH REQUIREMENTS OF GOVERNING REGULATIONS, FRANCHISED SERVICE COMPANIES, AND CONTROLLING AGENCIES. PROVIDE REQUIRED CONNECTION FOR EACH SERVICE.
28. ALL EXISTING ELECTRICAL EQUIPMENT, DEVICES, WIRE AND/OR CONDUIT IN WALLS TO BE DEMOLISHED, AS SHOWN ON ARCHITECTURAL PLANS, SHALL BE REMOVED WHETHER OR NOT SPECIFICALLY SHOWN. CONDUIT AND WIRING SHALL BE REMOVED BACK TO THE NEAREST REMAINING JUNCTION BOX OR PANEL. KEEP EXISTING CIRCUITS IN OPERATION WHERE POSSIBLE.

**PART II - MATERIALS - NOT APPLICABLE:**

**PART III - EXECUTION:** 1. INSTALL SYSTEMS, MATERIALS, AND EQUIPMENT TO CONFORM WITH APPROVED SUBMITTAL DATA, INCLUDING COORDINATION DRAWINGS, TO GREATEST EXTENT POSSIBLE. CONFORM TO ARRANGEMENTS INDICATED BY THE CONTRACT DOCUMENTS, RECOGNIZING THAT PORTIONS OF THE WORK ARE SHOWN ONLY IN DIAGRAMMATIC FORM. WHERE COORDINATION REQUIREMENTS CONFLICT WITH INDIVIDUAL SYSTEM REQUIREMENTS, REFER CONFLICT TO THE ARCHITECT.

2. INSTALL SYSTEMS, MATERIALS AND EQUIPMENT LEVEL AND PLUMB, PARALLEL AND PERPENDICULAR TO OTHER BUILDING SYSTEMS AND COMPONENTS, WHERE INSTALLED EXPOSED IN FINISHED SPACES.

3. INSTALL ELECTRICAL EQUIPMENT TO FACILITATE SERVICING, MAINTENANCE, AND REPAIR OR REPLACEMENT OF EQUIPMENT COMPONENTS. AS MUCH AS PRACTICAL, CONNECT EQUIPMENT FOR EASE OF DISCONNECTING AND MINIMUM INTERFERENCE WITH OTHER INSTALLATIONS.

4. INSTALL ACCESS PANEL OR DOORS WHERE UNITS ARE CONCEALED BEHIND FINISHED SURFACES.

5. INSTALL SYSTEMS, MATERIALS, AND EQUIPMENT GIVING RIGHT-OF-WAY PRIORITY TO SYSTEMS REQUIRED TO BE INSTALLED AT A SPECIFIED SLOPE.

6. AT THE COMPLETION OF THE WORK, THIS CONTRACTOR SHALL REMOVE ALL RUBBISH, DIRT AND STAINS CAUSED BY HIS WORK AND SHALL THOROUGHLY CLEAN ALL EQUIPMENT, FIXTURES, PIPING, ETC.

7. TOUCH UP OR REFINISH THE FACTORY FINISH OR EQUIPMENT MARRED DURING SHIPMENT OR INSTALLATION.

**SECTION 260100: ELECTRICAL EQUIPMENT AND MATERIALS**

**PART I - GENERAL - NOT APPLICABLE:**

**PART II - MATERIALS:**

1. ALL ELECTRICAL EQUIPMENT SHALL BE SPECIFICATION GRADE AND UL APPROVED UNLESS SPECIFIED OTHERWISE.

2. WIRING DEVICES SHALL MEET NEMA PERFORMANCE STANDARDS WD-2 AND WD-6, ANSI AND UL 498 AND COMPLY WITH FEDERAL SPECIFICATION WC-596. MINIMUM SIZE OF OUTLET BOXES SHALL BE 4" TRADE.

3. ALL CONDUCTORS SHALL BE COPPER, 600-VOLT, THHN; #12 MINIMUM SIZE. ALUMINUM WIRE SHALL NOT BE PERMITTED.

4. CONDUIT AND TUBING:

RIGID STEEL CONDUIT: ANSI C80.1.

ELECTRICAL METALLIC TUBING AND FITTINGS: ANSI C80.3 WITH SET-SCREW OR COMPRESSION-TYPE FITTINGS.

FLEXIBLE METAL CONDUIT: ZINC-COATED STEEL.

LIQUIDTIGHT FLEXIBLE METAL CONDUIT: FLEXIBLE STEEL CONDUIT WITH PVC JACKET.

FITTINGS: NEMA FB 1, COMPATIBLE WITH CONDUIT/TUBING MATERIALS.

ELECTRICAL NONMETALLIC TUBING (ENT): NEMA TC 13.

RIGID NONMETALLIC CONDUIT (RNC): NEMA TC 2, SCHEDULE 40 PVC.

PVC CONDUIT AND TUBING FITTINGS: NEMA TC 3; MATCH TO CONDUIT OR CONDUIT/TUBING TYPE AND MATERIAL.

5. PANELBOARDS SHALL HAVE BUS RATING AND A.I.C. RATING GREATER THAN FAULT CURRENT VALUE AT POINT OF APPLICATION.

6. CIRCUIT BREAKERS USED FOR LIGHT SWITCHING SHALL BE UL LISTED "SWITCHING DUTY BREAKERS".



7. SWITCHES AND RECEPTACLES SHALL BE HUBBELL, LEVITON OR EAGLE WITH HUBBELL NUMBERS USED TO SPECIFY TYPES REQUIRED. SWITCHES SHALL BE IVORY COLOR, 20 AMP 120/277 VOLT A.C. RATED-SINGLE POLE SWITCHES SHALL BE #1221 AND 3-WAY SWITCHES SHALL BE #1223. RECEPTACLES SHALL BE IVORY COLOR 20 AMP GROUNDING TYPE #5362. WALL PLATES SHALL BE IVORY COLORED. (UNLESS OTHERWISE NOTED.)

8. FUSES SHALL BE BUSSMAN "LOW-PEAK" DUAL ELEMENT, CLASS RK1.

9. LIGHT FIXTURES: REFER TO LIGHT FIXTURE SCHEDULE FOR LIST OF LIGHT FIXTURES.

**PART III - EXECUTION:**

1. GROUNDING SHALL COMPLY WITH THE CODE AND REQUIREMENTS OF THE POWER COMPANY SERVING.

2. ALL ITEMS OF ELECTRICAL EQUIPMENT ASSOCIATED WITH THE CONTROL OF ELECTRICAL APPARATUS SHALL BE IDENTIFIED WITH ENGRAVED PHENOLIC NAMEPLATES.

3. AT THE COMPLETION OF THE WORK, THIS CONTRACTOR SHALL REMOVE ALL RUBBISH, DIRT AND STAINS CAUSED BY HIS WORK AND SHALL THOROUGHLY CLEAN ALL EQUIPMENT, FIXTURES, PIPING, ETC.

4. ALL 120V 20A LIGHTING AND RECEPTACLE CIRCUITS REQUIRING MORE THAN 100' OF CONDUCTORS (ONE-WAY) SHALL BE #10 CONDUCTORS.

5. ALL ELECTRICAL WIRING MUST BE RUN IN CONDUIT APPLIED AS FOLLOWS:

A. MINIMUM CONDUIT SIZE: 1/2"

B. UNDERGROUND: RIGID NON-METALLIC CONDUIT AND FITTINGS.

C. EXTERIOR AND INTERIOR WHERE EXPOSED TO DAMAGE: RIGID METALLIC CONDUIT AND FITTINGS.

D. INTERIOR EXCEPT AS OTHERWISE NOTED: ELECTRICAL METALLIC TUBING AND FITTINGS.

E. EXTERIOR CONNECTION TO VIBRATING EQUIPMENT: LIQUIDTIGHT FLEXIBLE METAL CONDUIT AND FITTINGS.

F. INTERIOR CONNECTION TO VIBRATING EQUIPMENT AND LIGHT FIXTURES: FLEXIBLE METAL CONDUIT AND FITTINGS.

6. NO CONDUITS ARE TO BE RUN IN OR SUPPORTED BY DUCTWORK. A PULL WIRE SHALL BE INSTALLED IN ALL EMPTY CONDUITS.

7. ALL CONDUITS THROUGH ROOF SHALL PENETRATE ROOF USING PROPER APPROVED ROOF FLASHING.

8. FLEXIBLE CONDUIT CAN ONLY BE USED FOR SHORT FINAL CONNECTIONS TO INTERIOR LIGHTING FIXTURES AND EQUIPMENT.

9. ALL ELECTRICAL EQUIPMENT AND CONDUIT EXPOSED TO WEATHER SHALL BE WEATHERPROOF.

10. PROVIDE TYPEWRITTEN INDEX CARDS FOR ALL PANELS.

11. PROVIDE ALL ELECTRICAL PANELS, DISCONNECT SWITCHES AND TIME CLOCKS WITH 1/2" LAMINATED PLASTIC NAMEPLATE.

12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROPERLY BALANCING ALL BRANCH CIRCUITS AMONG THE PHASES OF THE SYSTEM.

13. TELEPHONE AND DATA OUTLETS SHALL INCLUDE SINGLE-GANG BOX WITH 3/4" EMPTY CONDUIT ROUTED TO ABOVE ACCESSIBLE CEILING. FACE PLATES, WIRING AND CONNECTIONS BY OTHERS

14. BEFORE COVERING OR CONCEALMENT, THE CONTRACTOR SHALL TEST HIS WIRING SYSTEMS AS REQUIRED BY APPLICABLE CODES OR REGULATIONS OR WHERE NONE SUCH EXIST, AS REQUIRED BY THE ARCHITECT.

15. INSTALL DEVICES AT THE FOLLOWING CENTER LINE HEIGHTS UNLESS OTHERWISE INDICATED:

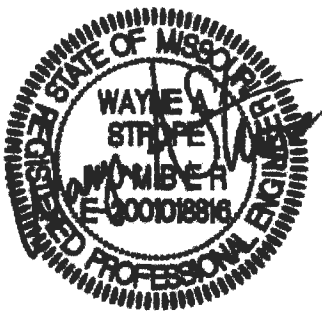
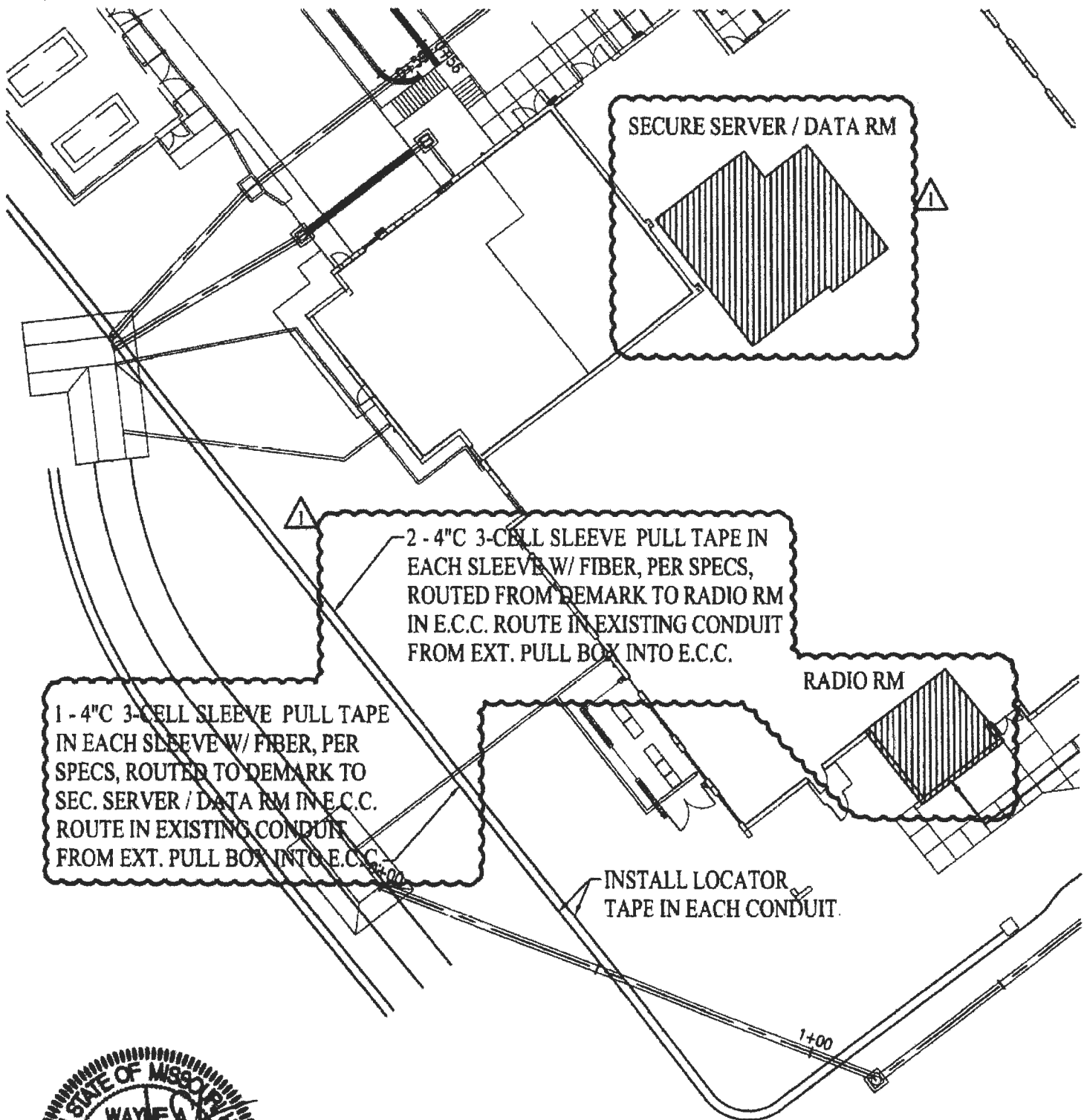
RECEPTACLES - 18" A.F.F.

SWITCHES - 48" A.F.F.

WALL PHONES - 60" A.F.F.

PHONE/DATA - 18" A.F.F.

DEVICES ABOVE COUNTERTOPS - 6" ABOVE COUNTERTOP OR AS OTHERWISE INDICATED.



EXPIRES 12-31-19



# 01 SITE PLAN

SCALE: 1"=30'-0"

**MMEA**  
ENGINEERS

MEMPHIS ENGINEERING  
ALLIANCE, INC.  
215 N. MAIN ST.  
MEMPHIS, TN 38102  
901-525-1234

REV NO.



DATE/REASON:

7/11/19  
ADDENDUM #1

**BOONE COUNTY, MISSOURI**  
**SUPPORT SERVICES BUILDINGS**  
ECC/BCSD CAMPUS  
2145/2111 EAST COUNTY DRIVE

DATE ISSUED:  
06-03-19



**ME1-1**

PROJECT NO.  
18003





## BOONE COUNTY, MISSOURI

### Request for Bid #: 35-18JUL19 – Construction of Boone County Support Services Building

#### ADDENDUM #4 - Issued July 16, 2019

This addendum is issued in accordance with the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Bid Response.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

#### Questions:

1. Per Soils report it makes reference to 3 to 8' of under cutting for removing undocumented fill in the future building pad area. Will this removal and replace be based on unit prices after the area is stripped and evaluated for unsuitable subgrade before suitable material is imported to make building pad subgrade.  
Answer: The Contractor should assume removal and replacement of undocumented fill of 500 cubic yards in the base bid. All other adjustments will be based on unit pricing as documented in the project manual.

#### Civil Drawings:

1. Grading and Erosion Control to modify existing dam and spillway as shown on attached sheet A4-1.
2. Installation of Turf Reinforcement Mat (Propex Landlok or equivalent) at the location shown on sheet A4-2.
3. Modification of the existing Pond Outlet Structure Orifice per the detail on sheet A4-3.
4. The Site Concrete Joint Locations as approved by Resource Management are shown on sheet A4-

By: \_\_\_\_\_

*Melinda Bobbitt*  
Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing

OFFEROR has examined **Addendum #4** to Request for Proposal# **35-18JUL19 – Construction of Boone County Support Services Building** receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

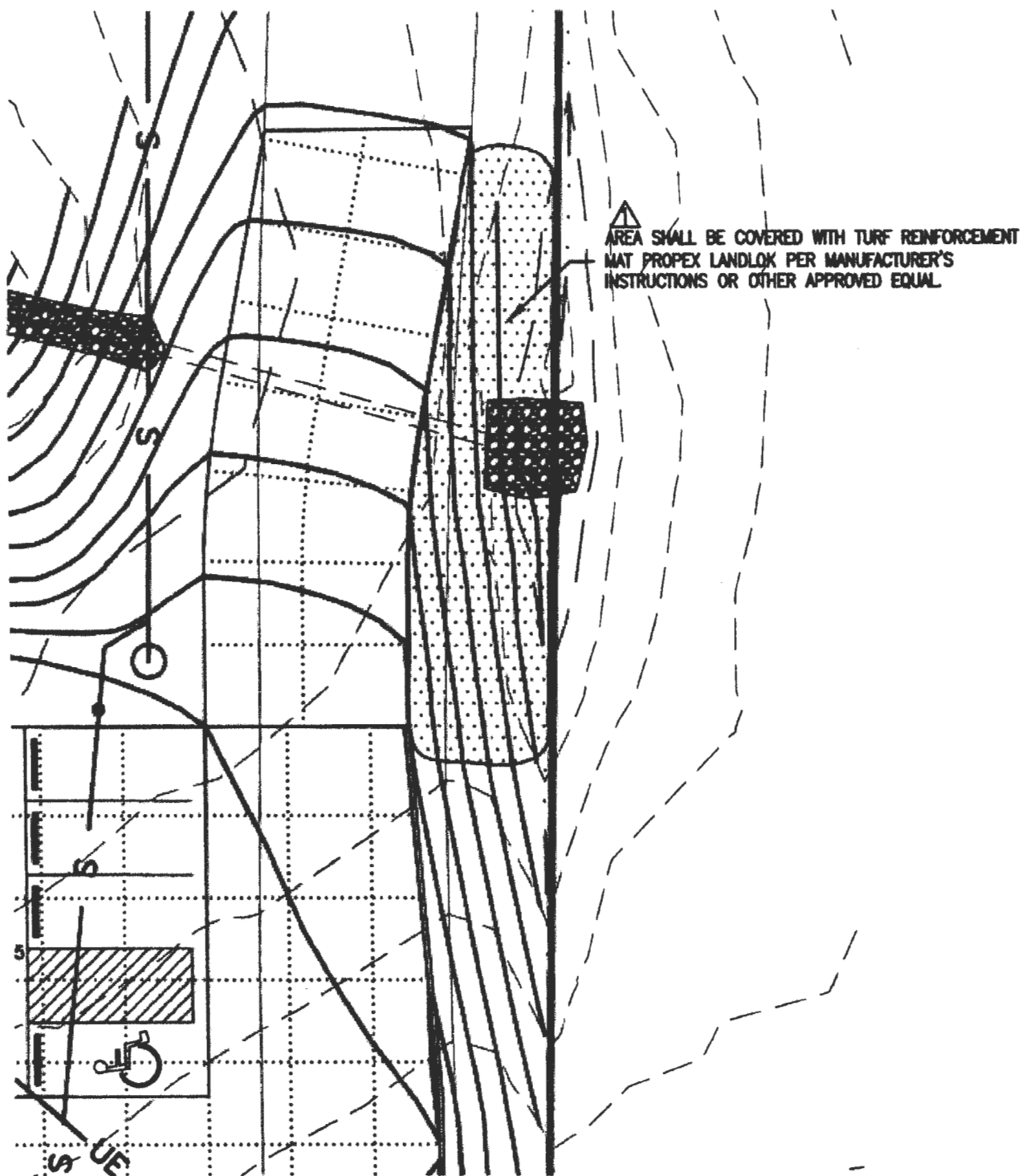
Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_



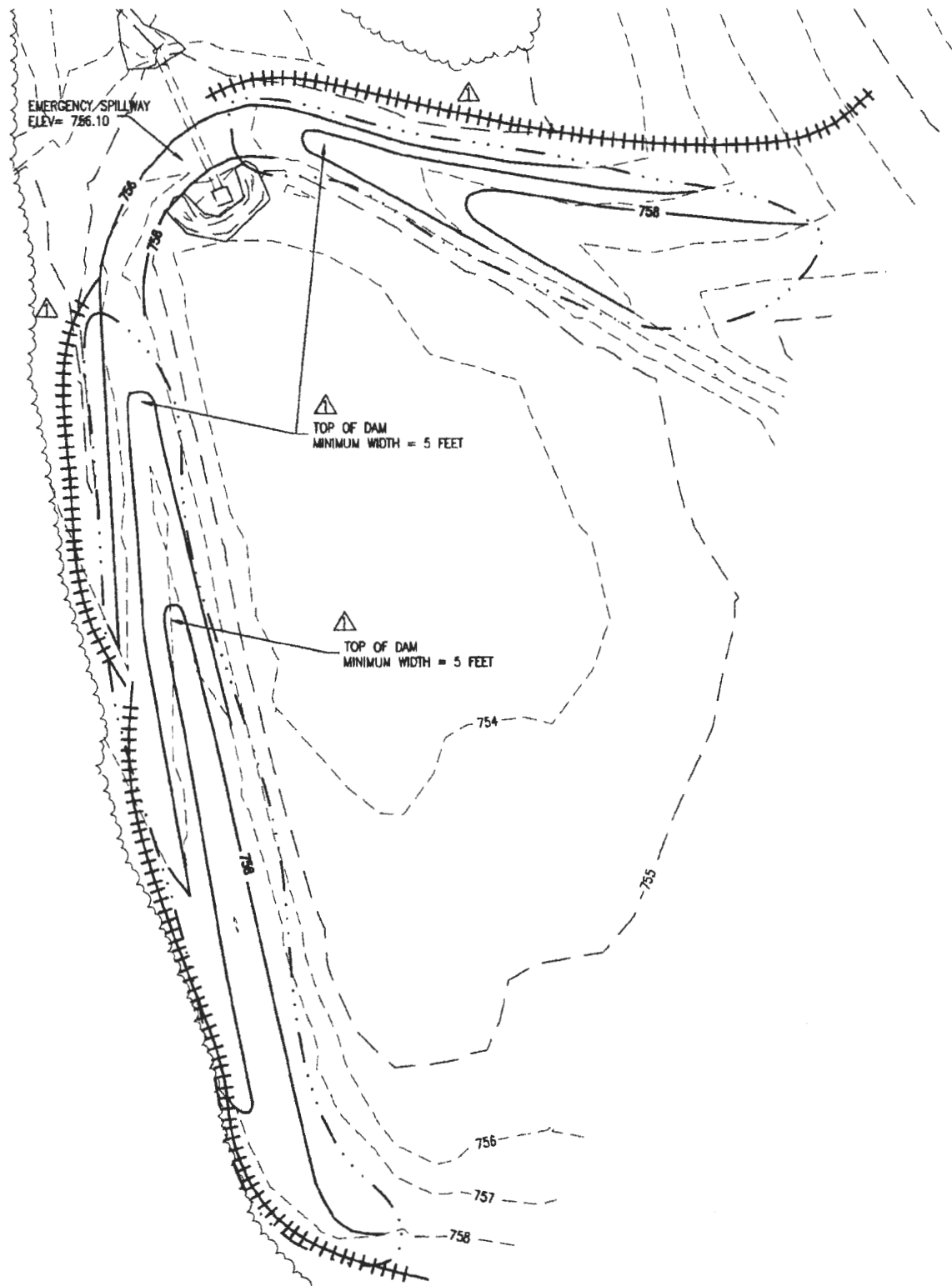
**ALLSTATE  
CONSULTANTS**

3312 LEMONE INDUSTRIAL BLVD.  
COLUMBIA, MO 65201  
(573) 875-8799  
allstateconsultants.net

# SHEET A4-2

## TURF REINFORCEMENT MAT

### BOONE COUNTY SUPPORT SERVICES BUILDING



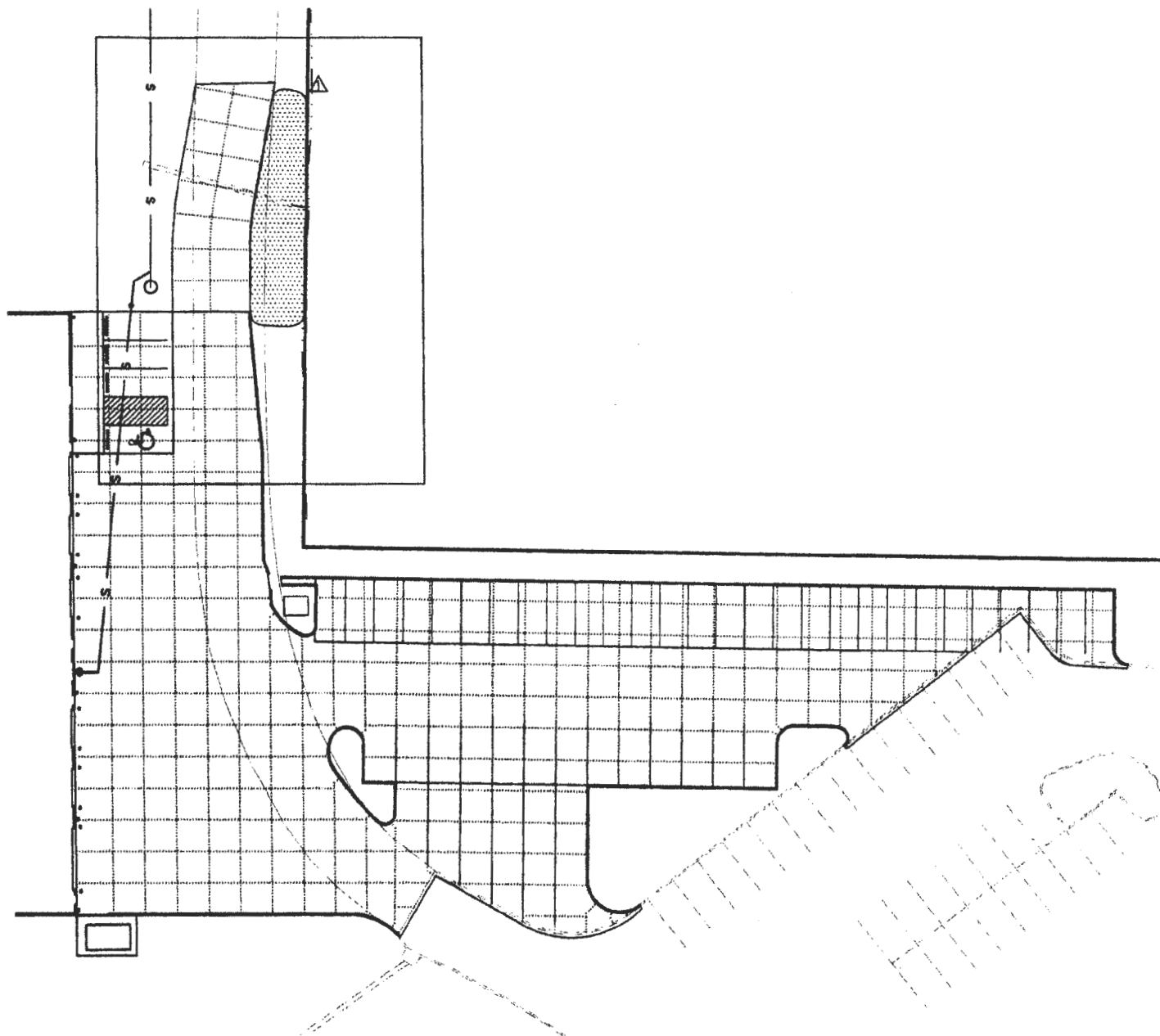
**ALLSTATE  
CONSULTANTS**

3312 LEMONE INDUSTRIAL BLVD.  
COLUMBIA, MO 65201  
(573) 875-8799  
allstateconsultants.net

## SHEET A4-1

### DAM MODIFICATION MODIFICATION

### BOONE COUNTY SUPPORT SERVICES BUILDING



**ALLSTATE  
CONSULTANTS**

3312 LEMONE INDUSTRIAL BLVD.  
COLUMBIA, MO 65201  
(573) 875-8799  
allstateconsultants.net

**SHEET A4-4**  
**CONCRETE JOINT LOCATIONS**  
**BOONE COUNTY SUPPORT SERVICES BUILDING**

## BID RESPONSE

TO: COUNTY OF BOONE, MISSOURI

**SUBJECT: Construction of Boone County Support Services Building**

**Bid No.: 35-18JUL19**

THE UNDERSIGNED BIDDER, having examined all specifications, and other proposed contract documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by this proposal; (b) the location, arrangement, and specified requirements of the proposed work; (c) local conditions relative to labor, transportation, hauling, and delivery facilities; and (d) all other factors and conditions affecting or which may be affected by the work.

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools, and plant; to perform all necessary labor and supervision; and to install, erect, equip, and complete all work stipulated in, required by, and in accordance with the proposed contract documents, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein. All prices stated herein are firm.

### **SECTION I**

THE UNDERSIGNED BIDDER UNDERSTANDS that the specifications, contract, and bond governing the construction of the work contemplated are those known and designated as the **Construction of Boone County Support Services Building** together with the Drawings and Specifications attached to this proposal.

THE UNDERSIGNED BIDDER UNDERSTANDS that the quantities given in the following itemized proposal are not guaranteed by the Owner, but are used for the purpose of comparing bids and awarding the Contract, and may or may not represent the actual quantities encountered on the job; and that the sum of the products of the quantities listed in the following itemized proposal, multiplied by the unit price bid shall all constitute the gross sum bid.

THE UNDERSIGNED BIDDER submits the following itemized proposal and hereby authorizes County Purchasing to correct any multiplication of "Unit Price" by "Quantity" as shown under "Extended Total". If there is a discrepancy between the "Unit Price" and the "Extended Total" the "Unit Price" shall govern.

### **SECTION II**

The Bidder hereby agrees to complete the work on the **Boone County Support Services Building** herein specified before the completion date and to allow a deduction of \$250.00 dollars per working day from the final payment as liquidated damages for each day that completion is delayed beyond the specified completion date. Time is of the essence of this contract. Bidder agrees that if they fail to finally and fully complete the work within the time allowed they will be in breach of the Contract Agreement which shall entitle the County to collect **liquidated damages** from the Contractor and/or the Contractor's Surety in the amount specified under liquidated damages in the Notice to Bidders for each day that completion is delayed beyond the specified completion date. Bidder further authorizes said damages to be reduced from any final payment on the Project.

### **SECTION III**

Acknowledgment of receipt of any and all Addenda, if applicable, shall be included with the bid documents at the time of the submittal to Boone County for consideration.

**SECTION IV**

The undersigned agrees and understands that the County has the right to reject any and all bids, to waive informalities or other requirements for its benefit, and to accept such proposal as it deems to its best interest.

**SECTION V**

If this proposal is accepted, the undersigned hereby agrees that work will begin no later than the date specified in the Notice to Proceed and will be diligently prosecuted at such a rate and in such manner as is necessary for the completion of the work herein specified before the completion date.

The Contractor further agrees that, should he fail to complete work in the time specified or such additional time as may be allowed by the Owner under this Contract, the amount of liquidated damages to be recovered on this project shall be in accordance with Section II of the Bid Response.

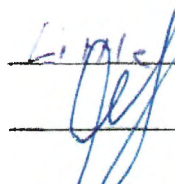
Accompanying this proposal is a certified check, treasurer's check or cashier's check, or a Bidder's bond payable to the Owner for five percent of AMOUNT OF THE BASE BID. If this proposal is accepted and the undersigned fails to execute the Contract and furnish a contract bond as required, then the proposal guaranty shall be forfeited to the Owner.

In compliance with this Request for Bid and subject to all the conditions thereof, the bidder agrees to furnish the services/equipment/supplies requested and proposed and certifies they have read, understands, and agrees to all terms, conditions, and requirements of this bid and is authorized to contract on behalf of the firm named below. Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses DocuSign for electronic signature of contract and for making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.

Firm Name:

Little Dixie Construction

By:



(Signature)

John L. States

(Print or Type Name)

Title:

Member

Address:

1431 Cinnamon LN Suite 209

City, State, Zip:

Columbia, MO 65201

Phone:

(573) 449-7200

Fax:

(573) 449-7300

E-mail:

JLSTATES@LDCONST.COM

Date:

7/18/2019

Bond No. 674207819

**PERFORMANCE BOND**

KNOW ALL PERSONS BY THESE PRESENTS, that we,

Little Dixie Construction, LLC1431 Cinnamon Hill Lane, Ste 209, Columbia, MO 65201as Principal, hereinafter called Contractor, and Liberty Mutual Insurance Company

a Corporation, organized under the laws of the State of Massachusetts  
and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety,  
are held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called  
Owner, in the amount of One Million Nine Hundred Ninety Thousand Seven Hundred Seven and 00/100 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 \_\_\_\_\_ entered into a  
Contract with Owner for:

**CONTRACT NUMBER 35-18JUL19  
Boone County Support Services Building  
BOONE COUNTY, MISSOURI**

in accordance with the specifications and/or prepared by the County of Boone, 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, and shall faithfully perform the prevailing  
hourly wages and comply with all prevailing wage requirements as provided by such Contract and  
applicable prevailing wage laws, rules, and rates specified by regulation thereunder, 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 Owner.

Whenever Contractor shall be, and declared by Owner to be, in default under the Contract, the  
Owner having performed Owner'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 for submission to Owner for completing the Contract in accordance with its terms  
and conditions, and upon determination by Owner and Surety of the lowest responsible bidder,  
arrange for a Contract between such bidder and Owner, and make available as work progresses  
(even though there should be a default of a succession of defaults under the Contract or Contracts  
of completion arranged under this paragraph) sufficient fund 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 the total amount payable by  
Owner to Contractor under the Contract and any amendments thereto, less the amount properly  
paid by Owner to Contractor.

**An Affirmative Action/Equal Opportunity Institution**



Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of owner.

IN TESTIMONY WHEREOF, the Contractor has hereunto set his hand and the Surety has caused these presents to be executed in its name, and its corporate seal to be affixed by its Attorney-In-Fact at Naught-Naught Agency, Columbia, MO, on this 25th day of July, 20 19.

Little Dixie Construction, LLC  
(Contractor)

(SEAL)

BY:

Liberty Mutual Insurance Company  
(Surety Company)

(SEAL)

BY:

Teresa Stephenson (Attorney-In-Fact)

BY:

Megan Shiveley  
Megan Shiveley (Missouri Representative)

(Accompany this bond with Attorney-In-Fact's authority from the Surety Company certified to include the date of this bond.)

Surety Contact Name: Barry Mcgee

Phone Number: (913)319-7011

Address: 8700 Indian Creek Pkwy, Ste 350  
Overland Park, KS 66210



Bond No. 674207819

**LABOR AND MATERIAL PAYMENT BOND**

KNOW ALL PERSONS BY THESE PRESENTS, that we, Little Dixie Construction, LLC  
1431 Cinnamon Hill Lane, Ste 209, Columbia, MO 65201,  
as Principal, hereinafter called Contractor, and Liberty Mutual Insurance Company

a corporation organized under the laws of the State of Massachusetts, and  
authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety, are  
held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called Owner,  
for the use and benefit of claimants as herein below defined, in the amount of

One Million Nine Hundred Ninety Thousand Seven Hundred Seven and 00/100DOLLARS

(\$ 1,990,707.00 ), 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 \_\_\_\_\_ entered  
into a contract with Owner for

**CONTRACT NUMBER 35-18JUL19**  
**Boone County Support Services Building**  
**BOONE COUNTY, MISSOURI**

in accordance with specifications and/or plans prepared by the County of Boone 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 the Contractor  
shall promptly make payments to all claimants as hereinafter defined, for all labor and material  
used or reasonably required for use in the performance of the Contract, then this obligation shall  
be void; otherwise, it shall remain in full force and effect, subject, however, to the following  
conditions.

- A. A claimant is defined as one having a direct contract with the Contractor or with a subcontractor of the Contractor for labor, material, or both, used or reasonably required for use in the performance of the Contract; labor and material being construed to include the part of water, gas, power, light, heat, oil, gasoline, telephone service, rental, or equipment directly applicable to the Contract.
- B. The above named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. The owner shall not be liable for the payment of any costs or expenses of any such suit.
- C. No suit or action shall be commenced hereunder by any claimant:

**An Affirmative Action/Equal Opportunity Institution**

1. Unless claimant, other than one having a direct contact with the Contractor, shall have given written notice to any two of the following: the Contractor, the Owner, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Contractor, Owner, or Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer.
  2. After the expiration of one (1) year following the date on which Contractor ceased work on said contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.
  3. Other than in a state court of competent jurisdiction in and for the county or other political subdivision of the state in which the project, or any part thereof, is situated or in the United States District Court for the district in which the project, or any part thereof, is situated, and not elsewhere.
- D. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of Mechanic's Liens which may be filed on record against said improvement, whether or not claim for the amount of such lien be presented under or against this bond.

IN TESTIMONY WHEREOF, the Contractor has hereunto set their hand and the Surety caused these present to be executed in its name and its corporate seal to be affixed by its Attorney-In-Fact at Naught-Naught Agency, Columbia MO on this 25th day of July 20 19.

CONTRACTOR Little Dixie Construction, LLC (SEAL)

BY: John L. Stiles

SURETY COMPANY Liberty Mutual Insurance Company

BY: Teresa Stephenson (Attorney-In-Fact)

BY: Megan Shiveley  
Megan Shiveley (Missouri Representative)

(Accompany this bond with Attorney-In-Fact's authority from the Surety Company certified to include the date of this bond. Include Surety's address and contact name with phone number)

Surety Contact Name: Barry McGee

Phone Number: (913)319-7011

Address: 8700 Indian Creek Pkwy, Ste 350  
Overland Park, KS 66210

**An Affirmative Action/Equal Opportunity Institution**



**Liberty  
Mutual**  
SURETY

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No. **8197160**

## POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint:

Timothy P. Eastin, Bethany Eaton, Barb Henderson, Harry D. Naught, Thomas S. Naught, Richard L. Naught, Sarah Naught-Bargfrede, Cheryl Schaller, Teresa M. Stephenson, Tracie Zacha

all of the city of Columbia state of MO each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 22nd day of October, 2018.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By:

*David M. Carey*  
David M. Carey, Assistant Secretary

State of PENNSYLVANIA  
County of MONTGOMERY ss

On this 22nd day of October, 2018 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By:

*Teresa Pastella*  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows.

### ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 25th day of July, 2019.



By:

*Renee C. Llewellyn*  
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



LITL12

OP ID: MS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Naught-Naught/Columbia, MO 3928 S Providence Columbia, MO 65203 Eric Kaup	<b>CONTACT NAME:</b> Naught Naught Commercial Team <b>PHONE (A/C, No, Ext):</b> 573-874-3102 <b>FAX (A/C, No):</b> 866-779-8102 <b>E-MAIL ADDRESS:</b> clicertificate@naught-naught.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> The Travelers Companies <b>NAIC #</b> 423830 <b>INSURER B:</b> Travelers Indemnity Co. of Mo. <b>INSURER C:</b> Cincinnati Insurance Company <b>10677</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Little Dixie Construction, LLC 1431 Cinnamon Hill Ln, Ste 209 Columbia, MO 65201	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Bklt Addl Insured</b> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y Y	DT-CO-7H89610	11/29/2018	11/29/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y Y	0L895441 810	11/29/2018	11/29/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y Y	7H623213 CUP	11/29/2018	11/29/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	8J075479 UB	11/29/2018	11/29/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
C	<b>Builders Risk</b>		PENDING	07/26/2019	07/26/2020	Limit 1,990,707 Deduct 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Contract #35-18JUL19: Boone County Support Services Building  
County of Boone, Missouri is additional insured with respects to general liability and auto liability. Waiver of subrogation applies where permissible by law. 30 day notice of cancellation endorsed according to policy terms and conditions. Umbrella follows form.

## CERTIFICATE HOLDER

## CANCELLATION

<b>COUNTY1</b>  County of Boone, Missouri C/O Purchasing Department 613 E. Ash Street Columbia, MO 65201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
---	--



PROFESSIONAL CORPORATION

11000 W. 10th Avenue, Suite 100  
Denver, Colorado 80202

Telephone: (303) 733-1100

11000 W. 10th Avenue, Suite 100  
Denver, Colorado 80202  
Telephone: (303) 733-1100

11000 W. 10th Avenue, Suite 100  
Denver, Colorado 80202  
Telephone: (303) 733-1100

11000 W. 10th Avenue, Suite 100  
Denver, Colorado 80202  
Telephone: (303) 733-1100

11000 W. 10th Avenue, Suite 100  
Denver, Colorado 80202  
Telephone: (303) 733-1100

11000 W. 10th Avenue, Suite 100  
Denver, Colorado 80202  
Telephone: (303) 733-1100

PROFESSIONAL CORPORATION

11000 W. 10th Avenue, Suite 100

**CERTIFICATION PAGE**

**Project Title**                      **BOONE COUNTY SUPPORT SERVICES BUILDING**  
**Bid Number: 35-18JUL19**

**PWA # 201823**

The following drawings and specifications have been prepared by me or under my direct supervision:

**Drawings:****ARCHITECTURE**

G-001 COVER SHEET  
 G-002 SITE STAGING PLAN  
  
 A-101 FLOOR PLANS  
 A-201 BUILDING ELEVATIONS  
 A-301 BUILDING SECTIONS  
 A-302 ENLARGED SECTIONS AND DETAILS  
 A-601 WINDOW AND DOOR ELEVATIONS,  
       SECTIONS, AND DETAILS

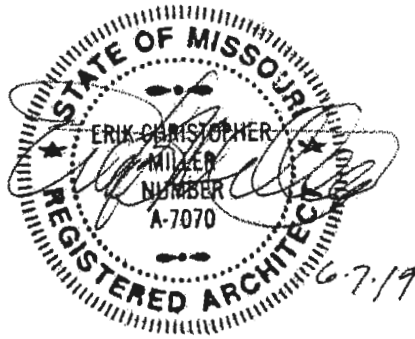
**Specifications:**

011000	Summary
012000	Price and Payment Procedures
012200	Unit Prices
013000	Administrative Requirements
013114	Facility Service Coordination
013216	Construction Progress Schedule
013553	Security Procedures
014000	Quality Requirements
014533	Code Required Special Inspections
015000	Temporary Facilities and Controls
015713	Temporary Erosion and Sediment Controls
016000	Product Requirements
017000	Execution Requirements
017800	Closeout Submittals
055000	Metal Fabrications
055100	Metal Stairs
061000	Rough Carpentry
061500	Wood Decking
064201	Interior Wood Panels
072100	Thermal Insulation
072119	Foamed-in-Place Insulation
079005	Joint Sealers
081133	Hollow Metal Doors & Frames
083600	Sectional Overhead Doors
087100	Door Hardware
088000	Glazing
090561	Common Work Results for Flooring Preparation
092116	Gypsum Board Assemblies
095100	Acoustical Ceilings
096500	Resilient Flooring
096813	Tile Carpeting
099000	Painting and Coating
101425	Identifying Devices
102800	Toilet, Bath and Laundry Accessories
104400	Fire Protection Specialties
133419	Metal Building Systems
329200	Landscaping

Boone County Support Services Building  
 Bid No.35-18JUL19

PWA 201823

00 0100-1  
 ARCHITECTURAL  
 CERTIFICATION PAGE



**Name and license: Erik Christopher Miller #A-7070**

AS THE PROFESSIONAL WHOSE SIGNATURE AND PERSONAL SEAL APPEAR HERewith, I AFFIRM THAT THESE DOCUMENTS LISTED ABOVE WERE PREPARED BY ME, OR UNDER MY SUPERVISION, AND DISCLAIM (PURSUANT TO SECTION 327.411 RSMO) ANY RESPONSIBILITY FOR ALL OTHER PLANS, SPECIFICATIONS, ESTIMATES, REPORTS, OR OTHER DOCUMENTS OR INSTRUMENTS NOT SEALED BY ME AND WHICH RELATE TO OR ARE INTENDED TO BE USED FOR ANY PART OR PARTS OF THE PROJECT. THIS STATEMENT APPLIES TO ALL DOCUMENTS LISTED ABOVE AND ANY ADDENDA ISSUED TO THE ABOVE.

**CERTIFICATION PAGE**

**Project Title**                    **BOONE COUNTY SUPPORT SERVICES BUILDING**  
**Bid Number: 35-18JUL19**

**PWA # 201823**

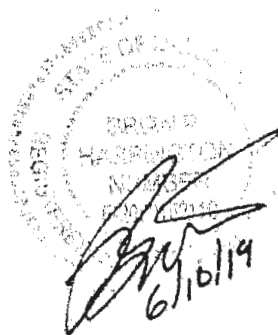
The following drawings and specifications have been prepared by me or under my direct supervision:

**Drawings:****CIVIL**

C-1    COVER SHEET  
C-2    OVERALL SITE UTILITIES PLAN  
C-3    SITE PLAN AND LANDSCAPE PLAN  
C-4    GRADING PLAN  
C-5    STORM SEWER PLAN  
C-6    DETAILS  
C-7    DETAILS  
C-8    DETAILS  
C-9    DETAILS

**Specifications:**

312200    Grading  
321313    Concrete Paving  
321713    Parking Bumpers  
330513    Manholes and Structures  
333111    Site Sanitary Utility Sewerage Piping  
334111    Site Storm Utility Drainage Piping

A circular professional seal for the State of Missouri, Department of Transportation, is partially visible. Overlaid on the seal is a handwritten signature in black ink. Below the signature, the date "6/10/19" is handwritten.

**Name and license: Brian P. Harrington E-2000162110**

AS THE PROFESSIONAL WHOSE SIGNATURE AND PERSONAL SEAL APPEAR HERewith, I AFFIRM THAT THESE DOCUMENTS LISTED ABOVE WERE PREPARED BY ME, OR UNDER MY SUPERVISION, AND DISCLAIM (PURSUANT TO SECTION 327.411 RSMO) ANY RESPONSIBILITY FOR ALL OTHER PLANS, SPECIFICATIONS, ESTIMATES, REPORTS, OR OTHER DOCUMENTS OR INSTRUMENTS NOT SEALED BY ME AND WHICH RELATE TO OR ARE INTENDED TO BE USED FOR ANY PART OR PARTS OF THE PROJECT. THIS STATEMENT APPLIES TO ALL DOCUMENTS LISTED ABOVE AND ANY ADDENDA ISSUED TO THE ABOVE.



## CERTIFICATION PAGE

**Project Title**                      **BOONE COUNTY SUPPORT SERVICES BUILDING**  
**Bid Number: 35-18JUL19**

**PWA # 201823**

---

The following drawings and specifications have been prepared by me or under my direct supervision:

**Drawings:**

**Specifications:**

**MECHANICAL/ELECTRICAL/PLUMBING**

Specifications are located on Drawings

ME1    MEP SITE PLAN  
M1.1   HVAC FLOOR PLAN  
M2.1   PLUMBING FLOOR PLAN  
M3.1   MECHANICAL DETAILS  
M3.2   RISER DIAGRAMS  
M4.1   MECHANICAL SCHEDULES  
  
E1.1   LIGHTING FLOOR PLAN  
E2.1   POWER FLOOR PLAN  
E2.2   DATA & COMMUNICATION FLOOR PLAN  
E2.3   COMMUNICATIONS AND FIRE ALARM  
      SPECS  
E3.1   ELECTRICAL DETAILS  
E4.1   ELECTRICAL SCHEDULES  
  
FA1.1   FIRE PROTECTION SPECS  
FA1.2   FIRE ALARM/PROTECTION FLOOR  
      PLANS



*Wayne A Strobe 6-7-19*

**Name and license: Wayne A. Strobe E-2001018816**

---

AS THE PROFESSIONAL WHOSE SIGNATURE AND PERSONAL SEAL APPEAR HERewith, I AFFIRM THAT THESE DOCUMENTS LISTED ABOVE WERE PREPARED BY ME, OR UNDER MY SUPERVISION, AND DISCLAIM (PURSUANT TO SECTION 327.411 RSMO) ANY RESPONSIBILITY FOR ALL OTHER PLANS, SPECIFICATIONS, ESTIMATES, REPORTS, OR OTHER DOCUMENTS OR INSTRUMENTS NOT SEALED BY ME AND WHICH RELATE TO OR ARE INTENDED TO BE USED FOR ANY PART OR PARTS OF THE PROJECT. THIS STATEMENT APPLIES TO ALL DOCUMENTS LISTED ABOVE AND ANY ADDENDA ISSUED TO THE ABOVE.

## CERTIFICATION PAGE

**Project Title**                      **BOONE COUNTY SUPPORT SERVICES BUILDING**  
**Bid Number: 35-18JUL19**

**PWA # 201823**

---

The following drawings and specifications have been prepared by me or under my direct supervision:

**Drawings:**

**STRUCTURAL**

S100    GENERAL STRUCTURAL DATA  
S200    FOUNDATION PLAN  
S210    FOUNDATION DETAILS  
S211    FOUNDATION DETAILS  
S300    FRAMING PLAN  
S310    FRAMING DETAILS

**Specifications:**

Specifications on the Drawings



A circular professional engineer seal for Gregory L. Linneman, State of Missouri, License Number E-2005001013. The seal is stamped over a handwritten signature. To the right of the seal, the date "6/10/19" is handwritten.

**Name and license: Gregory L. Linneman-PE E-2005001013**

AS THE PROFESSIONAL WHOSE SIGNATURE AND PERSONAL SEAL APPEAR HERewith, I AFFIRM THAT THESE DOCUMENTS LISTED ABOVE WERE PREPARED BY ME, OR UNDER MY SUPERVISION, AND DISCLAIM (PURSUANT TO SECTION 327.411 RSMO) ANY RESPONSIBILITY FOR ALL OTHER PLANS, SPECIFICATIONS, ESTIMATES, REPORTS, OR OTHER DOCUMENTS OR INSTRUMENTS NOT SEALED BY ME AND WHICH RELATE TO OR ARE INTENDED TO BE USED FOR ANY PART OR PARTS OF THE PROJECT. THIS STATEMENT APPLIES TO ALL DOCUMENTS LISTED ABOVE AND ANY ADDENDA ISSUED TO THE ABOVE.

## TABLE OF CONTENTS

### Boone County Support Services Building Bid Number: 35-18JUL19

PWA Project No. 201823

**Sect.  
No.**

#### SECTION TITLE SECTION DESCRIPTION

#### **DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS**

00 0101	CERTIFICATIONS	ARCHITECTURAL 1/1-2 CIVIL 2/1 MEP 3/1 STRUCTURAL 4/1
00 0110	TABLE OF CONTENTS	1-3
00 1000	CONSTRUCTION FRONT END	1
	Index	2
	Notice to Bidders	3-4
	Instructions to Bidders	5-10
	Bid Response	11-12
	Bid Form	13-16
	Certification Regarding Debarment	17
	Work Authorization Certification	18-21
	Statement of Bidder's Qualifications	22
	Anti-Collusion Statement	23
	Signature and Identity of Bidder	24
	Bidder's Acknowledgement	25
	Insurance Requirements	26-27
	Contract Conditions	28-34
	Application for Criminal Background Check	35
	Sample Contract Agreement	36-39
	*Sample Performance Bond	40-41
	*Sample Labor and Material Payment Bond	42-43
	Affidavit-OSHA Requirements	44
	Affidavit-Prevailing Wage	45
	Affidavit-Contractor's Affidavit Regarding Settlement of Claims	46
	General Specifications	47-53
	State Wage Rates – Annual Wage Order #25	APPENDIX A – 54-68
	Boone County Standard Terms and Conditions	APPENDIX B – 69-70
	Project Plans and/or Details	APPENDIX C – 71
00 0115	LIST OF DRAWINGS	1-2
00 2219	REQUEST FOR CLARIFICATION	1
00 3123	INFORMATION AVAILABLE TO BIDDERS	1
	GEOTECHNICAL REPORT-ALLSTATE CONSULTANTS L.L.C.	1-34
00 4325	PRODUCT SUBSTITUTION REQUEST	1-3

#### **DIVISION 01 - GENERAL REQUIREMENTS**

01 1000	SUMMARY	1-2
01 2000	PRICE AND PAYMENT PROCEDURES	1-3

Boone County Support Services Building  
Bid No.35-18JUL19

PWA 201823

00 0110-1  
TABLE OF CONTENTS

01 2200	UNIT PRICES	1-2
01 3000	ADMINISTRATIVE REQUIREMENTS	1-4
01 3216	CONSTRUCTION PROGRESS SCHEDULE	1-3
01 3553	SECURITY PROCEDURES	1
01 4000	QUALITY REQUIREMENTS	1-5
01 4533	CODE REQUIRED SPECIAL INSPECTIONS	1-2
	REQUIRED SPECIAL INSPECTIONS FORM	1
01 5000	TEMPORARY FACILITIES AND CONTROLS	3
01 5713	TEMPORARY EROSION AND SEDIMENT CONTROL	1
	STORM WATER POLLUTION PREVENTION PLAN (SWPPP)	1-70
01 6000	PRODUCT REQUIREMENTS	1-3
01 7000	EXECUTION REQUIREMENTS	1-9
01 7800	CLOSEOUT SUBMITTALS	1-4

## **DIVISION 02 – 04 - Not Used**

## **DIVISION 05 - METALS**

05 5000	METAL FABRICATIONS	1-4
05 5100	METAL STAIRS	1-3

## **DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES**

06 1000	ROUGH CARPENTRY	1-2
06 1500	WOOD DECKING	1-2
06 4201	INTERIOR WOOD PANELS	1

## **DIVISION 07 - THERMAL AND MOISTURE PROTECTION**

07 2100	THERMAL INSULATION	1-2
07 2119	FOAMED-IN-PLACE INSULATION	1-2
07 9005	JOINT SEALERS	1-3

## **DIVISION 08 - OPENINGS**

08 1113	HOLLOW METAL DOORS AND FRAMES	1-3
08 3600	SECTIONAL OVERHEAD DOORS	1-3
08 7100	DOOR HARDWARE	1-5
08 8000	GLAZING	1-4

## **DIVISION 09 - FINISHES**

09-0561	COMMON WORK RESULTS FOR FLOORING PREPARATION	1-5
09 2116	GYPSUM BOARD ASSEMBLIES	1-3
09 5100	ACOUSTICAL CEILINGS	1-3
09 6500	RESILIENT FLOORING	1-2
09 6813	TILE CARPETING	1-3
09 9000	PAINTING AND COATING	1-5

## **DIVISION 10 - SPECIALTIES**

10 1425	IDENTIFYING DEVICES	1
10 2800	TOILET, BATH, AND LAUNDRY ACCESSORIES	1
10 4400	FIRE PROTECTION SPECIALTIES	1-2

**DIVISION 11 --- EQUIPMENT – Not Used**

**DIVISION 12 – FURNISHINGS – Not Used**

**DIVISION 13 - SPECIAL CONSTRUCTION**

13 3419 .....METAL BUILDING SYSTEMS..... 1-5

**DIVISION 14-30 --- Not Used**

**DIVISION 31 - EARTHWORK**

31 2200 .....GRADING ..... 1

**DIVISION 32 - EXTERIOR IMPROVEMENTS**

32 1313 .....CONCRETE PAVING ..... 1

32 1713 .....PARKING BUMPERS ..... 1

32 9200 .....LANDSCAPING ..... 1-6

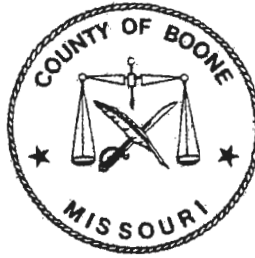
**DIVISION 33 - UTILITIES**

33 0513 .....MANHOLES AND STRUCTURES..... 1

33 3111 .....SITE SANITARY UTILITY SEWERAGE PIPING ..... 1

33 4111 .....SITE STORM UTILITY DRAINAGE PIPING ..... 1

**END OF SECTION**



## **Construction of Boone County Support Services Building**

---

**Bid Number: 35-18JUL19**

### **CONSTRUCTION FRONT END**

#### **BOONE COUNTY COMMISSION**

Daniel K. Atwill, Presiding Commissioner  
Fred Parry, District I Commissioner  
Janet Thompson, District II Commissioner

#### **PROJECT MANAGER**

Doug Coley  
Director of Facilities, Boone County  
613 E Ash St  
Columbia, MO  
Phone: (573)-886-4400 Fax: (573)-424-1633  
E-Mail: [dcoley@boonecountymo.org](mailto:dcoley@boonecountymo.org)

#### **ARCHITECT**

Erik Miller, AIA, CDT, Principal  
PWArchitects, Inc.  
2120 Forum Blvd. Suite 101  
Columbia, MO 65203  
Phone: (573) 449-2683 Fax: (573) 442-6213  
E-mail: [emiller@PWArchitects.com](mailto:emiller@PWArchitects.com) and [simsland@PWArchitects.com](mailto:simsland@PWArchitects.com)

#### **BOONE COUNTY PURCHASING**

Melinda Bobbitt, CPPO, Director of Purchasing  
613 East Ash Street, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

---

## INDEX - CONTRACT DOCUMENTS

Notice to Bidders .....	3-4
Instructions to Bidders .....	5-10
Bid Response .....	11-12
Bid Form .....	13-16
Certification Regarding Debarment .....	17
Work Authorization Certification .....	18-21
Statement of Bidder's Qualifications .....	22
Anti-Collusion Statement .....	23
Signature and Identity of Bidder .....	24
Bidder's Acknowledgement .....	25
Insurance Requirements .....	26-27
Contract Conditions .....	28-34
Application for Criminal Background Check .....	35
Sample Contract Agreement .....	36-39
*Sample Performance Bond .....	40-41
*Sample Labor and Material Payment Bond .....	42-43
Affidavit-OSHA Requirements .....	44
Affidavit-Prevailing Wage .....	45
Affidavit-Contractor's Affidavit Regarding Settlement of Claims .....	46
General Specifications .....	47-53
State Wage Rates – Annual Wage Order #25 .....	APPENDIX A – 54-68
Boone County Standard Terms and Conditions .....	APPENDIX B – 69-70
Project Plans and/or Details .....	APPENDIX C - 71

**\*For the successful awarded Contractor, Performance Bond and Labor and Material Payment Bond must be submitted on forms provided herein at the time of contract execution.**

## NOTICE TO BIDDERS

**Boone County, Missouri is accepting sealed bids for the following Project.**

**Project Name:**

**Construction of Boone County Support Services Building** located at the Boone County Public Safety Campus, 2111-2177 E County Drive, Columbia, MO 65202.

**Bid Number:**

**35-18JUL19**

**Scope of Project Construction:**

The Work generally consists of the construction of a building of approximately 11,750 square feet with mezzanines. Sitework consists of new parking, utility work and landscaping as indicated on the drawings and in the specifications. The building is primarily a pre-engineered steel structure with metal siding, metal roofing and accessories. The interior consists primarily of open structure, metal liner panels, painted gypsum board walls, and suspended ceilings with FRP wall finishes, finish flooring consists of carpet tile, sealed concrete and other materials. Mechanical, Electrical, Plumbing and specialized systems for Security and Communication are included to support the building and site.

**Pre-Bid Conferences:**

A pre-bid conference has been scheduled for **June 18, 2019 at 1:30 p.m.** in the Boone County Emergency Communications Center, 2145 E County Drive, Columbia, MO 65202 for the Base Building project.

The purpose of the meetings will be to address any questions or concerns regarding the bid. All Bidders are **STRONGLY ENCOURAGED** to attend the pre-bid conference. A site visit will immediately follow the conference at the Boone County Emergency Communications Center, 2145 E County Drive, Columbia, MO 65202.

**Bid Questions Deadline:**

All questions pertaining to the project must be received by **3:00 p.m. on July 10, 2019.** **Technical questions should be directed in writing to** Melinda Bobbitt [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org) and cc: Erik Miller [emiller@PWArchitects.com](mailto:emiller@PWArchitects.com), Shannen Imsland [simsland@PWArchitects.com](mailto:simsland@PWArchitects.com), and Doug Coley [dcoley@boonecountymo.org](mailto:dcoley@boonecountymo.org).

**All questions MUST be submitted in writing using the Request for Clarification form (Section 00 22 19) included in this bid package.**

**Bids Acceptance and Opening:**

Sealed bids will be accepted until **1:15 p.m. on July 18, 2019 at the Boone County Annex Building, Purchasing Department, 613 East Ash Street, Room 110, Columbia, Missouri 65201.** Bids received after the above specified time for acceptance will be returned to the sender unopened. Bids will be publicly opened after 1:30 p.m. on July 18, 2019 in the Boone



County Commission Chambers, Boone County Government Center, 801 East Walnut Street,  
Columbia, Missouri 65201.

**Anticipated Groundbreaking Date:**

There is no specific date set for completion however the Contractor is notified that the Owner would like the project constructed as soon as possible and that time of completion is a consideration for selection. The actual notice to proceed will be established by the successful bidder's proposed schedule and the break ground is generally established at the Pre-Construction Meeting.

**Bonds:**

- **Bid Bond or Certified Check (from Bidder):** 5% of the Base Bid
- **Performance and Labor & Material Payment Bond (from awarded Contractor):** each in the amount of full contract price.
- **Seeding and Erosion Control Performance Bond (per SWPPP) (from awarded Contractor).**

**Liquidated Damages:** \$250.00 per working day

**Plans and Specifications Available From:**

American Document Solutions, 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203, Phone (573) 446-7768. Paper copies are available for a non-refundable fee of \$200.00 for the Base Building Project payable to American Document Solutions in the form of a check or money order. Shipping costs are the responsibility of the purchaser. A planholder's list is available for viewing at <https://www.adsplanroom.net/>.

Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, time required for completion, or for any other reason deemed by the County to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County also reserves the right to reject any and all bids or waive informalities or irregularities.

Not less than the prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under this Contract. The Contractor's bond shall include such provisions as will guarantee the faithful performance of the prevailing hourly wage rate as provided by the Contract.

Boone County notifies all Bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award. The Bidder will ensure that Disadvantage Business Enterprises will have the opportunity to participate in the performance of this contract or any subcontracts.

Proposals must be on forms provided and all unit price bids, extensions, and totals provided thereon shall be completed fully.

## INSTRUCTIONS TO BIDDERS

The purpose of the attached specifications is to give detailed information on the conditions under which the Project will be constructed, Scope of Contract, quality of material and equipment required, standards used in determining its acceptability, and similar data. Each Bidder shall carefully check all requirements herein set forth and shall offer material and construction which fully complies with these requirements.

All bids shall be submitted on the bid forms hereto attached. All Addenda must be acknowledged on Bid Form and should be signed and attached to the Bid Form. Addenda are considered a part of the contract. Bidders shall furnish all information requested herein by filling in the blanks in the submitted copy of these specifications.

Bidders shall visit the site of the work and become familiar with the condition under which the work is to be performed, concerning the site of the work, the nature of the equipment, the obstacles which may be encountered, the work to be performed, and if awarded the Contract, shall not be allowed any extra compensation by reason of any matter or thing concerning which such Bidder might have fully informed himself, because of their failure to have so informed themselves prior to the bidding. The successful Contractor must employ, so far as possible, such methods and means in the carrying out their work as will not cause any interruption or interference with any other Contractors.

**Bidders shall not include sales or use taxes in their bid for materials incorporated or used in the work or for rentals subject to sales tax.**

The Contractor assumes responsibility for all loss or damage caused by fire, windstorm, cyclone, tornado, flood, or freezing to the materials and equipment with which the work of the contract is to be done. The Contractor has the privilege of insuring in full or in part against such loss or damage, responsibility for which is here assumed. The County will not carry insurance against such loss or damage until the acceptance of Project. The Contractor shall submit evidence of adequate security in conjunction with the project scope before starting any work.

Bidders shall visit the site of the work and completely inform themselves relative to construction hazards and procedure, the availability of lands, the character and quantity of surface and subsurface materials, and utilities to be encountered, the arrangement and condition of existing structures and facilities, the procedure necessary for maintenance of uninterrupted operation of existing facilities, the character of construction equipment and facilities needed for performance of the work, and facilities for transportation, handling, and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of the bid.

Bids of an incomplete nature, or subject to multiple interpretation may at the option of the County, be rejected as irregular.

Bids will be evaluated by the County based on, but not limited to, the following criteria: cost, Bidder's qualifications and experience, and time required for completion.

Upon award of the Contract, the successful Contractor shall furnish a Performance Bond and a Labor and Material Payment Bond on County provided forms, each in an amount equal to the full Contract price, guaranteeing faithful compliance with all requirements of the Contract Documents and complete fulfillment of the Contract, and payment of all labor, material, and other bills made in carrying out this Contract.

When Owner gives a Notice of Award to the Successful Bidder through DocuSign, it will be accompanied by the Contract Agreement with all other written Contract Documents attached. Within fifteen days thereafter, Contractor shall sign the contract electronically through DocuSign. Required Bonds shall be returned separately to the Purchasing Department. They are not signed electronically in DocuSign.

Owner will deliver to Contractor a Notice to Proceed when the above has been completed. Contract Time shall commence upon delivery of Notice to Proceed. **The project must be substantially complete for owner occupancy no later than time specified by Contractor on Bid Form.**

If any person submitting a bid for this Contract is in doubt as to the true meaning of any part of the plans, specifications, or any other proposed Contract documents, they may submit to the Purchasing Director and cc the Architect and Project Manager a written request for an interpretation thereof by the bid questions deadline specified in the Notice to Bidders. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum duly issued or delivered to each person receiving a set of such documents. The County will not be responsible for any other explanation or interpretation of the proposed documents.

Each set of bids should be plainly headed with the name of the Bidder, post office address and e-mail address. In case the bid is made by a firm or corporation, the same shall be signed by a legally authorized agent of the firm or corporation. The envelope containing the bids should be sealed and plainly marked as a bid for this particular project.

The Bidder should be sure to complete the following forms and **attach the bid security**. Omissions or irregularities may cause bid rejection.

1. Bid Response
2. Bid Forms
3. Certification Regarding Debarment
4. Work Authorization Certification
5. Statement of Bidder's Qualifications
6. Anti-Collusion Statement
7. Signature and Identity of Bidder
8. Bidder's Acknowledgment

## 1. BIDDING GUIDELINES

The submission of a Bid shall be deemed the Bidders tacit acknowledgement and considered conclusive evidence that:

Each Bidder is responsible for reviewing and taking into consideration all Bid Documents and local regulations and any other reasonably known items that may affect the cost to perform the work.

The Bidder should have attended the Pre-Bid Meeting.

The Bidder has visited the site and is familiar with all conditions, including the nature, amount and location of the work, the general and local conditions, labor relations and all other matters which might in any way affect or have a bearing on the work or its cost.

The Bidder assumes ultimate responsibility for ensuring that they have obtained all bid documents and that all documents are complete.

Compensation will not be awarded to Bidders who have incurred cost for above referenced conditions.

If a prospective Bidder discovers discrepancies, errors or omissions in the Bid Documents or is in doubt as to the true meaning of any part of the Contract Documents, Specification or Drawings, the Bidder should immediately contact the Architect and Project Manager for clarification.

Questions regarding the documents or bidding procedures or requests for interpretations, corrections or changes must be submitted in writing to Melinda Bobbitt [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org) and cc: Architect: Erik Miller, AIA, CDT, Principal. PWArchitects, Inc. [emiller@PWArchitects.com](mailto:emiller@PWArchitects.com) and County Project Manager: Doug Coley at [dcoley@booneCountymo.org](mailto:dcoley@booneCountymo.org).

~~All requests and questions will be received until 3:00 p.m. central time on July 10, 2019.~~ After that time, no requests for clarifications or questions will be accepted.

Each Contractor shall comply fully with all laws, ordinances, rules, regulations and orders of any public authority having jurisdiction on the project.

Interpretations, corrections or changes to the Bid Documents made in any manner other than a written Addendum issued by the Architect, shall not be binding and Bidders shall not rely upon such interpretations, corrections or changes.

## 2. BIDDING INSTRUCTIONS

See page 12 for Bid Form.

Each bid must show the full legal name and business address of the Bidder, including its street address if it differs from the mailing address.

Each bid must be complete and free from ambiguity and signed by an individual authorized to bind the Bidder and if submitted by a partnership or joint venture a list showing the full names and addresses of all partners or joint ventures must be provided.

The Bidder shall submit the Bid Proposal in an opaque, sealed envelope bearing the name of the Bidder and the Bid Number addressed to:

Boone County Purchasing  
Attn: Melinda Bobbitt, CPPO  
Director of Purchasing  
613 E. Ash Street, Room 110  
Columbia, MO 65201

Phone: (573) 886-4391

If the Bidder elects to mail the bid, it must be mailed to the address above.

If the Bidder elects to hand deliver the bid, it must be delivered to the address above.

Any bid received after the due date time stated in the Notice to Bidders will be rejected.

All bids must be submitted in strict conformance with the documents contained in or referred to in the Bid Documents.

Bids shall be firm for acceptance within a minimum of (60) sixty days from the bid due date. Failure to provide the minimum quotation validity period may result in the Bidder's proposal being non-responsive and forfeiture of submitted Bid Bonds.

### **3. BIDDING INDEMNIFICATION**

By submitting a Bid, each Bidder agrees to waive any claim it has or may have against the Owner, the Architect/Engineer and Project Manager and their respective employees, arising out of or in connection with the administration, evaluation or recommendation of any Bid.

### **4. BIDDING MODIFICATIONS / WITHDRAWALS OF BIDS**

A Bidder may, without prejudice to itself, modify or withdraw its bid from consideration if such a request is made in writing and received by Boone County prior to the due date and time for submission of bids stated in the Notice to Bidders.

Other than delivered, bids will not be considered. Bids already submitted, however, may be modified by fax provided such modification is received by Boone County prior to the bid date due.

### **5. BID EXPENSE**

Any expense or costs incurred by the Bidder in the preparation of and response to the Bid Documents will be at the sole cost and expense of the Bidder.

### **6. CONTRACT AWARD**

In awarding the Contract work, the Owner will evaluate the price, the completeness of the Bid, the Bidder's skill, ability, responsibility, experience, capacity, financial standing, schedule, efficiency and any other factor deemed appropriate by the Owner.

- a. To reject any or all bids and, in particular, a bid not accompanied by all the bid information required by the Bid Documents or a bid that is in any way incomplete or irregular.

- b. To waive any informality or irregularity in any Bid received.
- c. To award all or part of a bid as well as the right to let other contracts in connection with the work.
- d. To award a Contract, based on the bids received, without any further discussion of such bids.
- e. To award individual contracts for the Contract work on the basis of each separate Base Bid amount as itemized on the Bid Form(s) or award a single contract to one Bidder on the basis of the combined Bid for all the Contract work.

## **7. BID ALTERNATES**

To accept any alternates in any order or combination and to determine the low Bidder on the basis of the sum of the Base Bid or Base Bids and the Alternates accepted. Acceptance of Alternates is at the sole discretion of the Owner. Each Bid Alternate may be considered separately; the Bidder is not to rely on acceptance of any Alternate Bids.

## **8. UNIT PRICES**

The Bidding Documents may include Unit Prices in the Bid Form applicable to a specific bid category(ies) which must be completed by the Bidder as a part of the Bid. If the Unit Prices are not completed, the Bid may be considered unresponsive and may be rejected by the Owner.

It is the intent that all unit prices shall completely cover all costs, expenses, overhead and profit for such work.

## **9. OWNER'S TAX EXEMPTION STATUS**

The Owner of this project, County of Boone, is a sales tax exempt entity. Because of this, construction materials purchased for and used on this project are eligible for exemption from Missouri sales tax. All Bidders acknowledge and agree that the lump sum price to the County of Boone, excludes Missouri sales and use taxes and that the proposed contract sum does not include any Missouri sales taxes for which the County of Boone receives an exemption.

To enable the County of Boone to take advantage of its tax-exempt status, purchase of materials and equipment by the Contractor for its work on this project shall be made under and pursuant to the tax exempt purchase procedure authorized by Missouri Statutes. This procedure includes, among other requirements, the issuance of project exempt certificates to all Contractors who use those certificates to effect tax exempt purchases.

## **10. CRIMINAL BACKGROUND VERIFICATION**

Boone County requires the General Contractor's personnel, as well as any sub-contractor personnel assigned to this project, and all personnel, suppliers and delivery personnel entering the Emergency Communications Center Building at 2145 E. County Drive, to have a background check completed by the Boone County Joint Communications Department. This will take approximately 3-5 days.

Access to existing ECC facility, will be granted only to those with no felony convictions; misdemeanor convictions will be evaluated on a case by case basis. Even if you have a CCW permit, we are still required to print the person again for this project. The printing process is more in-depth for the scope of this construction project. As for contractors printed in the past, everyone will need to be finger printed again so we are in compliance with Missouri State Highway Patrol (MSHP) regulations. The cost of the background check is covered by the County. Each Contractor MUST fill out an Identification Application for each employee. An identification badge will be issued to each Contractor employee authorized to access the site of the work. Process will be explained at the pre-bid.

## BID RESPONSE

TO: COUNTY OF BOONE, MISSOURI

**SUBJECT: Construction of Boone County Support Services Building**

**Bid No.: 35-18JUL19**

THE UNDERSIGNED BIDDER, having examined all specifications, and other proposed contract documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by this proposal; (b) the location, arrangement, and specified requirements of the proposed work; (c) local conditions relative to labor, transportation, hauling, and delivery facilities; and (d) all other factors and conditions affecting or which may be affected by the work.

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools, and plant; to perform all necessary labor and supervision; and to install, erect, equip, and complete all work stipulated in, required by, and in accordance with the proposed contract documents, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein. All prices stated herein are firm.

### **SECTION I**

THE UNDERSIGNED BIDDER UNDERSTANDS that the specifications, contract, and bond governing the construction of the work contemplated are those known and designated as the **Construction of Boone County Support Services Building** together with the Drawings and Specifications attached to this proposal.

THE UNDERSIGNED BIDDER UNDERSTANDS that the quantities given in the following itemized proposal are not guaranteed by the Owner, but are used for the purpose of comparing bids and awarding the Contract, and may or may not represent the actual quantities encountered on the job; and that the sum of the products of the quantities listed in the following itemized proposal, multiplied by the unit price bid shall all constitute the gross sum bid.

THE UNDERSIGNED BIDDER submits the following itemized proposal and hereby authorizes County Purchasing to correct any multiplication of "Unit Price" by "Quantity" as shown under "Extended Total". If there is a discrepancy between the "Unit Price" and the "Extended Total" the "Unit Price" shall govern.

### **SECTION II**

The Bidder hereby agrees to complete the work on the **Boone County Support Services Building** herein specified before the completion date and to allow a deduction of \$250.00 dollars per working day from the final payment as liquidated damages for each day that completion is delayed beyond the specified completion date. Time is of the essence of this contract. Bidder agrees that if they fail to finally and fully complete the work within the time allowed they will be in breach of the Contract Agreement which shall entitle the County to collect **liquidated damages** from the Contractor and/or the Contractor's Surety in the amount specified under liquidated damages in the Notice to Bidders for each day that completion is delayed beyond the specified completion date. Bidder further authorizes said damages to be reduced from any final payment on the Project.

### **SECTION III**

Acknowledgment of receipt of any and all Addenda, if applicable, shall be included with the bid documents at the time of the submittal to Boone County for consideration.



**SECTION IV**

The undersigned agrees and understands that the County has the right to reject any and all bids, to waive informalities or other requirements for its benefit, and to accept such proposal as it deems to its best interest.

**SECTION V**

If this proposal is accepted, the undersigned hereby agrees that work will begin no later than the date specified in the Notice to Proceed and will be diligently prosecuted at such a rate and in such manner as is necessary for the completion of the work herein specified before the completion date.

The Contractor further agrees that, should he fail to complete work in the time specified or such additional time as may be allowed by the Owner under this Contract, the amount of liquidated damages to be recovered on this project shall be in accordance with Section II of the Bid Response.

Accompanying this proposal is a certified check, treasurer's check or cashier's check, or a Bidder's bond payable to the Owner for five percent of AMOUNT OF THE BASE BID. If this proposal is accepted and the undersigned fails to execute the Contract and furnish a contract bond as required, then the proposal guaranty shall be forfeited to the Owner.

In compliance with this Request for Bid and subject to all the conditions thereof, the bidder agrees to furnish the services/equipment/supplies requested and proposed and certifies they have read, understands, and agrees to all terms, conditions, and requirements of this bid and is authorized to contract on behalf of the firm named below. Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses DocuSign for electronic signature of contract and for making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

## BID FORM

### Construction of Boone County Support Services Building Bid Number: 35-18JUL19

**TO: Boone County Purchasing**  
**613 E. Ash Street, Room 110**  
**Columbia, MO 65201**

**FOR: Boone County Support Services Building**  
**Located at the Boone County Public Safety Campus**  
**2111-2177 E County Drive**  
**Columbia, MO 65202**

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_ **hereinafter called the Bidder.**

**The undersigned as Bidder, having examined the proposed Contract Document as titled: Boone County Support Services Building and dated June 7, 2019, including this Bid Form, Specifications, Drawings and have visited the site of the proposed construction and examined the conditions affecting the Work, and having acknowledged receipt of Addenda**

**IN SUBMITTING THIS BID, THE BIDDER AGREES:**

To hold open the Bid for sixty (60) days from the date shown above;

To accept and accomplish the Work in accordance with the Contract Documents, including the Specifications, Drawings and Addenda;

To enter into and execute an Agreement, if awarded, on the basis of this Bid and to furnish required Bonds and insurance certificates;

To commence the Work immediately after receipt of the Notice to Proceed and complete the work by the date within Bidder's bid proposal. The designated time to complete the work incorporates an allowance of Fifteen (15) inclement weather days.

To complete this Bid Form, in its entirety, accepting that failure to do so may result in the rejection of this bid;

**To construct the Work for the Base Bid lump sum of:**

\_\_\_\_\_ \$ \_\_\_\_\_

**TIME OF COMPLETION:**

If the Bidder's proposal is accepted, the undersigned shall complete all Work indicated in the Contract Documents within the following working days, after and including same date of letter of Notice to Proceed. Include up to fifteen (15) "weather" days in total.

1. Base Bid: \_\_\_\_\_ Working Days

**Liquidated Damages:** The undersigned agrees to pay to, or allow the Owner as liquidated damages, the sum of Two Hundred Fifty Dollars (\$250.00), for each day thereafter, Sundays and holidays excepted, that the work remains incomplete.

**UNIT PRICES:**

For changing specified quantities of work from those indicated by the contract drawings and specifications, upon written instructions of Owner, the following unit prices shall prevail. The unit prices include all labor, overhead and profit, materials, equipment, appliances, bailing, shoring, shoring removal, etc., to cover the finished work of the several kinds of work called for. A unit price shall be given and it shall apply for either MORE or LESS work than that shown on the drawings and called for in the specifications or included in the Base Bid. In the event of more or less units than so indicated or included during construction the total contract price shall be increased or decreased as appropriate. The following are Unit Prices for specific portions of the Work as listed:

ITEM	UNIT	ADD	DEDUCT
Rock Removal	C.Y.	\$ _____	\$ _____
Unsuitable Subgrade Excavation	C.Y.	\$ _____	\$ _____
Engineered Fill	C.Y.	\$ _____	\$ _____
Water Line Utility Piping Installed	L.F.	\$ _____	\$ _____
Sanitary Sewer Piping	L.F.	\$ _____	\$ _____
Conduit for Underground Telephone	L.F.	\$ _____	\$ _____
Conduit for Underground Electrical	L.F.	\$ _____	\$ _____

**BID ITEMS:**

For the purpose of analyzing Bids, the following items shall be written in both words and figures in the spaces provided. These prices shall be included in the Base Bid prices in item 2 above. These prices shall include all labor, material, equipment etc., necessary to complete the Work indicated.

HVAC:	Dollars (\$	)
Plumbing:	Dollars (\$	)
Electrical:	Dollars (\$	)

***All items shown on the project plan sheets and not included in the above bid items shall be deemed incidental to the project and included in the unit prices given. In case of error in the extension, the unit price times the estimated quantity will govern.***

BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

DATE

ADDENDUM NUMBER

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

---

---

---

**Bidder must attach a list of references for all proposed subcontractors for project.**

**List Project Manager and Field Superintendent to be assigned to the Project (name and brief experience summary) (or attach list).**

---

---

---

**List all work to be self performed by the Bidder on this project (or attach list).**

---

---

---

(Please complete and return with Contract)

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

**COUNTY OF BOONE-MISSOURI  
INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549**

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that Contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the Bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**

An Affirmative Action/Equal Opportunity Institution





## CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- \_\_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
- \_\_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
- \_\_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**AFFIDAVIT**  
**(Only Required for Individual Bidder Certification Option #2)**

State of Missouri                    )  
  )SS.  
County of \_\_\_\_\_ )

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

On the date above written \_\_\_\_\_ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:

## STATEMENT OF BIDDER'S QUALIFICATIONS

Each Bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: \_\_\_\_\_
2. Business Address: \_\_\_\_\_  
\_\_\_\_\_
3. When Organized: \_\_\_\_\_
4. When Incorporated: \_\_\_\_\_
5. If not incorporated, state type of business and provide your federal tax identification number:  
\_\_\_\_\_
6. Number of years engaged in contracting business under present firm name:  
\_\_\_\_\_
7. If you have done business under a different name, please give name and location:  
\_\_\_\_\_
8. Percent of work done by own staff: \_\_\_\_\_
9. Have you ever failed to complete any work awarded to your company? If so, where and why?: \_\_\_\_\_
10. Have you ever defaulted on a contract? \_\_\_\_\_
11. List of contracts completed within the last four years, including value of each: \_\_\_\_\_  
\_\_\_\_\_
12. List of projects currently in progress: \_\_\_\_\_  
\_\_\_\_\_

\* Attach additional sheets as necessary \*

## ANTI-COLLUSION STATEMENT

STATE OF MISSOURI

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and

says that he is \_\_\_\_\_  
(Title of Person Signing)

of \_\_\_\_\_  
(Name of Bidder)

that all statements made and facts set out in the proposal for the above project are true and correct; and the Bidder (person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that Bidder is not financially interested in, or financially affiliated with, any other Bidder for the above project

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

## SIGNATURE AND IDENTITY OF BIDDER

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

( ) sole individual                      ( ) partnership                      ( ) joint venture  
 ( ) corporation, incorporated under laws of the state of \_\_\_\_\_

Dated \_\_\_\_\_, 20 \_\_\_\_

Name of individual, all partners, or joint  
 venturers:

Address of each:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

doing business under the name of:

Address of principal place of business in  
 Missouri:

\_\_\_\_\_  
 (If using a fictitious name, show this name above in addition to legal names.)

\_\_\_\_\_  
 (If a corporation - show its name above)

ATTEST:

\_\_\_\_\_  
 (Secretary)

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

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint venturers, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Engineer.

## BIDDER'S ACKNOWLEDGMENT

(Complete and fill out all parts applicable, and strike out all parts not applicable.)

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

before me appeared \_\_\_\_\_ to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and

(if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that his executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

(if a corporation) that he is the \_\_\_\_\_  
President or other agent

of \_\_\_\_\_; that the above Proposal was signed and sealed in behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at \_\_\_\_\_, \_\_\_\_\_ the day and year first above written.

(SEAL) \_\_\_\_\_ Notary Public

My Commission expires \_\_\_\_\_, 20 \_\_\_\_\_.

## INSURANCE REQUIREMENTS

**Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

**Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

**Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**

**Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

**Errors or Omissions** - Contractor agrees to maintain Professional Liability to cover claims arising out of the negligent acts, errors or omissions of Contractor, Sub consultant or anyone directly or indirectly employed by them. The coverage provided will not be less than \$2,000,000.

**Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

**Builder's Risk** – The Contractor shall maintain during the life of this contract, builder's risk insurance coverage to cover damage to materials and equipment on the site, in the total amount of the contract or in an amount not less than \$1,000,000.00 whichever is greater.

**Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

**INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

**Certificate Holder address:**

County of Boone, Missouri  
C/O Purchasing Department  
613 E. Ash Street  
Columbia, MO 65201



## CONTRACT CONDITIONS

**GENERAL:** The following provisions are agreed to by and between the Contractor and the County:

**DEFINITIONS:** "Party of the First Part" or "County" or "Owner" shall mean the County of Boone, Missouri, acting through its authorized County Officials, or appointed representatives.

"Contractor" or "Party of the Second Part" shall mean the party having entered into contract to perform the work herein specified.

"Engineer or Architect" shall mean the authorized representative of the Owner for whom the work is to be performed, as the context requires.

"Work" of the Contractor includes labor or material, or both.

"As directed", "as required", "as permitted", "acceptable to" and words of like import shall mean that the direction, requirement or permission of the Engineer is intended.

"Or equal" is not intended to impose limitations preventing the free exercise of the Contractor's skill or to exclude products which are satisfactory. Materials and workmanship shall be of the best of their respective kinds. Trade or manufacture's names where used in these specifications are intended to fix the standards of workmanship and materials. Any article or material equaling the standards fixed may be used in place of that mentioned by the specifications provided that the material or article proposed is submitted to and approved by the Engineer. No substitution shall be made unless this definite approval has been obtained in advance.

**PAYMENTS:** The successful Contractor will be allowed payment in accordance with the following schedule:

- (1) Progress payments will be made to the contractor and any professional engineer, architect, landscape architect, or land surveyor on at least a monthly basis as the work progresses, or, on a lump sum basis according to the terms of the lump sum contract. Except in the case of lump sum contracts, payments shall be based upon estimates prepared at least monthly of work performed and material delivered, as determined by the project architect or engineer. Retainage withheld on any construction contract or subcontract for public works projects will not exceed five (5) percent of the value of the contract or subcontract. If the contractor is not required to obtain a bond because the cost of the public works contract is not estimated to exceed fifty thousand dollars, the County may withhold retainage on the public works project in an amount not to exceed ten (10) percent of the value of the contract or subcontract. The County will pay the contractor the amount due, less a retainage within thirty days following the latter of the following:
  - a. The date of delivery of materials or construction services purchased;
  - b. The date, as designated by the County, upon which the invoice is duly delivered to the person or place designated by the County; or
  - c. In those instances, in which the Contractor approves the County's estimate, the date upon which such notice of approval is duly delivered to the person or place designated by the County;
- (2) Payments shall be considered received within the context of this section when they are duly posted with the United States Postal Service or other agreed upon delivery service or when they are hand-delivered to an authorized person or place as agreed to by the contracting parties.
- (3) If, in the discretion of the County and the project architect or engineer and the contractor, it is determined that a subcontractor's performance has been completed and the subcontract can be

released prior to substantial completion of the public works contract without risk to the County, the contractor shall request such adjustment in retainage, if any, from the County as necessary to enable the contractor to pay the subcontractor in full. The County may reduce or eliminate retainage on any contract payment if, in the County's opinion, the work is proceeding satisfactorily. If retainage is released and there are any remaining minor items to be completed, an amount equal to one hundred fifty percent of the value of each item as determined by the County's duly authorized representative shall be withheld until such item or items are completed.

- (4) The County shall pay at least ninety-eight percent of the retainage, less any offsets or deductions authorized in the contract or otherwise authorized by law, to the contractor. The contractor shall pay the subcontractor or supplier after substantial completion of the contract work and acceptance by the County, or as may otherwise be provided by the contract specifications. Such payment shall be made within thirty days after acceptance, and the invoice and all other appropriate documentation and certifications in complete and acceptable form are provided, as may be required by the contract documents. If the County determines the work is not substantially completed and accepted, then the County shall provide a written explanation of why the work is not considered substantially completed and accepted within fourteen calendar days to the contractor, who shall then provide such notice to the subcontractor or suppliers responsible for such work. If such written explanation is not given by the County, the County shall pay at least ninety-eight percent of the retainage within thirty calendar days. If at that time there are any remaining minor items to be completed, an amount equal to one hundred fifty percent of the value of each item as determined by the County shall be withheld until such items are completed.
- (5) All estimates or invoices for supplies and services purchased, approved and processed, or final payments, shall be paid promptly and shall be subject to late payment charges. Except as provided in subsection 4 of this section, the County will pay the contractor, in addition to the payment due him interest at the rate of one and one-half percent per month calculated from the expiration of the thirty-day period until fully paid.
- (6) When a contractor receives any payment, the contractor shall pay each subcontractor and material supplier in proportion to the work completed by each subcontractor and material supplier his application less any retention not to exceed five percent. If the contractor receives less than the full payment due under the County contract, the contractor shall be obligated to disburse on a pro rata basis those funds received, with the contractor, subcontractors and material suppliers each receiving a prorated portion based on the amount of payment. When, however, the County does not release the full payment due under the contract because there are specific areas of work or materials being rejected or because has otherwise determined such areas are not suitable for payment then those specific subcontractors or suppliers involved shall not be paid for that portion of the work rejected or deemed not suitable for payment; provided the County gives a written explanation to the contractor, subcontractor, or supplier involved as to why the work or supplies were rejected or deemed not suitable for payment, and all other subcontractors and suppliers shall be paid in full.
- (7) If the contractor, without reasonable cause, fails to make any payment to his subcontractors and material suppliers within fifteen days after receipt of payment under the County contract, the contractor shall pay to his subcontractors and material suppliers, in addition to the payment due them, interest in the amount of one and one-half percent per month, calculated from the expiration of the fifteen-day period until fully paid. This subdivision shall also apply to any payments made by subcontractors and material suppliers to the subcontractors and material suppliers and to all payments made to lower tier subcontractors and material suppliers throughout the contracting chain.
- (8) Final Payment: The County will make final payment of all moneys owed to the contractor, including any retainage, less any offsets or deductions authorized in the contract or otherwise authorized by

law, within thirty days of the due date. Final payment shall be considered due upon the earliest of the following events:

- a. Completion of the project and filing with the County of all required documentation and certifications, in complete and acceptable form, in accordance with the terms and conditions of the contract;
- b. The project is certified by the architect or engineer authorized to make such certification on behalf of the County as having been completed, including the filing of all documentation and certifications required by the contract, in complete and acceptable form; or
- c. The project is certified by the contracting authority as having been completed, including the filing of all documentation and certifications required by the contract, in complete and acceptable form.

Bidder may agree to accept automated clearinghouse (ACH) payment of invoices and monthly statements. Payment terms are Net 30 upon receipt of an accurate monthly statement, although the Bidder may offer additional discounts for early payment on the Response Form.

The Contractor shall, by affidavit, submit to the Engineer a sworn certification to the County that all bills and claims properly due and chargeable against the work have been satisfied and that the laws relating to the payment of prevailing wage rates have been complied with and shall release the County of Boone from all further claims, which certificate must bear the written endorsement of the Surety on the bond. The acceptance by the Contractor of the final payment shall constitute a release and waiver of any and all rights and privileges under the terms of the Contract; further, the acceptance by the Contractor of final payment shall relieve the County from any and all claims or liabilities on part of the County relating to or connected with the Contract.

The cost of all licenses and permits and other expenses and costs incidental to the fulfillment of this Contract will be paid by the Contractor, and the total amount of such costs will be included in the total cost of the work.

Assignments: No money due at the time or which may become due, and no claim of any character because of any performance or breach of the Contract shall be assigned or transferred to any other person so as to bind or affect the County without the written consent of the Surety and the County.

The Contractor shall pay for all materials, supplies, services, and equipment as follows:

1. For all transportation and utility service not later than the 20th day of the calendar month following that in which the services are rendered, and
2. For all materials, tools, and other expendable equipment to the extent of 90 percent of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance of the cost thereof not later than the 30th day following the completion of that part of the work in or on which such materials, tools, and equipment are incorporated or used.

**EXTRA AND/OR ADDITIONAL WORK AND CHANGES:** If any extra and/or additional work is to be done or any change in the plans and specifications is deemed necessary, the County may issue to the Contractor a written change order directing that such extra and/or additional work be done or that such change be made, and the Contract shall be modified accordingly. Compensation to the Contractor will be calculated as an addition to or deduction from the Contract price, based upon such written terms as may be established by the owner, either (a) by an acceptable lump sum proposal of the Contractor, (b) on a cost-plus limited basis not to exceed a specified limit, or (c) on basis of bid or mutually agreed upon unit prices. In the event that none of the foregoing methods are agreed upon with the Contractor, the County may perform the work with its own forces or under separate contract with another Contractor.

**COUNTY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF:**

The County shall have the right to withhold from payments due to the Contractor, in addition to the retained percentages herein elsewhere provided for, such amount or amounts as may be necessary to pay just claims against the Contractor for labor and services rendered and materials furnished in or about the work covered by this Contract, or for liquidated damages. The County is by this Contract appointed the agent of the Contractor to apply such retained amounts to the payment of any of the foregoing.

**PATENTS:** The Contractor shall protect the County against suits for patent infringement on material, equipment, and methods used.

**DISCHARGE OF EMPLOYEES:** Any employee of the Contractor who is stationed at the site of the work and should prove to be quarrelsome, dishonest, incompetent or inexperienced, or should not work for the good of the job shall, upon written notice from the County, be removed by the Contractor and replaced by an employee with proper qualifications.

**ASSIGNMENT OF CONTRACT:** No assignment by the Contractor of any principal construction contract or any part thereof or of the funds to be received thereunder by the Contractor, will be recognized unless such assignment has had the approval of the County and the Surety has been given due notice of such assignment in writing. In addition to the usual recitals in assignment contracts, the following language must be set forth:

"It is agreed that the funds to be paid to the assignee under this assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms, or corporations rendering such services or supplying such materials."

**ACCIDENT PREVENTION:** Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, 8th Edition, 1999, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. Current standards of the Occupational Safety and Health Act shall be applied.

**LEGAL REQUIREMENTS:** The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.

**EQUAL OPPORTUNITY:** The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the Bidders herein.

**DOMESTIC PURCHASING POLICY:** Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods. By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri, 1987.

**TRANSIENT EMPLOYERS:** Every transient employer, as defined in Section 285.230 RSMo, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) the notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers' compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under Section 285.234 RSMo, be liable for a penalty of five hundred dollars per day until the notices required by this section are posted as required by law.

**SALES TAX EXEMPTION PROCEDURE:** County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-Contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies, and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to insure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated the project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.

## **WARRANTY AND GUARANTEE**

Contractor warrants and guarantees to Owner and Engineer that all work will be in accordance with the Contract Documents and will not be defective. All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail. Prompt notice of all defects shall be given to Contractor. All defective work, whether or not in place, may be rejected, corrected, or accepted as follows:

### **Correction or Removal of Defective Work**

If required by Engineer, Contractor shall promptly, as directed, either correct all defective Work, whether or not fabricated, installed or completed, or if the Work has been rejected by Engineer, remove it from the site and replace it with non-defective Work. Contractor shall bear all direct, indirect, and consequential costs of such correction or removal (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals made necessary thereby).

### **One Year Correction Period**

If within one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee required by the Contract Documents or by any specific provision of the Contract Documents, any Work is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions, either correct such defective Work, or if it has been rejected by Owner, remove it from the site and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work removed and replaced and all direct, indirect, and consequential costs of removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals) will be paid by the Contractor. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications or by Written Amendment.

### **Maintenance Requirements**

The seeded area shall be maintained by the Contractor as necessary to assure growth. A performance guarantee period of one year from the Final Acceptance of work will be required.

**At the time of Final Acceptance of the work, the Contractor shall furnish Boone County a one (1) year performance bond in the amount specified in the Notice to Bidders for Seeding and Erosion Control.** During the one year performance guarantee period, if there are deficient areas where the grass died, where sheet and rill erosion occurred, where settlement occurred, or where gravel or other deleterious backfill material surfaces, upon notification by Boone County of such areas, the Contractor shall re-work all such areas as necessary to bring the areas into conformance with the Specifications. In the event that upon notification of deficient areas, the Contractor fails to remedy the problems, Boone County shall have the work done by other means and shall bill the charges against the Contractor's performance bond for seeding and erosion control.

## SUBCONTRACTORS, SUPPLIERS AND OTHERS

Contractor shall not employ any Subcontractor, Supplier, or other person or organization (including those acceptable to Owner and Engineer as indicated below), whether initially or as a substitute, against whom Owner or Engineer may have reasonable objection. Contractor shall not be required to employ any Subcontractor, Supplier, or other person or organization to furnish or perform any of the Work against whom the Contractor has a reasonable objection.

If the Owner requires identity of certain Subcontractor, Suppliers, or other persons or organizations (including those who are to furnish the principal items of material and equipment) to be submitted to Owner in advance of the specified date prior to the Effective Date of the Agreement for acceptance by Owner and Engineer and if Contractor has submitted a list thereof in accordance with the project Specifications, Owner's or Engineer's acceptance (either in writing or by failing to make written objection thereto by the date indicated for acceptance or objection in the bidding documents or the Contract Documents) of any such Subcontractor, Supplier, or other person or organization so identified may be revoked on the basis of reasonable objection after due investigation, in which case Contractor shall submit an acceptable substitute, the Contract Price will be increased by the difference in the cost occasioned by such substitution and an appropriate Change Order will be issued or Written Amendment signed. No acceptance by Owner or Engineer of any such Subcontractor, Supplier, or other person or organization shall constitute a waiver of any right of Owner or Engineer to reject defective Work.

**Criminal Background check** - Boone County requires all employees of all Contractors be subjected to a Criminal Background Check. The Background Check for all Contractors' employees will be administered by Boone County. Each Contractor MUST fill out an Identification Application. The intent of the Criminal Background check is to identify and exclude access to the site of the work, any individual with a conviction or pending charge of a felony, violent offence or burglary. No individual on probation or parole will be allowed to access the site of the work.

## APPLICATION – CRIMINAL BACKGROUND CHECK

### Construction of Boone County Support Services Building Identification for Project

(all information is required before identification will be issued)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Social Security #: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date of Application: \_\_\_\_\_

Signature: \_\_\_\_\_



## SAMPLE CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into by and between the Boone County Commission of Columbia, Missouri, (hereinafter referred to as the Owner), and \_\_\_\_\_ (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's bid and the award of this contract to said Contractor by the Owner and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

1. The Contractor at his own expense hereby agrees to do or furnish all labor, materials, and equipment called for in the proposal designated and marked:

**Project Name: Construction of Boone County Support Services Building**

**Bid Number.: 35-18JUL19**

and agrees to perform all the work required by the Contract as shown on the plans and specifications.

2. The following Contract documents and all addenda (if applicable), are made a part hereof as fully as if set out herein: Change orders issued subsequent to this Contract shall be subject to the terms and conditions of the agreement unless otherwise specified in writing.

1. Notice to Bidders
2. Instructions to Bidders
3. Bid Response
4. Bid Form
5. Certification Regarding Debarment
6. Work Authorization Certification
7. Statement of Bidder's Qualifications
8. Anti-Collusion Statement
9. Signature and Identity of Bidder
10. Bidder's Acknowledgment
11. Insurance Requirements
12. Contract Conditions
13. Application for Criminal Background Check
14. Contract Agreement
15. Performance Bond
16. Labor and Material Payment Bond
17. Affidavit-OSHA Requirements
18. Affidavit-Prevailing Wage
19. Contractor's Affidavit Regarding Settlement of Cleims
20. General Specifications
21. State Prevailing Wage Rates - Annual Wage Order #25
22. Boone County Standard Terms and Conditions
23. Drawings

It is understood and agreed that, except as may be otherwise provided for by the Specifications the work shall be done in accordance with the contract documents. Said Specifications are part and parcel of this Contract, and are incorporated in this Contract as fully and effectively as if set

forth in detail herein. If a conflict is identified in the Specifications and the Drawings, the more stringent requirement will govern the work. If a conflict is identified between this Contract Agreement and any other incorporated item, the terms of this Contract Agreement shall prevail and control over the conflicting terms.

3. Contractor agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this Contract. Contractor has made and shall be deemed to have made a careful examination of the site of the Project and of any plans and the scope of work for the project, and shall become informed as to the location and nature of the proposed construction, the transportation facilities, the kind and character of soil and terrain to be encountered, the kind of facilities required before and during the construction of the Project, general local conditions and all other matters that may affect the cost and the time of completion of the Project. Contractor has secured this information by personal investigation and research and not from any estimates of Owner. Contractor agrees to make no claim against the Owner by reason of estimates, tests or representation of any officer, agent or employee of Owner.
4. Time and Manner of Construction:
  - 4.1. The said Contractor agrees to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within the time specified in the proposal or such additional time as may be allowed by the Owner under the Contract.
  - 4.2. The time for Completion of Construction shall be extended for the period of any reasonable delay which is due exclusively to causes beyond the control and without the fault of Contractor, including acts of God, fires, floods, and acts or omissions of the Owner with respect to matters for which the Owner is solely responsible. Provided, however, that no extension of time for completion shall be granted the Contractor unless within ten (10) days after the happening of any event relied upon by the Contractor for such an extension of time the Contractor shall have made a request therefore in writing to the Owner, and provided further that no delay in such time of completion or in the progress of the work which results from any of the above causes shall result in any liability on the part of the Owner.
  - 4.3. Owner may from time to time during the progress of the construction of the project make such changes, additions to or subtractions from the Plans, Specifications, Drawings and sequence of construction provided for in the Contract Documents as conditions may warrant. Provided, however, that if any change in the construction to be done shall require an extension of time, a reasonable extension will be granted if Contractor shall make a written request therefore to the Owner within ten (10) days after any such change is made. And provided further, that if the cost to Contractor of construction of the project shall be materially increased by any such change or addition, the Owner shall pay Contractor for the reasonable cost thereof in accordance with a construction contract amendment signed by the Owner and Contractor, but no claim for additional compensation for any such change or addition will be considered unless Contractor shall have made a written request therefore to the Owner prior to the commencement of work in connection with such change or addition.
5. Construction not in proposal: Contractor also agrees that when it is necessary to construct units not shown in the Proposal it will construct such units for a price arrived at as follows:
  - 5.1. The cost of materials shall be determined by the invoices.
  - 5.2. The cost of labor shall be reasonable cost thereof, as agreed upon by the Owner and Contractor prior to the commencement of work.
  - 5.3. The cost of overhead and profit, when agreed to by Owner, shall not exceed 7% of the cost of the change order for each.
  - 5.4. Contractor shall bear any increases in costs for required bonds due to approved change orders. Contractor further states that Contractor understands that standard deviations from

drawings are not appropriate matters for change order consideration. Contractor shall use any forms provided by Owner for any requested or required Change Orders.

6. The work shall be done to complete satisfaction of the Owner and, in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or officials of such government agency. All site preparations and daily clean up, including any related costs such as rental of dumpsters or parking, shall be the responsibility of Contractor. Contractor shall participate in meetings with Owner and/or Architect as requested to coordinate the work and administer the project. Contractor shall employ stormwater management practices appropriate to the project as required by Owner.
7. The parties hereto agree that this Contract in all things shall be governed by the laws of the State of Missouri.
8. Contractor agrees it will pay not less than the prevailing hourly rate of wages to all workmen performing work under the Contract in accordance with the prevailing wage determination issued by the Division of Labor Standards of the Department of Labor and Industrial Relations for the State of Missouri and as maintained on file with the Boone County Purchasing Department. The Contractor further agrees that it shall forfeit as a penalty to the County of Boone the sum of \$100.00 for each workman employed for each calendar day or portion thereof such workman is paid less than the stipulated rates set forth in the prevailing wage determination for the project for any work done under this contract by the Contractor pursuant to the provisions of Section 290.250 RSMo. The Contractor further agrees that he will abide by all provisions of the prevailing wage law as set forth in Chapter 290 RSMo. and rules and regulations issued thereunder and that any penalties assessed may be withheld from sums due to the Contractor by the Owner.
9. The Contractor agrees that he will comply with all federal and state laws and regulations and local ordinances and that he will comply and cause each of his subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this Contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.
10. The Contractor expressly warrants that he has employed no third person to solicit or obtain this Contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement. Also, that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by he hereunder; and that he has not, in estimating the Contract price demand by he, included any sum by reason of any such brokerage, commission, or percentage; and that all moneys payable to he hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this Contract. Contractor further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this Contract by the Owner, and that the Owner may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.
11. Records: Contractor shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Owner's representative to evaluate the performance of such services. The owner's representative shall have full and free access to such books and records at all times during normal business hours of Owner, including the right to inspect, copy, and audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of

the services hereunder, and the Owner shall have access to such records in the event any audit is required.

12. Integration; Amendment: It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangement, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.
13. Severability: In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

The Owner agrees to pay the Contractor in the amount: \$ \_\_\_\_\_

as full compensation for the performance of work embraced in this contract, subject to the terms of payment as provided in the contract documents and subject to adjustment as provided for changes in quantities and approved change orders.

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on \_\_\_\_\_ at Columbia, Missouri.

(Date)-

CONTRACTOR:

By: \_\_\_\_\_  
Authorized Representative Signature

By: \_\_\_\_\_  
Authorized Representative Printed Name  
Title: \_\_\_\_\_

Approved as to Legal Form:

\_\_\_\_\_  
Boone County Counselor

OWNER:

BOONE COUNTY, MISSOURI

By: \_\_\_\_\_  
Daniel K. Atwill, Presiding Commissioner

ATTEST:

\_\_\_\_\_  
County Clerk

#### AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create a measurable County obligation at this time.)

Signature

Date

Appropriation Account

## SAMPLE PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENT, that we,

\_\_\_\_\_  
as Principal, hereinafter called Contractor, and \_\_\_\_\_

\_\_\_\_\_  
a Corporation, organized under the laws of the State of \_\_\_\_\_  
and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety, are  
held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called Owner, 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 \_\_\_\_\_ entered into  
a Contract with Owner for:

**Project Name: Construction of Boone County Support Services Building**

**Bid Number.: 35-18JUL19**

in accordance with specifications and/or plans prepared by the County of Boone, 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, and shall faithfully perform the prevailing hourly wages and comply  
with all prevailing wage requirements as provided by such Contract and applicable prevailing wage laws,  
rules, and rates specified by regulation thereunder, 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 Owner.

Whenever Contractor shall be, and declared by Owner to be, in default under the Contract, the Owner  
having performed Owner'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 for submission to Owner for completing the Contract in accordance with its terms and  
conditions, and upon determination by Owner and Surety of the lowest responsible Bidder, arrange for a  
Contract between such Bidder and Owner, and make available as work progresses (even though there  
should be a default of a succession of defaults under the Contract or Contracts of completion arranged  
under this paragraph) sufficient fund 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 the total amount payable by Owner to Contractor under the Contract and any  
amendments thereto, less the amount properly paid by Owner to Contractor.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators, or successors of Owner.

IN TESTIMONY WHEREOF, the Contractor has hereunto set his hand and the Surety has caused these presents to be executed in its name, and its corporate seal to be affixed by its Attorney-In-Fact at

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

(SEAL)

BY: \_\_\_\_\_

\_\_\_\_\_  
(Surety Company)

(SEAL)

BY: \_\_\_\_\_

(Attorney-in-Fact)

BY: \_\_\_\_\_

(Missouri Representative)

(Accompany this bond with Attorney-in-Fact's authority from the Surety Company certified to include the date of this bond).

Surety Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

## SAMPLE LABOR AND MATERIAL PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENT, that we,

\_\_\_\_\_  
as Principal, hereinafter called Contractor, and \_\_\_\_\_

\_\_\_\_\_  
a Corporation, organized under the laws of the State of \_\_\_\_\_

and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety, are held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called Owner, for the use and benefit of claimants as herein defined, 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 \_\_\_\_\_ entered into a Contract with Owner for:

**Project Name: Construction of Boone County Support Services Building**

**Bid Number.: 35-18JUL19**

in accordance with specifications and/or plans prepared by the County of Boone 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 the Contractor shall promptly make payments to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect, subject, however, to the following conditions.

A. A claimant is defined as one having a direct contract with the Contractor or with a subcontractor of the Contractor for labor, material, or both, used or reasonably required for use in the performance of the Contract; labor and material being construed to include the part of water, gas, power, light, heat, oil, gasoline, telephone service, rental, or equipment directly applicable to the Contract.

B. The above named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. The owner shall not be liable for the payment of any costs or expenses of any such suit.

C. No suit or action shall be commenced hereunder by any claimant:

1. Unless claimant, other than one having a direct Contact with the Contractor, shall have given written notice to any two of the following: The Contractor, the Owner, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Contractor, Owner, or Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer.

2. After the expiration of one (1) year following the date on which Contractor ceased work on said Contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

3. Other than in a state court of competent jurisdiction in and for the County or other political subdivision of the state in which the project, or any part thereof, is situated or in the United States District Court for the district in which the project, or any part thereof, is situated, and not elsewhere.

D. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of Mechanic's Liens which may be filed on record against said improvement, whether or not claim for the amount of such lien be presented under or against this bond.

IN TESTIMONY WHEREOF, the Contractor has hereunto set their hand and the Surety caused these present to be executed in its name and its corporate seal to be affixed by its Attorney-in-Fact at

\_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CONTRACTOR: \_\_\_\_\_ (Seal)

BY: \_\_\_\_\_

SURETY COMPANY \_\_\_\_\_

BY: \_\_\_\_\_

(Attorney-in-Fact)

BY: \_\_\_\_\_

(Missouri Representative)

(Accompany this bond with Attorney-In-Fact's authority from the Surety Company certified to include the date of this bond.)

Surety Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_





## AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_

State of \_\_\_\_\_, personally came and appeared (name and title)

\_\_\_\_\_ of the (name of company)

\_\_\_\_\_ (a corporation) (a partnership) (a proprietorship)

and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. \_\_\_\_\_ issued by the Division of Labor Standards on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in carrying out the Contract and work in connection with

(name of project) \_\_\_\_\_ located at

(name of institution) \_\_\_\_\_ in \_\_\_\_\_ County,

Missouri and completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**BOONE COUNTY COMMISSION  
CONTRACTOR'S AFFIDAVIT  
REGARDING  
SETTLEMENT OF CLAIMS**

County Bid Number \_\_\_\_\_

Vendor Job Number \_\_\_\_\_

Job Location \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

To the Boone County \_\_\_\_\_ Department  
Columbia, Missouri

To Whom It May Concern:

This is to certify that all lawful claims for material, lubricants, fuel, coal, coke, repairs on machinery, groceries and foodstuffs, equipment and tools consumed or used in connection with the construction of the above mentioned project, and all insurance premiums, both compensation and all other kinds of insurance on said work, and for all labor performed in said work, whether by subcontractor or claimant in person or by his employee, agent, servant, bailee or bailor, have been paid and discharged.

\_\_\_\_\_  
Contractor

By

\_\_\_\_\_  
(Signature)

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

State of \_\_\_\_\_

County of \_\_\_\_\_ ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission expires \_\_\_\_\_, 20\_\_\_\_

## GENERAL SPECIFICATIONS

**GENERAL SPECIAL PROVISIONS:** Except as may be otherwise provided for by the Specifications the work shall be done in accordance with the Contract Document dated **May XX, 2019**. Said Drawings and Specifications are part and parcel of this Contract and are incorporated in this Contract as fully and effectively as if set forth in detail herein.

When an item is the subject of both the Drawings and Specifications the more stringent requirement will govern the work.

### SECTION 1. - DEFINITIONS

The following changes shall be made to Section 101. Definitions. and shall apply each time they occur in the "Missouri Standard Specifications for Highway Construction Current Edition" hereinafter the **MoDOT Standard Specifications**.

**A. Owner:** Shall mean the County of Boone as contracting agency acting by and through any of its authorized representatives.

**B. Commission:** Shall mean the Boone County Commission.

**C. Engineer:** Shall mean the Owner's representative or the Architect, as the context requires.

### SECTION 2. - PROPOSAL REQUIREMENTS AND CONDITIONS

**2.1 Comprehensive Proposal.** The Contractor agrees that he is fully informed regarding all of the conditions affecting the work to be completed, and labor and materials to be furnished for the completion of this Contract, and that his information was procured by personal investigation and research and not from any estimates of the Engineer; and that he will make no claims against the County by reason of estimates, test, or representation of any officer, agent, or employee of the County or the Engineer.

**2.2 Proposal Guaranty.** Each proposal shall be accompanied by a proposal guaranty. The character and the amount of the proposal guaranty to be furnished by Bidders shall be stated in the proposal for each project. The proposal guaranty shall be executed by some surety company authorized to do business in the State of Missouri, as a guarantee on the part of the Bidder that if his bid be accepted, he will within ten days after receipt of notice of such acceptance, enter into a contract and furnish a contract bond to do the work advertised; and, in case of default, forfeit such proposal guaranty.

**2.3 Delivery of Proposals.** Each proposal shall be submitted in a sealed envelope marked clearly to indicate its contents. All proposals shall be filed prior to the time and at the location specified in the Notice To Bidders. Proposals received after the time for opening of bids will be returned to the Bidder unopened.

**2.4. Interpretation of Proposed Quantities.** The quantities appearing in the bid schedule are prepared for the comparison of bids and will be the basis for final payment to the Contractor, except where final measurements are to be made, as hereinafter provided. Payment will not be made for any work that does not meet with the approval of the Engineer. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased, or omitted as hereinafter provided.

The Contractor agrees that he is fully informed regarding all of the conditions affecting the work to be completed, and labor and materials to be furnished for the completion of this Contract, and that his information was procured by personal investigation and research and not from any estimates of the Engineer; and that he will make no claims against the County by reason of estimates, test, or representation of any officer, agent, or employee of the County or the Engineer.

### **SECTION 3 - AWARD AND EXECUTION OF CONTRACT**

**3.1. Award of Contract.** The Contract shall be awarded by the Boone County Commission and confirmed by a Commission Order to the lowest responsive, responsible Bidder within a reasonable length of time after opening of bids. The responsibility of the Bidder shall be determined by the Boone County Commission who will base its decision on, among other things, Bidder's qualifications, previous work, and financial standing. The successful Bidder will be notified in writing, mailed to the address shown on the proposal, that his bid has been accepted and that he has been awarded the contract.

### **SECTION 4 - SCOPE OF WORK – This section has been left blank.**

### **SECTION 5 - CONTROL OF WORK**

**5.1. Cooperation by Contractor.** The Contractor will be supplied with four sets of approved plans and contract assemblies including special provisions. One set of approved plans and contract documents including special provisions shall be kept available on the job at all times.

**5.2. Authority and Inspection.** The Engineer has direct charge of the engineering details of each construction project. The Engineer has the authority to reject defective material and to suspend and reject any work that is being improperly performed.

**5.3. Claims for Adjustment.** If any conditions arise which in the Contractor's opinion will require him to make any claims or demands for extra or additional compensation above that fixed by the contract, or on which he contemplates bringing claims for such extra compensation, he shall promptly and before incurring any expenses, notify in writing the Engineer of the conditions and circumstances and that he proposes to make such claims. The Contractor agrees that any claims made without such advance notice, and not presented in such a way as to enable the Engineer to observe conditions as they occur and to verify expenses as they occur and to determine with certainty the correctness of such claims and of the expenses involved, are waived and shall be null and void. No extra compensation shall be awarded in any event without prior written approval of the County.

**5.4.** The Contractor shall be responsible to set and maintain bench marks and control monuments. The Contractor shall be responsible for the preservation of all bench marks and control monuments, and if any of these bench marks or control monuments are carelessly or willfully destroyed or disturbed, the cost of replacing them may be charged to the Contractor. These bench marks and control monuments will constitute the initial field control by and in accordance with which the Contractor shall establish other necessary controls and perform the work in the correct position to correspond to the information shown on the plans and given by the Engineer during the progress of the work. Elevations shown on the plans and referred to in the specifications are based on the bench marks shown. The Contractor shall employ competent personnel for making position, gradient, and alignment determinations and measurements.

**5.5. Owner Consultants** – The successful Contractor must coordinate with County contracted Radio Consultant and the Interior Furnishings Contractor(s) as well as other consultants that the County may require during the course of the project to complete the work.

## **SECTION 6 - CONTROL OF MATERIAL**

**6.1. Inspection and Certification.** Unless otherwise specified, all materials shall be subject to visual inspection and job control test, as determined by the Engineer, and shall be certified by the Supplier that the material supplied conforms to the requirements of these specifications. All certifications shall make reference to the specific project and shall contain the Supplier's name and address.

**6.2. Samples, Tests, and Cited Specifications.** The Contractor shall submit certifications and substantiating test reports, furnished by the Supplier or Fabricator, certifying that material and manufacturing procedures conform to the specifications. All sampling and testing required by the specifications shall be performed by the Supplier in accordance with these specifications, and the results shall be signed, sealed and stamped according to laws related to professional engineers. There shall be no direct charge to the Owner for materials taken as samples, either for field tests or for laboratory tests. If a specification of a recognized national standard agency (ASTM, AASHTO, AWWA, AWS, etc.) is designated the material may, unless otherwise specified, meet either the designated specification or the latest revision thereof in effect at the time of letting of the contract.

## **SECTION 7 - LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC**

**Safety Provisions.** Safety on the job is the Contractor's sole responsibility. The Contractor is responsible for proper barricades and/or fences to prevent injury to his or other personnel or the public, and shall leave such barricades and/or fences in place at any time he must be absent from the job site.

## **SECTION 8 - PROSECUTION AND PROGRESS**

**8.1.** Except in connection with the safety or protection of persons or the Work or property at the site or adjacent thereto, and except as otherwise indicated in the contract documents, all Work at the site shall be performed during regular working hours, and the Contractor will not permit overtime work or the performance of Work on Saturday, Sunday or any legal holiday without Owner's written consent given after prior written notice to the Engineer.

**8.2.** Contractor shall notify the Engineer a minimum of forty-eight hours in advance of intent to perform Work.

## **SECTION 9 - MEASUREMENT AND PAYMENT**

**9.1.** The Engineer will make payment estimates on or about the 1st and the 15th of each month of the work performed and the value thereof at the contract unit prices. The proper percentage with relation to completion will be allowed for all incomplete items.

**9.2.** No payments will be made on account of materials not yet incorporated into the work.

**9.3.** From the total amount of work items of each estimate, there will be deducted the percentage as provided in the Payments section of the Contract Conditions. The retained percentage will be released as provided in Section 9.13. The net amount due on the estimate will be certified to the County for payment. This method of retained percentage does not apply to work involving the planting of tree, shrubs and other plants.

**9.4.** Payment may be withheld or nullified in whole or part to such extent as may be necessary to protect the County from loss on account of:

- a. Failure to properly submit material certifications and substantiating test reports required under Section 6.1. and Section 6.2.
- b. Failure to properly submit certified copies of labor payrolls required under Section 10.
- c. Defective work not remedied.
- d. Failure of the Contractor to properly make payment to suppliers or subcontractors for material and/or labor.
- e. A reasonable doubt that the contract can be completed for the balance then unpaid.
- f. Damage to another Contractor.

**9.5.** If the plans have been altered or when disagreement exists between the Contractor and the Engineer as to the accuracy of the plan quantities, either party has the right to request a recomputation of contract quantities of excavation within any area by written notice to the other party. The written notice shall contain evidence that an error exists in the original ground line elevation or in the original computations which will materially affect the final payment quantity. If such final measurement is required, it will be made from the latest available ground surface and the design section.

**9.6.** Borrow quantities will not be measured. If additional fill material is required for the construction of embankment or for other proportions of the work, it shall be located, furnished, and hauled by the Contractor as necessary, and will be considered incidental to the portion of work. The Contractor shall be responsible for obtaining all necessary permits. No direct payment for locating, furnishing, hauling additional fill material or obtaining permits will be made.

**9.7.** Measured quantities of excavation will be used where the ground elevations show on the plans are found to be erroneous. No revision of contract quantities will be made if the actual ground elevations are considered to agree generally with the ground line shown on the plans. Where the Engineer authorizes a change in grade, slope, or typical section affecting the volume of excavation allowed for payment, the revised volume will be determined by the average end area method on the basis of the revised grade, slope, or typical section. Where unauthorized deviations result in a decrease in the contract quantities, the deviations will be measured and deducted from the contract quantity.

**9.8.** This section has been left blank

**9.9.** This section has been left blank

**9.10.** This section has been left blank

**9.11.** This section has been left blank

**9.12.** Payment for the removal and replacement of any unsuitable material will be at the contract unit price for additional depth dig-out repair.

**9.13.** Release of Retained Percentages:

**9.13.1.** Prior to any release of retained percentage the Contractor shall file with the County the following:

- a. An affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor, and other items covered by the contract bond;
- b. Written consent of the surety to such payment;
- c. Lien Waivers signed by each supplier furnishing materials to the project releasing all claims to said materials; and
- d. Any other documents which may be required by the contract or the Engineer.

**9.13.2.** Each Contractor and Subcontractor shall file with the County, upon completion of the project and prior to final payment thereof, an affidavit stating that he has fully complied with the provisions and requirements of the Prevailing Wage Law and OSHA Training Requirements.

**9.13.3.** When the work has been completed and certified by the County, a final estimate will be executed and submitted, which will provide payment to the Contractor for the entire sum due him as set forth in these Specifications, including the amount previously retained by the County. All prior partial estimates and payments shall be subject to correction by the County in this final estimate and payment.

## **SECTION 10 - MATERIAL AND WORKMANSHIP**

All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail.

## **SECTION 11 - STATE WAGE RATE REQUIREMENTS**

**11.1.** The Contractor and all Subcontractors shall maintain books, accounts, ledgers, invoices, drafts, documents, pages and other business records pertaining to the performance of the Contract with such materials available at the Contractor's field or permanent business offices at all reasonable times during the performance of the Contract and for four years from the date of final payment under the contract, for inspection by authorized representatives of the County and the Industrial Commission of Missouri.

**11.2.** The Contractor and all Subcontractors shall be required to submit to the Engineer one certified copy of labor payrolls and a weekly statement of compliance (Form WH-347) for each week that work is in progress, within seven days of the payment date of the payroll. If work is temporarily suspended, the last payroll shall be marked appropriately to note that it will be the last payroll until work is resumed.

**11.3.** The Contractor shall be responsible for the submittal of payrolls and certifications for all Subcontractors.

**11.4.** The County will spot-audit payrolls consistent with its obligations under state law, and Contractor shall promptly address any issues and/or provide additional information upon request by County to ensure compliance with the Prevailing Wage Law.

**11.5.** The contracts for construction projects require that certain information be displayed in a conspicuous place within the project limits for the duration of the contract. The following is a list of required information to be posted both on the project and in the Owner's office:

- a. In the Owner's office:



1. Missouri Equal Employment Opportunity Notice.
2. PR-1022, Title 18, Section 1020, Notice on False Statements.

b. On the Project:

1. State Wage Rates Notice.
2. PR-1022, Title 18, Section 1020, Notice on False Statements.
3. Contractor's and Subcontractor's EEO Policy Statements and name, address and telephone number of designated EEO Officers.
4. Notice to Labor Unions of Contractors commitment to EEO (if applicable).
5. Notice requesting referral of minorities by present employees.

**11.6.** The Owner's personnel will generally conduct one wage rate interview on each project every two weeks. Labor interviews are not required on railroad and other utility adjustments. The interviewer will determine the employee's name, the employer's name, the classification of the employee, the actual wage paid, and the posted wage.

## **SECTION 12 - SPECIFICATIONS AND PLANS**

The Contractor shall keep at the job-site a copy of the plans and specifications and shall at all times give the County and the Engineer access thereto. Anything mentioned in the specifications and not shown on the plans, or shown on the plans and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In any case of discrepancy between the plans and the specifications, the matter shall be promptly submitted to the Engineer, who shall promptly make a determination in writing. Any adjustment or interpretation by the Contractor without this determination shall be at the Contractor's own risk or expense. The Engineer shall furnish from time to time such detail plans and other information as may be considered necessary, unless otherwise provided.

## **SECTION 13 - PROTECTION OF WORK**

The Contractor shall take all necessary steps to protect his own workers, the utility personnel, and the public from unnecessary danger or hazard during the prosecution of this work. Danger signs, warning signs, flares, lanterns, railings, barriers, sheeting, shoring, etc., shall be erected to prevent accidents from construction, falling objects, rotating machinery, electric lines and other conditions which might prevent unusual hazard.

## **SECTION 14 - OVERHEAD LINE PROTECTION**

The Contractor shall ascertain the presence and location of utilities within the work area. The Contractor shall notify and coordinate the utility that may be affected by the work.

The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontract for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the

Contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontract for part of the services), anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the Contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

#### **SECTION 15 - OSHA Program Requirements**

The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.

The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program, and certify compliance by affidavit at the conclusion of the project.

The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.

#### **SECTION 16 - REPAIRS AND/OR REPLACEMENT OF DEFECTIVE PORTION**

The Contractor shall be responsible for a period of one year from and after the date of final acceptance by the County of the work covered by this Contract, for any repairs or replacements caused by defective materials, workmanship or equipment which, in the judgment of the Engineer, shall become necessary during such period. The Contractor shall undertake with due diligence to make the aforesaid repairs and/or replacements within ten days after receiving written notice that such repairs or replacements are necessary. If the Contractor should neglect to begin such repairs or replacements within this period or in case of emergency, where, in the judgment of the Engineer, delay would cause serious loss or damage, the repairs and/or replacements may be pursued by the County and charged to the Contractor.

#### **SECTION 17 - INTERFERENCE**

All work scheduled by the Contractor shall be planned with the consent of the Engineer and shall not in any way interfere with any utility, highway, railroad, or private property unless consent is given by an authorized representatives or the County.

#### **SECTION 18 - METHOD OF PAYMENT**

The method of payment shall be as stipulated in the section titled "Contract Conditions" and contained elsewhere in these contract documents.

## **APPENDIX A**

### **STATE WAGE RATES**

**GENERAL:** This Contract shall be based upon payment by the Contractor of wage rates not less than the prevailing hourly wage rate for each craft or classification of workers engaged on the work as determined by the Industrial Commission of Missouri on behalf of the Department of Labor and Industrial Relations.

The Contractor shall comply with all requirements of the prevailing wage law of Missouri, Revised Statutes of Missouri, Sections 290.210 to 290.340, including the latest amendments thereto.

The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work which may be performed by any worker in any particular period of time.

**RECORDS:** The Contractor shall keep an accurate record showing the names, occupations, and crafts of all workers employed, together with the number of hours worked by each worker and the actual wages paid to each worker. At all reasonable hours, such records shall be open to inspection by the representatives of Industrial Commission of Missouri and the County. The payroll records shall not be destroyed or removed from the State for at least one year after completion of the work.

**NOTICES:** Throughout the life of this Contract, a copy of the wage determination and the rules promulgated by the Industrial Commission of Missouri shall be displayed in at least one conspicuous place on the project under a heading of NOTICE with the heading in letters at least one inch high.

**PENALTY:** Pursuant to Section 290.250 RSMo the Contractor shall forfeit to the County as penalty, one hundred dollars for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the stipulated rates for any work done under the Contract, by them.

**AFFIDAVIT OF COMPLIANCE:** After completion of the work and before final payment can be made under this Contract, the Contractor must file with the County an affidavit stating that they have fully complied with the provisions and requirements of the prevailing wage law of Missouri, sections 290.210 to 290.340 RSMo.

**WAGE DETERMINATION:** During the life of this Contract, the prevailing hourly rate of wages is subject to change by the Department of Labor and Industrial Relations or by court decision as provided by law. Any such change shall not be the basis of any claim by the Contractor against the County, nor will deductions be made by the County against sums due the Contractor by reason of any such change.

The prevailing wage rate determination made by the Industrial Commission of Missouri is reproduced verbatim and is applicable to this Contract.

# Missouri

## Division of Labor Standards

WAGE AND HOUR SECTION



ERIC R. GREITENS, Governor

### Annual Wage Order No. 25

Section 010

**BOONE COUNTY**

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

Matt Cowell, Director  
Division of Labor Standards

Filed With Secretary of State: March 9, 2018

Last Date Objections May Be Filed: April 9, 2018

Prepared by Missouri Department of Labor and Industrial Relations

Building Construction Rates for  
BOONE County

Section 010

OCCUPATIONAL TITLE	** Date of Increase	*	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator			\$32.70	55	60	\$23.17
Boilermaker			\$36.56	57	7	\$29.13
Bricklayer and Stone Mason			\$29.76	59	7	\$17.44
Carpenter			\$25.34	60	15	\$16.85
Cement Mason			\$27.82	9	3	\$12.92
Communication Technician			\$32.00	28	7	\$13.37 + 13%
Electrician (Inside Wireman)			\$32.00	28	7	\$13.37 + 13%
Electrician (Outside-Line Construction/Lineman)			\$44.56	43	45	\$5.75 + 36%
Lineman Operator			\$38.35	43	45	\$5.75 + 36%
Groundman			\$29.48	43	45	\$5.75 + 36%
Elevator Constructor		a	\$47.07	26	54	\$33.275
Glazier			\$27.32	122	76	\$12.08
Ironworker			\$29.48	11	8	\$25.96
Laborer (Building):						
General			\$23.71	42	44	\$13.84
First Semi-Skilled			\$25.71	42	44	\$13.84
Second Semi-Skilled			\$24.71	42	44	\$13.84
Lather			USE CARPENTER RATE			
Linoleum Layer and Cutter			\$25.22	60	15	\$16.85
Marble Mason			\$22.24	124	74	\$13.05
Marble Finisher			\$14.35	124	74	\$9.52
Millwright			\$26.34	60	15	\$16.85
Operating Engineer						
Group I			\$29.06	86	66	\$26.00
Group II			\$29.06	86	66	\$26.00
Group III			\$27.81	86	66	\$26.00
Group III-A			\$29.06	86	66	\$26.00
Group IV			\$26.83	86	66	\$26.00
Group V			\$28.76	86	66	\$26.00
Painter			\$23.69	-18	7	\$12.08
Pile Driver			\$26.34	60	15	\$16.85
Pipe Fitter		b	\$39.25	91	69	\$27.18
Plasterer			\$26.33	94	5	\$12.97
Plumber		b	\$39.25	91	69	\$27.18
Roofer \ Waterproofer			\$29.55	12	4	\$16.04
Sheet Metal Worker			\$31.55	40	23	\$17.88
Sprinkler Fitter - Fire Protection			\$34.79	33	19	\$20.17
Terrazzo Worker			\$29.55	124	74	\$14.76
Terrazzo Finisher			\$19.22	124	74	\$14.76
Tile Setter			\$22.24	124	74	\$13.05
Tile Finisher			\$14.35	124	74	\$9.52
Traffic Control Service Driver			\$26.415	22	55	\$9.045
Truck Driver-Teamster						
Group I			\$25.30	101	5	\$10.70
Group II			\$25.95	101	5	\$10.70
Group III			\$25.45	101	5	\$10.70
Group IV			\$25.95	101	5	\$10.70

Fringe Benefit Percentage is of the Basic Hourly Rate

\*SEE FOOTNOTE PAGE

ANNUAL WAGE ORDER NO. 25

3/18

Building Construction Rates for  
BOONE County Footnotes

Section 010

OCCUPATIONAL TITLE	** Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits

\* Welders receive rate prescribed for the occupational title performing operation to which welding is incidental.

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

a - Vacation: Employees over 5 years - 8%; Employees under 5 years - 6%

b - All work over \$7 Mil. Total Mech. Contract - \$39.25, Fringes - \$27.18

All work under \$7 Mil. Total Mech. Contract - \$37.91, Fringes - \$21.69

c - Vacation: Employees after 1 year - 2%; Employees after 2 years - 4%; Employees after 10 years - 6%

\*\*Annual Incremental Increase

ANNUAL WAGE ORDER NO. 25

3/18

## BOONE COUNTY BUILDING CONSTRUCTION - OVERTIME SCHEDULE

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 9:** Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

**NO. 11:** Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

**NO. 12:** Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

**NO. 18:** Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½). Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

**NO. 22:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 26:** Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week, Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.

## BOONE COUNTY BUILDING CONSTRUCTION - OVERTIME SCHEDULE

**NO. 28:** Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday: If a holiday falls within that week it shall be a consecutive work day. (Alternate: If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 8:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

**NO. 33:** Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

**NO. 40:** Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.



## BOONE COUNTY BUILDING CONSTRUCTION - OVERTIME SCHEDULE

**NO. 42:** Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall receive eight (8) hours pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall receive (8) hours pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

**NO. 43:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularly scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 55:** Means the regular work day shall be eight (8) hours between 6:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

**NO. 57:** Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$27.76 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.37 of the fringe benefit portion of the prevailing wage may be paid at straight time.

## BOONE COUNTY BUILDING CONSTRUCTION - OVERTIME SCHEDULE

**NO. 59:** Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 6:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

**NO. 60:** Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as-recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. **NOTE:** All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

**NO. 86:** The regular workday shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute lunch period, with pay at the straight time rate with all hours in excess of eight (8) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). The regular workday shall begin between the hours of 6:00 a.m. and 8:00 a.m. The Employer may have the option to schedule the work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). If the Employer elects to work from Monday through Thursday and is stopped due to inclement weather, holiday or other conditions beyond the control of the Employer, they shall have the option to work Friday at the straight time rate of pay to complete the forty (40) hours for the workweek. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) the hourly rate. Fringe benefits shall be paid at the one and one half the hourly rate. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate. Fringe benefits shall be paid at double the hourly rate. Shifts may be established when considered necessary by the Employer. Shift hours and rates will be as follows. If shifts are established, work on the First Shift will begin between 6:00 a.m. and 9:00 a.m. and consist of eight (8) hours of work plus one-half hour unpaid lunch. Hours worked during the first shift will be paid at the straight time rate of pay. The second shift shall start eight hours after the start of the first shift and consist of eight (8) hours of work plus one-half hour unpaid lunch. Work on the second shift will begin between 2:00 p.m. and 5:00 p.m. and be paid the straight time rate plus \$2.50 per hour. The third shift shall start eight hours after the start of the second shift and consist of eight (8) hours plus one-half hour unpaid lunch. Work on the third shift will begin between 10:00 p.m. and 1:00 a.m. and be paid the straight time rate plus \$3.50 per hour. The additional amounts that are to be paid are only applicable when working shifts. Shifts that begin on Saturday morning through those shifts which end on Sunday morning will be paid at time and one-half these rates. Shifts that begin on Sunday morning through those shifts which end on Monday morning will be paid at double time these rates.

## BOONE COUNTY BUILDING CONSTRUCTION - OVERTIME SCHEDULE

**NO. 91:** Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. **SHIFT WORK:** When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days, two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

**NO. 94:** Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

**NO. 101:** Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

**NO. 122:** Means the regular workday shall be (8) hours. The regular work week shall be forty (40) hours, beginning 6:00 a.m. on Monday and ending 6:00 p.m. on Friday. Saturday will be time and one-half (1½). Sunday and Holidays shall be double (2) time. Saturday can be a make-up day if weather has forced a day off.

**NO. 124:** Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek, (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.

## BOONE COUNTY BUILDING CONSTRUCTION - HOLIDAY SCHEDULE

**NO. 3:** All work done on New Year's Day, Decoration Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed.

**NO. 4:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, it will be celebrated on Saturday.

**NO. 5:** All work that shall be done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid twice the amount of his or her regular hourly wage rate for each hour or fraction thereof worked on any such day.

**NO. 7:** The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

**NO. 8:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

**NO. 15:** All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

**NO. 19:** All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

**NO. 23:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

**NO. 44:** All work done on New Year's Day, Decoration Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

**NO. 45:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

ANNUAL WAGE ORDER NO. 25

AWO25 010 BHol.doc

Page 1 of 2

## BOONE COUNTY BUILDING CONSTRUCTION - HOLIDAY SCHEDULE

**NO. 54:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

**NO. 55:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a makeup day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 60:** All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**NO. 66:** All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

**NO. 69:** All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days, the employee will be paid at straight-time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

**NO. 74:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

**NO. 76:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas. No work of any pretense shall be performed on Charlsmas Day or Independence Day. Any work performed on the other holidays shall be paid for at least two (2) times the regular rate of pay. If a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a Saturday, the preceding Friday will be observed.

Heavy Construction Rates for  
BOONE County

Section 010

OCCUPATIONAL TITLE	* Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter		\$31.02	23	16	\$16.85
Electrician (Outside-Line Construction)(Lineman)		\$44.56	9	12	\$5.75 + 36%
Lineman Operator		\$38.35	9	12	\$5.75 + 36%
Lineman - Tree Trimmer		\$24.53	32	31	\$9.98 + 3%
Groundman		\$29.48	9	12	\$5.75 + 36%
Groundman - Tree Trimmer		\$18.14	32	31	\$7.19 + 3%
Laborer					
General Laborer		\$28.56	2	4	\$13.52
Skilled Laborer		\$28.56	2	4	\$13.52
Millwright		\$31.02	23	16	\$16.85
Operating Engineer					
Group I		\$28.14	21	5	\$25.89
Group II		\$27.79	21	5	\$25.89
Group III		\$27.59	21	5	\$25.89
Group IV		\$23.94	21	5	\$25.89
Oilier-Driver		\$23.94	21	5	\$25.89
Pile Driver		\$31.02	23	16	\$16.85
Traffic Control Service Driver		\$26.415	28	27	\$9.045
Truck Driver-Teamster					
Group I		\$29.87	25	21	\$12.85
Group II		\$30.03	25	21	\$12.85
Group III		\$30.02	25	21	\$12.85
Group IV		\$30.14	25	21	\$12.85

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.

\*Annual Incremental Increase

ANNUAL WAGE ORDER NO. 25

3/18

M2.1	PLUMBING FLOOR PLAN
M3.1	MECHANICAL DETAILS
M3.2	RISER DIAGRAMS
M4.1	MECHANICAL SCHEDULES
E1.1	LIGHTING FLOOR PLAN
E2.1	POWER FLOOR PLAN
E2.2	DATA & COMMUNICATIONS FLOOR PLAN
E2.3	COMMUNICATIONS AND FIRE ALARM SPECS
E3.1	ELECTRICAL DETAILS
E4.1	ELECTRICAL SCHEDULES
FA1.1	FIRE PROTECTION SPECS
FA1.2	FIRE ALARM PROTECTION FLOOR PLANS

**END OF SECTION**

**REQUEST FOR CLARIFICATION (RFC)**

Project Title:

Boone County Support Services Building –  
Bid No. 35-18JUL19

Date:

Project Number: PWA 201823

RFI #: (to be supplied by Architect)

Architect / Engineer:

PWArchitects, Inc.  
15 South Tenth Street  
Columbia, MO 65203

Bidder/Contractor Requesting Information:

This is a clarification to resolve questions and/or conflicts in the plans and specifications. Any changes as a result of the response to the question below will be addressed under separate cover.

Information/Clarification Requested:

Drawing Sheet or Specification Section Number:

Contractor's Representative Signature:

Response to RFC:

Signature/Project Architect:

Date:

CC:

Encl:

File:



**SECTION 00 31 23**

**INFORMATION AVAILABLE TO BIDDERS**

**PART 1 GENERAL**

**1.01 GEOTECHNICAL REPORT**

- A. A copy of the Geotechnical Report with respect to the building site has been completed:
  - 1. Title: Geotechnical Report, Boone County-Support Services Building-ECC/BCSD Campus, 2145/2111 East County Drive, Boone County, Missouri.
  - 2. Date: October 30, 2018.
  - 3. Prepared by: Allstate Consultants, LLC, 3312 Lemone Industrial Blvd., Columbia Missouri.
  - 4. Report is included as part of this section.
  - 5. Report also can be viewed at the following locations:
    - a. PWA Architects, Inc., 2120 Forum Blvd., Suite 101, Columbia, Missouri 65203
    - b. Boone County Purchasing, 613 East Ash Street, Room 110, Columbia, Missouri 65201
  - 6. Report can be reproduced for purchase at American Document Solutions, 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203.
- B. This report identifies properties of below grade conditions and offers recommendations for the design of the foundations, prepared primarily for the use of the Architect and Engineers.
- C. The recommendations described shall not be construed as a requirement of this contract unless specifically referenced in the Contract documents.
- D. This report, by its nature, cannot specifically reveal all conditions that exist on the site. Should subsurface conditions be found that vary substantially from this report, changes in the design and construction of foundations will be made, with resulting credits or expenditures to the Contract Sum accruing to the Owner.

**END OF SECTION**

**Geotechnical Report**

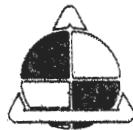
**Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri**

**October 30, 2018**

**Project No. 18224.01**

**For  
Mr. Erik Miller AIA, CDT  
PW Architects, Inc.**

**Prepared By:**



**ALLSTATE  
CONSULTANTS**

**3312 LeMone Industrial Blvd.,  
Columbia, MO 65201**

*Engineering Our Community*



October 30, 2018

Mr. Erik Miller AIA, CDT  
PW Architects, Inc.  
2120 Fourm Blvd., Suite 101  
Columbia, MO 65203

RE:           Geotechnical Report  
              Proposed Boone County-Support Services Building  
              ECC/BCSD Campus  
              2145/2111 East County Drive  
              Columbia, Missouri  
              Allstate Project No. 18224.01

Dear Mr. Miller;

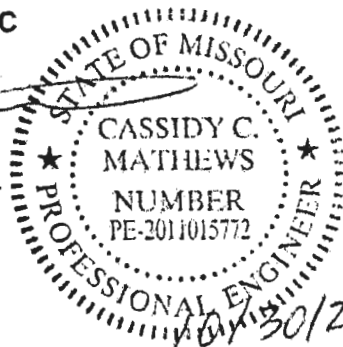
We have completed the subsurface exploration, laboratory testing and geotechnical engineering report for the Proposed Boone County – Support Services Building to be constructed on an upland site located on the ECC/BCSD Campus at 2145/2111 East County Drive in in Columbia, Missouri. The accompanying geotechnical report presents the findings of the subsurface exploration, the results of the laboratory tests and our engineering recommendations regarding design and construction of the earthwork, foundations, floor slabs and pavement subgrades for the proposed facility.

It has been a pleasure to be of service to you during the initial phase of this project. If you have any questions regarding this geotechnical report, or if we may be of further service during the design or construction phases, please feel free to contact our office.

Sincerely,  
**Allstate Consultants, LLC**

*Cassidy C. Mathews*  
Cassidy C. Mathews, P.E.  
Geotechnical Engineer  
Missouri: E-2011015772

CCM  
Enclosures  
Copies: Client



## TABLE OF CONTENTS

TRANSMITTAL LETTER.....	i
INTRODUCTION.....	1
PROJECT DESCRIPTION .....	1
FIELD EXPLORATION AND LABORATORY TESTING PROCEDURES.....	2
SITE DESCRIPTION.....	3
SUBSURFACE CONDITIONS.....	4
Soil and Rock Conditions.....	4
Groundwater Conditions.....	5
GEOTECHNICAL EVALUATION AND RECOMMENDATIONS.....	6
Geotechnical Evaluation.....	6
Earthwork.....	8
Foundations.....	10
Seismicity.....	11
Floor Slab Subgrades.....	12
Pavement Subgrades.....	12
Lateral Earth Pressures and Drains for Below Grade Walls.....	13
Surface Drainage and Plantings.....	15
Additional Considerations.....	15
CONCLUSION AND LIMITATIONS.....	16
APPENDIX	
Test Boring Location Plan	
Test Boring Logs – TB-1 to TB-9	
Test Boring Log Notes	
Soil and Rock Symbols For Boring Logs	
Unified Soil Classification System	

## **GEOTECHNICAL REPORT**

### **PROPOSED BOONE COUNTY – SUPPORT SERVICES BUILDING ECC/BCSD CAMPUS 2145/2111 EAST COUNTY DRIVE BOONE COUNTY, MISSOURI**

**ALLSTATE PROJECT NO. 18224.01  
OCTOBER 30, 2018**

## **INTRODUCTION**

Allstate Consultants, LLC has completed the subsurface exploration for the Proposed Boone County Support Services Building to be constructed on an upland site located to the northwest of the existing Boone County Emergency Communications Center in Columbia, Missouri.

Nine (9) test borings, designated TB-1 through TB-9, were performed to depths ranging from approximately 5 feet to 20 feet below the existing ground surface in the proposed building and parking lot areas. Laboratory tests were performed on soil samples recovered from the test borings and the soil samples were visually classified. The Test Boring Logs and Test Boring Location Plan are included in the Appendix to this report.

The purpose of this geotechnical engineering report is to describe the subsurface conditions encountered in the borings, evaluate the field and laboratory test data and provide recommendations regarding the design and construction of earthwork, foundations, floor slabs and pavement subgrades for the proposed facility.

## **PROJECT DESCRIPTION**

The Proposed Boone County Support Services Building will consist of a single story, slab on grade, metal building with associated pavement areas as shown on the Test Boring Location Plan in the Appendix.

The proposed building will have approximate plan dimensions of 60 feet by 190 feet and a footprint of approximately 12,000 square feet. Preliminary plans indicate a partial mezzanine with dimensions of approximately 20 feet by 120 feet will be located on the west side of the building. A future building expansion, having approximate plan dimensions of 60 feet by 110 feet, is planned for the north side of the proposed building. Additional parking and access pavements will be located on the east side of the building and east of the existing access drive.

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

The project is in the early stages of development and site grading plans and structural information are not yet available. However, based on our cursory observations while drilling we assume minor cuts and extensive fills in the range of 10 feet to 15 feet may be required to develop the floor slab subgrade for the proposed building and future north expansion. We estimate the finished floor slab will be established between approximate elevations 770 to 772 feet. We also assume maximum building column and wall loads will be less than 50 kips and 2 kip/lineal foot, respectively. We should be advised if building loads will be higher.

## **FIELD EXPLORATION AND LABORATORY TESTING PROCEDURES**

Building area borings were located and ground surface elevations at these locations were determined by an Allstate Consultants survey crew using traditional surveying methods. Approximate boring locations are shown on the Test Boring Location Plan in the Appendix.

Test borings were performed using a truck-mounted, Mobile B47 rotary drilling rig. Hollow stem augers with a center plug were used to advance the borings. At relatively close vertical intervals, the center plug was removed from the augers and samples of the subsurface materials were obtained using thin-walled tube and split barrel sampling methods.

As the borings were advanced, an Allstate geotechnical engineer recorded the results of the subsurface exploration on field boring logs. Information reported on the field boring logs included, the number, type, depth, recovery, Standard Penetration Test blow counts, and/or calibrated hand penetrometer reading for each sample. The field logs also included visual descriptions of the recovered samples; the driller and field engineers' interpretation of subsurface conditions between samples based on drilling observations and the geotechnical engineer's groundwater observations. Recovered soil samples were sealed to reduce moisture loss and transported to the laboratory for further testing and classification.

Thin-walled tube samples were tested in the laboratory to determine the field water content, dry unit weight and unconfined compressive strength. The unconfined compressive strength of some of the samples was estimated using a calibrated hand penetrometer. The strength estimated using this device is approximate and was considered accordingly. Split-barrel samples were tested in the laboratory to determine the field water content and approximate unconfined compressive strength by use of a calibrated hand penetrometer.

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

On completion of laboratory testing, the soil samples were described and classified in general accordance with the Unified Soil Classification System (USCS) using visual-manual procedures. USCS Group Letter Symbols and Group Names were also assigned based on visual-manual estimates. Atterberg limit tests were also performed on selected samples to assist in soil classification and in evaluating the engineering characteristics of the site soils. The results of these tests are shown on the Test Boring Logs.

The final Test Boring Logs included in this report present the results of the field exploration and the laboratory testing program. The final logs delineate the soil and rock strata encountered in the borings and represent the geotechnical engineer's interpretation of subsurface conditions at the boring locations. These interpretations were developed from a review of the field boring logs with modifications based on the laboratory test results and on visual observations of the recovered samples. Graphical symbols depicting the soil and rock strata are shown on the boring logs for illustrative purposes. It should be recognized that differing soil types could be present between samples and between borings.

The Test Boring Log Notes included in the Appendix describe the symbols used on the Test Boring Logs and provide additional information regarding sampling procedures; soil and rock descriptions and classification; Standard Penetration Tests; laboratory test results; the consistency of fine grained soils; the relative density of coarse grained soils; bedrock quality and borehole water level observations.

The Unified Soil Classification System is also described in the Appendix and a legend is included relating graphical symbols used on the boring logs to the USCS Group Letter Symbols and Names and to the principal rock types encountered in the project area.

## **SITE DESCRIPTION**

The proposed site is located immediately northwest of the Boone County Emergency Communications Building in a grass covered area that was gently sloping to the north and west at the time of exploration. The upland site slopes gently from the higher terrain on the south and east at approximate elevation 780 feet to the lower terrain on the northwest at approximate elevation 755 feet as shown on the Test Boring Location Plan.

It appears significant grading has been performed on the site. Past grading activities associated with the development of the tract for the Boone County Emergency Communications building have been completed in the immediate area of the proposed Support Services Building. Visual observations indicated that fill was likely placed in the

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

southern portion of the site. It appears the existing fill placed in the vicinity of the proposed Support Services Building may not have been placed under controlled conditions and we are not aware of any previous testing records being available.

## **SUBSURFACE CONDITIONS**

Subsurface conditions encountered at the individual boring locations are indicated on the Test Boring Logs. Stratification lines shown on these logs represent approximate boundaries between soil and rock types. In-situ, the change between material types may be more gradual. Based on a review of the Test Boring Logs, subsurface conditions at the project site can be characterized as follows:

### **Soil and Rock Conditions**

Test borings, TB-1 to TB-9, encountered little to no topsoil over what appeared to be uncontrolled fill over post-glacial and glacial soil deposits and Pennsylvanian aged bedrock. The building area borings, TB-1 to TB-7, were terminated in weathered shale at depths of approximately 16 to 20 feet beneath the existing ground surface while pavement area test borings, TB-8 and TB-9, were terminated in post-glacial soil deposits at depths of approximately 5 feet below the existing ground surface.

The existing fill material encountered in the borings, generally extended to depths of about 3 to 8 feet beneath the existing ground surface and appeared to increase in thickness to the south and west. These materials typically consisted of a variety of lean clays, lean to fat clays and fat clays with zones of crushed limestone in some borings. The existing variable fill was generally moist and very stiff to hard in consistency with occasional medium and stiff consistency zones.

Beneath the existing fill material, building area borings TB-1 to TB-6 and pavement area boring TB-8, encountered post-glacial soil deposits that generally consisted of lean clays and fat clays that were stiff to very stiff in consistency. Test boring TB-9 encountered silty, hard post glacial material consisting of lean clay overlying very stiff to hard consistency lean clay.

In TB-1 to TB-7, in the vicinity of the proposed building and future north addition and at depths ranging from 3 feet to 12 feet below the existing ground surface, the undocumented fill and/or post-glacial soils were underlain by highly weathered claystone. The upper several feet of the claystone was jointed and had the consistency of a stiff to hard, clay soil. Some of the upper claystone was also high in plasticity.



**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

Beneath the highly weathered claystone in these borings, weathered shale was encountered. The upper shale had the consistency of a very stiff to hard clay soil and the lower shale had the consistency of a soft to medium hard rock. TB-1 to TB-7 in the building area were terminated in the underlying weathered shale.

### **Groundwater Conditions**

Field observations were periodically made during drilling and sampling, immediately after boring completion and several hours after completion to measure borehole water levels. Groundwater was observed at a depth of approximately 16 feet during drilling of TB-5 and was not observed at these times in the other borings.

It should be recognized that short term water level observations in open boreholes, drilled into low permeability soil and rock, may not represent actual groundwater conditions in these materials. In fact, a considerable length of time may be required for a groundwater level to be detected and to stabilize in an open borehole extending into materials similar to those encountered in the test borings at this site.

Installation and long term observation of piezometers or groundwater observation wells, screened in the hydrologic units of interest and sealed to prevent the entrance of surface water, would be required to more accurately characterize and evaluate groundwater levels and fluctuations in these levels in this geologic setting. While these services can be provided if requested, they are beyond the scope of this investigation.

Groundwater levels often vary across a project site and typically fluctuate at individual locations with variations in seasonal and climatological conditions. Perched water tables can develop and groundwater levels can be influenced by alterations in site grades, other construction activities, modifications to adjacent sites, leaking utility piping, water following utility trench backfill, and other factors not readily evident at the time the borings are performed.

During construction and at other times during the life of the proposed development, groundwater levels may be higher or lower than the levels reported on the boring logs. The likelihood of fluctuating groundwater levels and the potential occurrence of seasonally perched groundwater in the near surface soils should be appropriately considered during development of design and construction plans for this project.

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

## **GEOTECHNICAL EVALUATION AND RECOMMENDATIONS**

### **Geotechnical Evaluation**

Borings TB-1 to TB-8 encountered previously placed fill over native post-glacial soils and/or weathered claystone and shale, while test boring TB-9 encountered post-glacial soils. The existing fill was composed of a mixture of lean clay, lean to fat clay, and fat clay. The clayey fill contained variable zones of material and ranged from medium to hard in consistency. Pockets of construction debris composed of crushed limestone gravel were encountered in test borings TB-1, TB-2 and TB-4.

The existing fill generally appeared to thicken toward the south, as was expected, and extended to depths of about 5 feet to 8 feet beneath the surface in building area borings TB-1 to TB-3 on the south and to depths of approximately 3 feet to 5 feet in TB-4 to TB-7 on the north.

The existing fill was variable in engineering properties and we are not aware of any records regarding placement and compaction of the fill. Based on our findings we are of the opinion the much of the existing fill was placed under uncontrolled conditions.

Atterberg limits tests performed on samples of the suspected uncontrolled fill materials consisting of lean clays, lean to fat clays, and fat clays obtained from the upper 3 to 10 feet of the soil profile indicated these site soils were moderately to highly plastic having liquid limits of approximately 41 to as high as 58 and plasticity indices (PI's) of about 25 to 39.

Past experience with similar soils indicates the fat clays and lean to fat clays may have a moderate to high volume change potential. The lean clays may have a low to moderate swell potential when moist, but may also have a high volume change potential when low in moisture content. Additionally, seasonal drying prior to construction may result in higher swelling tendencies in each of these type materials.

The native post-glacial soils encountered below the existing fill generally consisted of stiff to very stiff, lean clays and fat clays with occasional hard consistency materials.

In our opinion, the uncontrolled existing fill could experience continued consolidation under its own weight and under the structural loads that will be added within the building footprint. Consolidation of the uncontrolled fill could result in unacceptable building settlements and significant differential settlement between building foundations and the floor slab. For these reasons, we recommend the existing uncontrolled fill within and to

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

a horizontal distance of 8 feet outside the building footprint be removed and replaced with moisture conditioned, controlled, compacted fill. Over-excavation of the existing fill would need to extend to significant depths of about 8 feet in the area of borings TB-1 and TB-2 and to depths of about 3 to 5 feet in the area of borings TB-3 to TB-7 on the north. Suitable fill material would need to be imported to the building site for use in the moisture conditioned, controlled, compacted fill for the building pad.

Based on our findings and evaluation, we are of the opinion that the most feasible approach for this project would involve removing the existing highly variable fill materials to stiff, native materials in the building area and replacing it with moisture conditioned, controlled, compacted fill. Detailed recommendations for design and construction of earthwork, foundations, and floor slab subgrades are provided below based on removing and replacing the uncontrolled fill with moisture conditioned, controlled, compacted fill in the building area.

Considering the type of facility planned and our experience with expansive soils in the project area, we recommend the owner consider establishing a 24 inch thick, low volume change zone beneath the proposed building floor slab to reduce future floor slab heave to tolerable levels. While a less substantial low volume change zone, such as one having thickness of 12 to 18 inches, could be used, there is a potential that building floor movements would be more significant and more noticeable with a thinner low volume change zone.

The lean clays, lean to fat clays, and fat clays that will be removed from site excavations do not appear to be suitable for re-use in controlled compacted fills below the proposed low volume change zone in the building area and immediately beneath the pavement sections. These materials are suitable for use as controlled compacted fill material in lawn areas at least 8 feet outside the building footprint, if these materials are free of organic matter and debris and are reworked, moisture conditioned and compacted as recommended in this report. If close attention to moisture and density control is not exercised, the on-site materials could develop a higher potential for volume change.

In our opinion, the proposed Support Services Building can be supported on shallow foundations and a floor slab on grade can be utilized in the building area, if the variable, undocumented soils encountered in the upper 3 to 8 feet of the soil profile in the proposed building area are removed and replaced with moisture conditioned, controlled, compacted fill and a low volume change zone is established beneath the entire building floor slab as recommended in this report. Detailed earthwork, foundation, and floor slab recommendations are as follows:

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

**Earthwork**

Prior to placement of moisture conditioned, controlled, compacted fill, any remaining vegetation and any topsoil, low strength or otherwise unsuitable material that may be present should be removed from the proposed building area. Generally this would include the upper 3 to 8 feet of variable fill encountered in the building area borings. Unsuitable material would also include any low strength existing site soil lying beneath the uncontrolled fill that is identified during the over-excavation.

The building area undercut should extend laterally beyond the building perimeter for a horizontal distance of at least 5 feet on the north and to at least 8 feet on the south where the existing fill appears to be the thickest. Exposed native soils in the bottom of the undercut should be carefully probed and thoroughly proof-rolled with a loaded tandem axle dump truck, scraper, or other approved rubber tired construction equipment in the presence of the geotechnical engineer of record or his on-site representative. If unsuitable materials are identified in the bottom of the building area undercut, these unsuitable materials should also be removed to stiff native clay as determined by the geotechnical engineer of record or his on-site representative. Moisture deficient soils should be scarified to a minimum depth of at least 6 inches, moisture conditioned to the optimum moisture content or above and recompacted and the entire undercut should be backfilled with moisture conditioned, controlled, compacted clay fill up to the bottom of the low volume change zone.

Lean clay soils, having a liquid limit of 50 or less and a plasticity index (PI) of 30 or less, obtained from off-site excavations that are free of organic matter and debris are suitable for re-use as moisture conditioned, controlled, compacted fill in the building area up to the bottom of the low volume change zone if these soils are placed, moisture conditioned and compacted as recommended in this report.

Controlled, compacted fill should be placed in lifts having a maximum loose thickness of 8 inches. Lean clay soils, suitable for use as controlled, compacted fill, should be placed and moisture conditioned to within the range of 1 percent above the optimum moisture content to 4 percent above the optimum moisture content and compacted to at least 95 percent of the standard Proctor maximum dry density (ASTM D698). Any fat clay soils with a liquid limit of 55 or less and deemed suitable for use as controlled, compacted fill by the geotechnical engineer of record, should be placed and moisture conditioned to within the range of 2 percent above to 5 percent above the optimum moisture content and should be compacted to the same requirements. Silty lean clay soils, suitable for use as controlled, compacted fill that have liquid limits less than 40, should be placed and moisture conditioned to within the range of optimum moisture content to 2 percent above the optimum moisture content and compacted to at least 95 percent of the

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

standard Proctor maximum dry density (ASTM D698). Sheepsfoot and/or padfoot rollers are recommended for compaction of clay soils.

The existing site soils that will need to be over-excavated from the building area undercut are unsuitable for re-use in the building area beneath the low volume change zone due to the variable nature of the materials.

To provide more uniform floor slab support and to reduce the magnitude of future floor slab movements due to potential subgrade volume change, we recommend that any controlled, compacted fill placed inside the building area, for a lateral distance of 5 feet beyond the building footprint and within 24 inches of the bottom of the floor slab consist of low volume change material placed and compacted as described in this report.

We recommend, the low volume change zone in the building area consist of approved densely graded granular materials containing at least 15 percent low plasticity fines passing the No. 200 sieve such as MODOT Type 1 crushed limestone, limestone screenings or wastelime. Approved granular materials should be compacted at workable moisture contents to at least 95 percent of the standard Proctor maximum dry density (ASTM D698). Vibratory rollers are recommended for compaction of granular soils in the low volume change zone.

We recommend all new fill in pavement areas and adjacent slopes be placed on stripped, proof rolled and observed surfaces and consist of controlled compacted fill meeting the requirements of this report. In cut or shallow fill areas, we recommend the upper 2 feet of the subgrade consist of controlled compacted fill. This may require some shallow undercutting and replacement with excavated material in these areas.

Cut and fill slopes located outside the building and pavement areas should be constructed no steeper than 3 horizontal to 1 vertical. Compacted fills placed on terrain having a slope steeper than 6 horizontal to 1 vertical should be placed in relatively horizontal lifts and should be suitably benched into the existing site materials.

Samples of off-site granular or select clay materials proposed for use in controlled compacted fills or in the low volume change zone should be obtained by the geotechnical engineer for evaluation prior to being used at the site.

Each lift of controlled, compacted fill and/or low volume change fill should be observed during placement and compaction and should be subjected to in-place field density testing by the geotechnical engineer of record's on-site representative. Should the field density test results indicate the recommended moisture and compaction levels have not

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

been achieved, the area(s) represented by the test(s) should be reworked and/or recompacted and retested until the moisture and compaction requirements are met.

New utility trench backfill located within 5 feet of the outside of buildings should consist of clay soils placed and compacted at the optimum moisture content or above and to the compaction requirements described in this report for controlled, compacted fill.

We recommend the geotechnical engineer of record be retained by the owner during earthwork construction to perform necessary tests and observations during removal of unsuitable materials, exposure and proof-rolling of subgrades, placement and compaction of controlled, compacted clay fills and/or low volume change zones, backfilling of utility trench, foundation and other excavations and final subgrade preparation just prior to floor slab construction.

### **Foundations**

In our opinion, the proposed Support Services Building can be supported on shallow foundations, if earthwork is constructed as recommended in the **Earthwork** section of this report.

Shallow foundations supported on controlled compacted subgrades prepared as recommended in this report should be proportioned using a net allowable total load design bearing pressure of 2500 psf. The net allowable bearing pressure refers to the pressure at the footing bearing level in excess of the minimum surrounding overburden pressure.

Footings beneath unheated areas and footings around the perimeter of the buildings should extend a minimum depth of 36 inches below the lowest adjacent finished grade for frost protection and to reduce the effects of seasonal, moisture-related, volume change in the supporting soils. We recommend isolated footings have a minimum width of 30 inches and continuous formed footings a minimum width of at least 16 inches. Frost walls constructed in earth formed trenches should have a minimum width of at least 12 inches.

Foundations may be subjected to lateral loads. For lateral loads of short duration, we recommend sliding be resisted by an allowable base adhesion of 400 psf acting on the bottom contact area of the foundation that is in compression or by an allowable passive resistance of 800 psf acting on the vertical face of the foundation element in the direction perpendicular to the lateral load. Passive resistance should not be relied upon within 3 feet of finished grade. For any sustained lateral loads of long duration, we recommend

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

an ultimate coefficient of friction of 0.3 be used on the bearing area of the foundation that is in compression. An appropriate factor of safety should be applied to the ultimate base resistance calculated using this ultimate value.

Surface water and/or perched groundwater may enter foundation excavations during construction. In our opinion, water entering foundation excavations from these sources should be promptly removed using sump pumps or gravity drainage ditches.

The bearing surface of all foundation excavations should be free of water and loose or unsuitable soil prior to placing concrete. Reinforcement and concrete should be placed soon after excavation to minimize disturbance of the bearing surface and supporting soils. Should the bearing soils become dry, disturbed, frozen or saturated, the impacted soil should be removed to suitable material prior to placing concrete. The geotechnical engineer of record should be retained to observe and test the foundation bearing materials during construction.

Use of the site preparation procedures recommended in this report will greatly reduce the potential that unsuitable soils will be encountered in foundation excavations. However, if unsuitable bearing materials are identified by the geotechnical engineer of record or his on-site representative, the foundation excavations should be extended deeper to suitable soils. Foundations could bear directly on these deeper suitable materials or on lean concrete backfill placed in the excavations. Foundations could also bear on controlled compacted clay fill extending down to the suitable materials and placed and compacted as recommended in this report. Over-excavations for placement of compacted backfill below foundations should extend at least 1 foot horizontally beyond all footing edges for each foot of over-excavation depth below the footing bearing elevation. Where controlled compacted backfill is placed in confined spaces and compacted with hand operated equipment, the lift thickness may need to be reduced to 4 inches to achieve the recommended compaction levels.

Foundations designed and constructed on subgrades prepared as recommended in this report are expected to experience total settlements on the order of 1 inch or less and differential settlements between adjacent foundation elements of approximately ½ of an inch or less.

### **Seismicity**

Building foundations should be capable of supporting earthquake loads as stipulated in the International Building Code (IBC) or other such applicable code as determined by the structural engineer of record. Based on the results of the subsurface exploration and our

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

experience with geologic conditions in the project area, we recommend the proposed site be classified as Site Class C as defined in Table 20.3-1 and Section 20.3 of the *ASCE Minimum Design Loads for Buildings and Other Structures* if IBC, 2016 governs the design.

### **Floor Slab Subgrades**

After floor slab subgrade construction is complete, care should be taken to maintain the recommended subgrade moisture and density prior to placement of the building floor slab. Completed subgrades that become dry, saturated, frozen, disturbed or altered by plumbing installations or other construction activity should be reconditioned to meet the recommendations of this report prior to floor slab placement.

We recommend a free-draining, compacted, granular leveling course be placed below the floor slab to provide a capillary break and uniform floor slab support. The thickness of this layer should be at least 4 to 6 inches and the layer can be considered a part of the 24 inch thick low volume change zone. For floor slab subgrades prepared as recommended in this report, the concrete slab can be designed using a modulus of subgrade reaction,  $k$ , of 125 pounds per square inch per inch (psi/in).

### **Pavement Subgrades**

Pavement subgrades should be developed and prepared as recommended in the **Earthwork** section of this report. Fill should consist of moisture conditioned, controlled compacted lean clay fill free of organic matter and debris. Existing site fill is not considered suitable for pavement fill and subgrades. We recommend that at least the upper 12 inches of the soil subgrade in cut and fill areas consist of moisture conditioned, controlled compacted lean clay fill placed and compacted at the optimum moisture content to 4 percent above the optimum moisture content and to at least 95 percent of the standard Proctor maximum dry density (ASTM D698).

Pavement subgrades prepared properly during the early stages of construction may be altered by the passage of time, weather and ongoing construction activities. These subgrades should be carefully evaluated by the geotechnical engineer or his on-site representative and should be properly reconditioned prior to base course placement and paving. Close attention should be paid to restoration of heavily traveled areas that were rutted and disturbed during construction and to areas where utility trenches have been backfilled. We recommend these areas and all other pavement subgrades be moisture conditioned and re-compacted to meet the requirements of controlled compacted fill just



**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

prior to finish grading, base course placement and paving. Unsuitable subgrades identified in this process should be reworked and re-compacted or removed and replaced with materials meeting the requirements of controlled compacted fill.

Based on the results of the test borings and our previous experience with the types of soils encountered at the project site and proposed in this report for use in the moisture conditioned, controlled compacted subgrades, we recommend a soaked CBR value of about 2 to 3 or a resilient modulus,  $M_r$ , of about 3500 to 4000 psi be used to develop any flexible asphalt pavement sections. A modulus of subgrade reaction,  $k$ , of about 75 to 100 psi/in can be used to develop rigid pavement designs. Geogrids such as Tensar TX 140 used in conjunction with nonwoven geotextiles and crushed stone base material are recommended to remediate soft subgrades; enhance pavement performance and to reduce the overall thickness of the pavement sections. If pavement subgrade preparation does not follow the recommendations of this report, lower CBR values and subgrade reaction moduli may be encountered and unsatisfactory pavement performance may develop.

#### **Lateral Earth Pressures and Drains for Below Grade Walls**

We understand exposed concrete foundation walls could retain up to 8 to 10 feet of backfill and additional floor surcharge loads. Walls retaining earth backfill and surcharge loads on one side will be subjected to lateral earth pressures. Concrete walls that are provided with appropriate lateral support at the top and bottom are commonly designed for the "at rest" lateral earth pressure. This earth pressure is the minimum lateral pressure that should be used to design restrained walls that will experience essentially no wall rotation. Cantilever retaining walls founded on soil typically experience a small amount of rotation and are typically designed for the "active" lateral earth pressure. Additional lateral earth pressures can develop that exceed the "at rest" and "active" earth pressures. The actual earth pressures developed will depend on the structural design, wall bracing and restraint, construction sequence and methods, backfill compaction procedures and the shear strength of the wall backfill.

For the "at rest" condition and granular backfill, we recommend exposed concrete foundation walls be designed for an earth pressure equivalent to that of a fluid exerting a lateral pressure of at least 60 pounds per cubic foot (pcf) per foot of wall height. For the "active" condition and granular backfill, we recommend any exterior site cantilever retaining walls be designed for an earth pressure equivalent to that of a fluid exerting a lateral pressure of at least 45 pounds per cubic foot (pcf) per foot of wall height.

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

The above minimum design earth pressures do not include a factor of safety and assume the wall backfill will consist of controlled, compacted, granular fill placed in horizontal lifts as recommended in this report. The recommended minimum design earth pressures do not include the additional lateral stresses that can develop during compaction of the wall backfill or due to heavy construction equipment that may be operated too close to walls or other surcharge loads that may be present above or below finished grade. The minimum design earth pressures also do not account for possible hydrostatic forces that may develop on the walls due to the presence of groundwater. In our opinion, the backfill placed behind these type walls should consist of granular fill. The design earth pressures recommended for granular backfill are only valid if the granular backfill extends out from the heel of the wall footing at an angle of 45 degrees or less from the horizontal.

We recommend exposed concrete foundation walls and any site retaining walls be provided with wall drains to reduce the potential that hydrostatic loads will be applied to the walls. Slotted or perforated rigid plastic drain piping should be installed on top of the footing beneath the back side of these walls. These drainage systems should be independent from roof drainage systems and reverse flow into the wall drainage systems should not be permitted.

Drainage piping should provide positive gravity drainage and should be surrounded by clean, free draining granular material graded to prevent plugging due to intrusion of fines. If well graded filter materials are not preferred, clean, free draining gravel may be used if the gravel is surrounded with a suitable nonwoven geotextile designed to prevent migration of fines into the drainage material. Prefabricated drainage products protected with geotextiles and designed for the intended use can also be used if appropriately selected.

We recommend the backfilled side of exposed concrete foundation walls be provided with wall drains installed above the drainage piping and surrounding drainage material. The wall drains should consist of clean, free draining material protected from plugging due to intrusion of fines. The wall drains should be at least 2 feet thick and should extend to finished subgrade level when located inside the building and to within 2 feet of finished grade for walls located outside the building. Protected wall drains located outside the building should be capped with 2 feet of compacted clay fill. The independent wall drainage systems should discharge into independent, non-perforated or non-slotted discharge piping sloped to drain away from the building by gravity.

Exterior cantilever retaining walls and pavements may experience differential movements with respect to the building foundations. For this reason, we recommend

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

isolation joints be provided between building foundations and the adjacent pavements and exterior retaining walls to allow these structural elements to move independently.

### **Surface Drainage and Plantings**

We recommend final grading plans rapidly direct surface run-off away from building and pavement areas. Roof gutter and downspout discharge should be channeled well away from the building and pavement areas to reduce the potential that water will accumulate adjacent to these facilities. Future foundation and/or utility trench backfill settlement around the perimeter of the building should be corrected to prevent ponding of water in these areas. We recommend that plants and trees with significant moisture requirements not be located adjacent to buildings.

### **Additional Considerations**

The clay soils in the project area are prone to shrinkage and swelling with variations in moisture content. High plasticity soils such as fat clay generally have a greater potential for moisture induced volume change than less plastic materials such as lean clay. However, even lean clay can shrink and swell significantly with variations in moisture levels. We recommend subgrades be constructed as recommended in this report and that close attention be paid to maintaining moisture levels in subgrades prior to installation of floor slabs and sidewalks; providing adequate surface drainage and keeping plants and trees well outside the area where they can adversely influence building performance.

The procedures recommended in this report may not eliminate all future subgrade volume change and resultant foundation and floor slab movement. However, the recommendations described in this report should reduce the potential for consolidation settlement, subgrade volume change and future building movements to reasonably uniform and tolerable levels. If minor floor movements and occasional cosmetic cracks are not tolerable, then other site preparation procedures would need to be implemented. Pavement design, stability of earth slopes and the local and global stability of any site retaining walls are outside the scope of this report. If these additional services are required they can be provided under a separate scope of work.

**Proposed Boone County – Support Services Building – ECC/BCSD Campus  
2145/2111 East County Drive  
Boone County, Missouri  
Allstate Consultants Project No. 18224.01**

## **CONCLUSION AND LIMITATIONS**

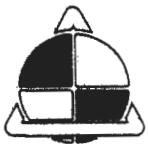
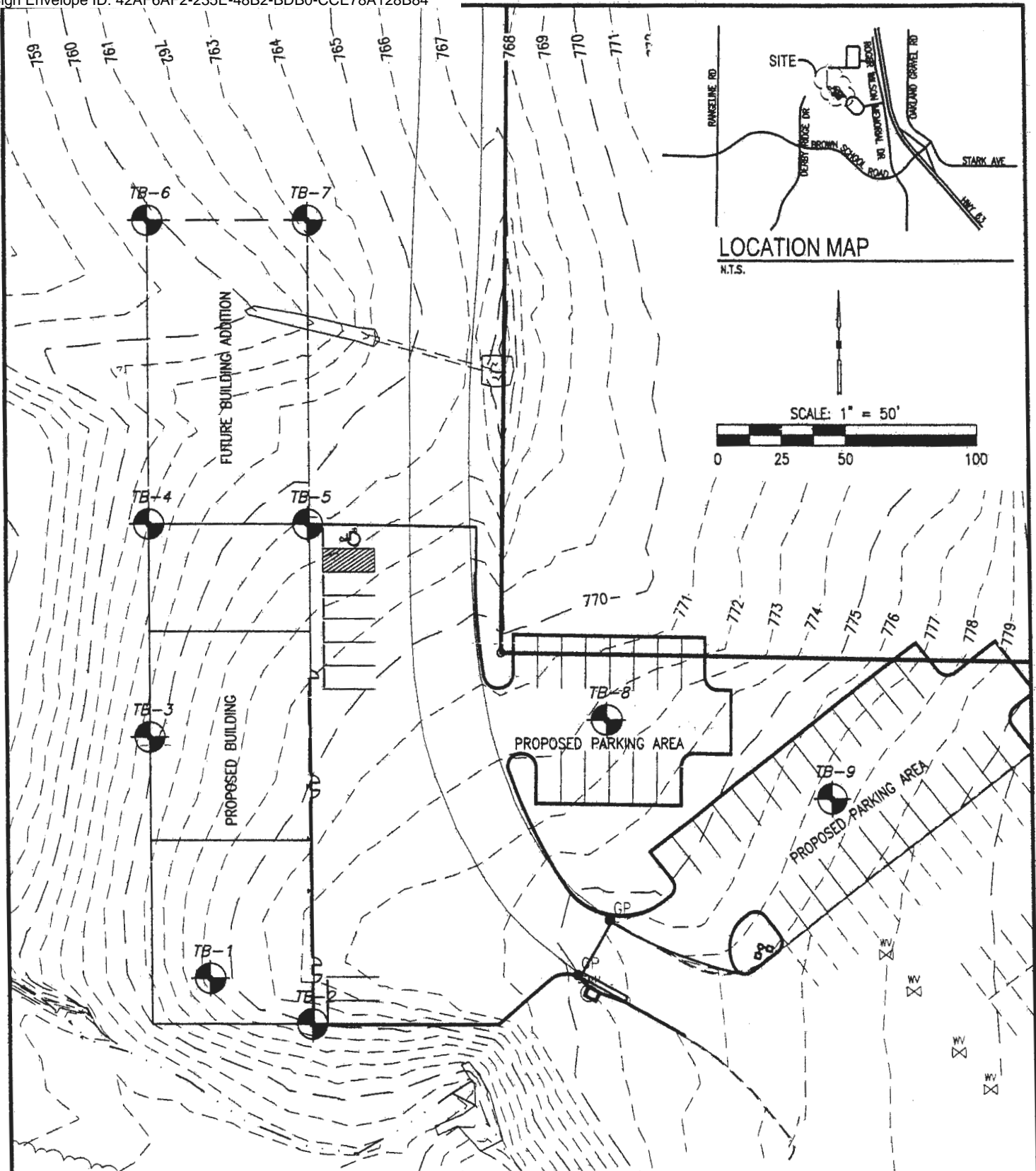
The authorized geotechnical engineering services have been completed. The resulting geotechnical recommendations included in this report provide a basis for development of earthwork, foundation, floor slab and pavement designs for the proposed facility. We recommend that Allstate Consultants be retained to review the final project plans and specifications so that we can comment on and assist in the interpretation and implementation of our geotechnical recommendations.

Allstate Consultants should be retained during construction of this project to provide geotechnical observation and testing services for earthwork, foundation, floor slab and pavement construction.

The evaluations, analyses and recommendations provided in this report are based on the subsurface conditions encountered in the test borings performed at the locations indicated on the Test Boring Location Plan and from other information discussed in this report. Our geotechnical report does not consider variations that could occur between boring locations or changes that may occur due to the passage of time, the modifying effects of weather or adjacent construction activities. The character and extent of such variations may not become evident until during or after construction. Should variations be identified, we should be notified immediately so that further evaluations and additional recommendations can be developed.

The scope of our geotechnical engineering services does not include either specifically or by implication any environmental evaluation of this site nor identification of contaminated or hazardous materials or conditions. Further, we have performed no assessment of the possible presence of bacteria or fungi nor the potential for development of problems associated with mold. If the owner or client is concerned about the potential for such issues, other environmental studies should be performed.

This geotechnical report has been prepared for the exclusive use of our client for specific application to this project only and has been prepared in accordance with generally accepted geotechnical engineering practices. No warranties, either expressed or implied, are intended to be made. During construction, site safety, excavation support, and dewatering will be the responsibility of others. Should changes occur in the nature, design or location of the proposed building and pavements, as described in this report, the evaluations, recommendations and conclusions contained herein shall not be considered valid unless Allstate Consultants reviews the changes and provides written verification or modification of the conclusions of this report.



**ALLSTATE**  
CONSULTANTS

3312 LEMONE INDUSTRIAL BLVD.  
COLUMBIA, MISSOURI 65201  
phone (573) 875-8799  
fax (573) 875-8850  
allstateconsultants.net

**TEST BORING LOCATION PLAN**  
**PROPOSED BOONE COUNTY EMERGENCY**  
**COMMUNICATION CENTER STORAGE BUILDING**  
COLUMBIA, MISSOURI

**PROJECT NUMBER:**  
18224.01

**SCALE**  
1"=50'

**DATE**  
10-23-2018





# TEST BORING LOG

## TEST BORING NO. 1



PROJECT: BCECC STORAGE BUILDING  
SITE LOCATION: COLUMBIA, MO

CLIENT: PWARCHITECTS  
PROJECT NO: 18224.01

DEPTH (feet)	SAMPLES			USCS SYMBOL	GRAPHICAL SYMBOL	MATERIAL DESCRIPTION	SPT BLOW COUNTS (Blows/6")	PLASTIC LIMIT	FIELD WATER CONTENT	LIQUID LIMIT	DRY UNIT WEIGHT pcf	UNCONFINED COMPRESSIVE STRENGTH psf	
	NUMBER	TYPE	RECOVERY (inches)					PL		LL			
							769.5		PL ————— LL				
								10	20	30	40	50	60
5	1	3ST	19	CL		FILL, LEAN CLAY, With Sand & Gravel, Gray Mottled Tan, Hard, CL			● 15.1				*9000+
	2	3ST	13	CL		Grading Crushed Limestone Gravel, Tan Mottled Gray, Very Stiff			● 21.2		106	4760	
	3	3ST	12	CL		Grading Brown Mottled Gray, Stiff			● 23.1		102	3440	
10						8	761.5						
	4	3ST	20	CH		FAT CLAY, Trace Sand, Gray Mottled Tan, Very Stiff, Jointed, CH			● 22.6		102	4590	
						12	757.5						
15	5	SS	16			HIGHLY WEATHERED CLAYSTONE, Tan Mottled Gray	5/7/8		● 24.6				*4000
						17	752.5						
20	6	SS	11			WEATHERED SHALE, Tan to Orange	26/50-5"		● 12.5				*9000+
						20	749.5						
						BOTTOM OF BORING AT 20 FT.							
25													
30													
35													

Note: Stratification lines represent approximate boundaries between soil and rock types. In-situ, the transition between strata may be gradual. Rock classification estimated from disturbed samples. Coring may reveal other rock types. \* Based on Calibrated Hand Penetrometer.

DRILLING CONTRACTOR: ALLSTATE CONSULTANTS LLC

DRILLING METHOD: MOBILE B47 W/6" HSA

DEPTH WATER FIRST ENCOUNTERED: NONE

DEPTH TO WATER AFTER BORING COMPLETION (AB): NONE

DEPTH TO WATER DAYS AFTER BORING COMPLETION:

ALLSTATE CONSULTANTS, LLC

COLUMBIA, MISSOURI

BORING

STARTED: 10/2/2018

COMPLETED: 10/2/2018

LOG APPROVED BY: CCM

TEST BORING NO. 1

PAGE 1 OF 1






# TEST BORING LOG

## TEST BORING NO. 3



PROJECT: BCECC STORAGE BUILDING  
SITE LOCATION: COLUMBIA, MO

CLIENT: PWARCHITECTS  
PROJECT NO: 18224.01

DEPTH (feet)	SAMPLES			USCS SYMBOL	GRAPHICAL SYMBOL	MATERIAL DESCRIPTION	SPT BLOW COUNTS (Blows/6")	PLASTIC LIMIT	FIELD WATER CONTENT	LIQUID LIMIT	DRY UNIT WEIGHT pcf	UNCONFINED COMPRESSIVE STRENGTH psi	
	NUMBER	TYPE	RECOVERY (Inches)					PL		LL			
							764.7	10	20	30	40	50	60
5	1	3ST	20	CL CH		FILL, LEAN TO FAT CLAY, With Sand & Gravel, Tan to Brown, Hard, CL/CH Grading Brown Mottled Gray, Very Stiff		• 15.2			118	*9000+	
	2	3ST	13	CL CH		5		• 20.4			108	6100	
	3	3ST	17	CH				• 25.2			101	4390	
10						FAT CLAY, Trace Sand, Gray Mottled Orange, Very Stiff, Jointed, CH	756.7						
	4	3ST	24			8		• 14.9			121	5710	
						12							
15						HIGHLY WEATHERED CLAYSTONE, Tan, Jointed	752.7						
	5	SS	18					• 13.3				*9000+	
	6	SS	10			16.3		• 11.8				*8000	
						AUGER REFUSAL AT 16.3 FT.							
20													
25													
30													
35													

Note: Stratification lines represent approximate boundaries between soil and rock types. In-situ, the transition between strata may be gradual.  
Rock classification estimated from disturbed samples. Coring may reveal other rock types. \* Based on Calibrated Hand Penetrometer.

DRILLING CONTRACTOR: ALLSTATE CONSULTANTS LLC

DRILLING METHOD: MOBILE B47 W/6" HSA

DEPTH WATER FIRST ENCOUNTERED: NONE

DEPTH TO WATER AFTER BORING COMPLETION (AB): NONE

DEPTH TO WATER DAYS AFTER BORING COMPLETION:

✓

✓

✓

ALLSTATE CONSULTANTS, LLC

COLUMBIA, MISSOURI

BORING

STARTED: 10/1/2018

COMPLETED: 10/1/2018

LOG APPROVED BY: CCM

TEST BORING NO. 3

PAGE 1 OF 1





# TEST BORING LOG

## TEST BORING NO. 5



PROJECT: BCECC STORAGE BUILDING  
SITE LOCATION: COLUMBIA, MO

CLIENT: PWARCHITECTS  
PROJECT NO: 18224.01

DEPTH (feet)	SAMPLES			USCS SYMBOL	GRAPHICAL SYMBOL	MATERIAL DESCRIPTION	SPT BLOW COUNTS (Blows/6")	PLASTIC LIMIT	FIELD WATER CONTENT	LIQUID LIMIT	DRY UNIT WEIGHT pcf	UNCONFINED COMPRESSIVE STRENGTH psf	
	NUMBER	TYPE	RECOVERY (Inches)					PL		LL			
							766.2	10	20	30	40	50	60
5	1	3ST	23	CL		FILL, LEAN CLAY, Trace Sand, Tan Mottled Gray, Hard, CL			• 17.2			113	13380
	2	3ST	24	CL		5 With Sand, Trace Gravel, Very Stiff, Jointed	761.2		• 18.7			108	4480
	3	3ST	11	CH		FAT CLAY, Trace Sand, Tan Mottled Gray, Stiff, Jointed, CH	758.2		• 23.8			102	2450
10	4	3ST	20			HIGHLY WEATHERED CLAYSTONE, Gray to Tan			• 15.7			119	6400
						12	754.2						
15	5	SS	18			WEATHERED SHALE, Gray	19/34/41		• 13.1				*9000+
						AUGER REFUSAL AT 16.3 FT.							
	6	SS	12			17.5 Grading Tan	748.7	30/49/50-2"	• 10.0				
20						BOTTOM OF BORING AT 17.5 FT.							
25													
30													
35													

Note: Stratification lines represent approximate boundaries between soil and rock types. In-situ, the transition between strata may be gradual.  
Rock classification estimated from disturbed samples. Coring may reveal other rock types. \* Based on Calibrated Hand Penetrometer.

DRILLING CONTRACTOR: ALLSTATE CONSULTANTS LLC

DRILLING METHOD: MOBILE B47 W/6" HSA

DEPTH WATER FIRST ENCOUNTERED: 16 FT

DEPTH TO WATER AFTER BORING COMPLETION (AB): NONE

DEPTH TO WATER DAYS AFTER BORING COMPLETION:

BORING

STARTED: 10/2/2018

COMPLETED: 10/2/2018

LOG APPROVED BY: CCM

ALLSTATE CONSULTANTS, LLC

COLUMBIA, MISSOURI

TEST BORING NO. 5

PAGE 1 OF 1







# TEST BORING LOG

## TEST BORING NO. 6



PROJECT: BCECC STORAGE BUILDING  
SITE LOCATION: COLUMBIA, MO

CLIENT: PWARCHITECTS  
PROJECT NO: 18224.01

DEPTH (feet)	SAMPLES			USCS SYMBOL	GRAPHICAL SYMBOL	MATERIAL DESCRIPTION	SPT BLOW COUNTS (Blows/6")	PLASTIC LIMIT	FIELD WATER CONTENT	LIQUID LIMIT	DRY UNIT WEIGHT pcf	UNCONFINED COMPRESSIVE STRENGTH psf	
	NUMBER	TYPE	RECOVERY (inches)					PL		LL			
							759.8	10	20	30	40	50	60
5	1	3ST	10	CL		FILL, SILTY LEAN CLAY, Brown, Very Stiff, CL			● 23.5				*6500
	2	3ST	10	CH		FAT CLAY, Tan Mottled Gray, Stiff, CH	756.8		● 28.9		95	2340	
	3	3ST	15	CH		Grading Very Stiff		● 22.2		107	4380		
10							751.8						
	4	3ST	14			HIGHLY WEATHERED CLAYSTONE, Gray Mottled Tan		● 14.7			120	5020	
							747.8						
15	5	SS	18			WEATHERED SHALE, Gray	29/49/50-4"	● 11.7					
	6	SS	5				18.9 740.9 50-5"	● 9.5					
20						BOTTOM OF BORING AT 18.9 FT.							
25													
30													
35													

Note: Stratification lines represent approximate boundaries between soil and rock types. In-situ, the transition between strata may be gradual. Rock classification estimated from disturbed samples. Coring may reveal other rock types. \* Based on Calibrated Hand Penetrometer.

DRILLING CONTRACTOR: ALLSTATE CONSULTANTS LLC

DRILLING METHOD: MOBILE B47 W/6" HSA

DEPTH WATER FIRST ENCOUNTERED: NONE

DEPTH TO WATER AFTER BORING COMPLETION (AB): NONE

DEPTH TO WATER DAYS AFTER BORING COMPLETION:

BORING

STARTED: 10/2/2018

COMPLETED: 10/2/2018

LOG APPROVED BY: CCM

ALLSTATE CONSULTANTS, LLC

COLUMBIA, MISSOURI

TEST BORING NO. 6

PAGE 1 OF 1

# TEST BORING LOG

## TEST BORING NO. 7



PROJECT: BCECC STORAGE BUILDING  
SITE LOCATION: COLUMBIA, MO

CLIENT: PWARCHITECTS  
PROJECT NO: 18224.01

DEPTH (feet)	SAMPLES			USCS SYMBOL	GRAPHICAL SYMBOL	MATERIAL DESCRIPTION	SPT BLOW COUNTS (Blows/6")	PLASTIC LIMIT	FIELD WATER CONTENT	LIQUID LIMIT	DRY UNIT WEIGHT pcf	UNCONFINED COMPRESSIVE STRENGTH psi	
	NUMBER	TYPE	RECOVERY (inches)					PL		LL			
							763.4	10	20	30	40	50	60
5	1	3ST	19	CH		FILL, FAT CLAY, Trace Sand, Brown, Hard, CH	760.4		● 23.1		98	8210	
	2	3ST	23			HIGHLY WEATHERED CLAYSTONE, Gray to Tan	758.4		● 20.6		107	3270	
	3	3ST	24			WEATHERED SHALE, Gray Mottled Tan			● 15.0		121	4600	
	4	3ST	16						● 15.0		121	6540	
	5	SS	18			Grading Tan	25/50-3"		● 13.2			*9000+	
	6	SS	14			19.3 Grading Gray	-744.1 38/50-3"		● 10.8				
20						BOTTOM OF BORING AT 19.3 FT.							
25													
30													
35													

Note: Stratification lines represent approximate boundaries between soil and rock types. In-situ, the transition between strata may be gradual. Rock classification estimated from disturbed samples. Coring may reveal other rock types. \* Based on Calibrated Hand Penetrometer.

DRILLING CONTRACTOR: ALLSTATE CONSULTANTS LLC

DRILLING METHOD: MOBILE B47 W/6" HSA

DEPTH WATER FIRST ENCOUNTERED: NONE

DEPTH TO WATER AFTER BORING COMPLETION (AB): NONE

DEPTH TO WATER DAYS AFTER BORING COMPLETION:

✓

✓

✓

ALLSTATE CONSULTANTS, LLC

COLUMBIA, MISSOURI

BORING

STARTED: 10/2/2018

COMPLETED: 10/2/2018

LOG APPROVED BY: CCM

TEST BORING NO. 7

PAGE 1 OF 1

# TEST BORING LOG

## TEST BORING NO. 8



PROJECT: BCECC STORAGE BUILDING  
SITE LOCATION: COLUMBIA, MO

CLIENT: PWAREHITECTS  
PROJECT NO: 18224.01

DEPTH (feet)	SAMPLES			USCS SYMBOL	GRAPHICAL SYMBOL	MATERIAL DESCRIPTION	SPT BLOW COUNTS (Blows/6")	PLASTIC LIMIT	FIELD WATER CONTENT	LIQUID LIMIT	DRY UNIT WEIGHT pcf	UNCONFINED COMPRESSIVE STRENGTH psf
	NUMBER	TYPE	RECOVERY (inches)					PL		LL		
						772.5						
	1	SS	15	CL	3	FILL, LEAN CLAY, Trace Sand, Brown, Hard, CL 769.5	5/5/8	• 15.9				*9000+
5	2	SS	16	CL	5	LEAN CLAY, With Sand, Sand Lenses, Gray, Very Stiff, CL 767.5	6/6/7	• 17.4				*8000
						BOTTOM OF BORING AT 5 FT.						
10												
15												
20												
25												
30												
35												

Note: Stratification lines represent approximate boundaries between soil and rock types. In-situ, the transition between strata may be gradual.  
Rock classification estimated from disturbed samples. Coring may reveal other rock types. \* Based on Calibrated Hand Penetrometer.

DRILLING CONTRACTOR: ALLSTATE CONSULTANTS LLC

DRILLING METHOD: MOBILE B47 W/6" HSA

DEPTH WATER FIRST ENCOUNTERED: NONE

DEPTH TO WATER AFTER BORING COMPLETION (AB): NONE

DEPTH TO WATER DAYS AFTER BORING COMPLETION:

☑

☑

☑

ALLSTATE CONSULTANTS, LLC  
BORING COLUMBIA, MISSOURI

STARTED: 10/2/2018

COMPLETED: 10/2/2018

LOG APPROVED BY: CCM

TEST BORING NO. 8

PAGE 1 OF 1

# TEST BORING LOG

## TEST BORING NO. 9



PROJECT: BCECC STORAGE BUILDING  
SITE LOCATION: COLUMBIA, MO

CLIENT: PWARCHITECTS  
PROJECT NO: 18224.01

DEPTH (feet)	SAMPLES			USCS SYMBOL	GRAPHICAL SYMBOL	MATERIAL DESCRIPTION	SPT BLOW COUNTS (Blows/6")	PLASTIC LIMIT	FIELD WATER CONTENT	LIQUID LIMIT	DRY UNIT WEIGHT pcf	UNCONFINED COMPRESSIVE STRENGTH (psi)
	NUMBER	TYPE	RECOVERY (inches)					PL		LL		
							777.6					
	1	SS	17	CL	3	SILTY LEAN CLAY, Brown, Hard, CL	774.6	5/3/3	21.3			*9000+
5	2	SS	15	CL	5	LEAN CLAY, Tan Mottled Gray, Very Stiff to Hard, CL	772.6	4/5/7	19.1			*8000
						BOTTOM OF BORING AT 5 FT.						
10												
15												
20												
25												
30												
35												

Note: Stratification lines represent approximate boundaries between soil and rock types. In-situ, the transition between strata may be gradual.  
Rock classification estimated from disturbed samples. Coring may reveal other rock types. \* Based on Calibrated Hand Penetrometer.

DRILLING CONTRACTOR: ALLSTATE CONSULTANTS LLC

DRILLING METHOD: MOBILE B47 W/6" HSA

DEPTH WATER FIRST ENCOUNTERED: NONE

DEPTH TO WATER AFTER BORING COMPLETION (AB): NONE

DEPTH TO WATER DAYS AFTER BORING COMPLETION:

✓

✓

✓

ALLSTATE CONSULTANTS, LLC

COLUMBIA, MISSOURI

BORING

STARTED: 10/2/2018

COMPLETED: 10/2/2018

LOG APPROVED BY: CCM

TEST BORING NO. 9

PAGE 1 OF 1

## TEST BORING LOG NOTES

### SAMPLE TYPE

<b>3ST</b>	<b>SHELBY TUBE SAMPLE</b> – Obtained by pushing a standard 3 inch OD thin-walled tube sampler using the hydraulic stroke of the drilling rig.
<b>SS</b>	<b>SPLIT-SPOON SAMPLE</b> – Obtained by driving a standard 2 inch OD by 1 3/8 inch ID split-barrel sampler during performance of a Standard Penetration Test (SPT).
<b>CS</b>	<b>CONTINUOUS SAMPLE</b> - Obtained by inserting a 3 inch OD by 2 1/4 ID continuous split-barrel sampler into the lead section of a hollow stem auger string and advancing the sampler with the hollow stem auger as the auger penetrates into the underlying soil.
<b>NX</b>	<b>ROCK CORE SAMPLE</b> - Obtained by coring the rock with an NX size core barrel and diamond bit. The NX size core is approximately 2 1/8 inches in diameter. An NQ size core is approximately 2 inches in diameter.

### SOIL AND ROCK DESCRIPTIONS AND CLASSIFICATION

Soil samples are described and classified in general accordance with the Unified Soil Classification System (USCS) using visual-manual procedures. All USCS Group Letter Symbols and Group Names are based on visual-manual estimates except where accompanied by results of Atterberg limits tests and grain size analyses. A brief description of the USCS is attached.

Fine-grained soils are also described in terms of their consistency and coarse-grained soils in terms of their in-place relative density. For fine-grained soils, the consistency is based on the unconfined compressive strength (Table 1). For coarse-grained soils the relative density is related to the N value determined from the Standard Penetration Test (Table 2).

Rock strata penetrated by flight augers or rock bits and intermittently sampled with a split-barrel sampler are described and classified based on drilling performance and visual observation of disturbed samples. Rock cores may reveal other rock types.

Rock core samples, obtained with a core barrel and diamond bit, are visually described and classified based on lithology, bedding, structure, degree of weathering, and hardness. All rock descriptions and classifications are based on visual observations. Petrographic analyses may indicate other rock types. Rock core recovery is expressed as the ratio of the length of core recovered to the length of the core run. Rock Quality Designation (RQD) is the ratio of the total length of the pieces of core that are hard, sound and 4 inches or longer to the length of the core run. Both core recovery and RQD are expressed as a percentage.

Soil and rock strata, delineated on the boring log, represent the geotechnical engineer's interpretation of subsurface conditions at the boring location. The interpretation is developed from the field boring log with modifications based on the laboratory test results and visual observations of the soil and rock samples. Graphical symbols depicting the soil and rock strata are shown on the boring logs for illustrative purposes. Different soil or rock types could be present between samples. A legend relating the graphical symbols to the USCS Group Letter Symbols and Group Names and the principal rock types encountered in the project area is attached. Stratification lines shown on the boring logs represent approximate boundaries between the various soil and rock types. In-situ, the transition between the soil and rock strata may be gradual.

### STANDARD PENETRATION TEST

A standard split-barrel sampler (2 inch OD by 1 3/8 inch ID) is driven 18 inches into the soil by a 140 pound hammer repeatedly dropped from a height of 30 inches. The hammer blows are recorded for each 6 inches of penetration and the penetration resistance or N Value is considered the number of blows required for the final 12 inches of sampler penetration. Blows per 6 inch interval are recorded as 8/18/23 etc. under the Test Boring Log heading *SPT Blow Counts*. Where the sampler penetrated less than 6 inches under 50 hammer blows for one of the intervals, the results are recorded as 8/18/50-3".

## LABORATORY TEST RESULTS AND SYMBOLS

- PLASTIC LIMIT (PL)** - Water content at which a soil will just begin to crumble when rolled into a thread approximately 1/8 inch in diameter. Generally represents the water content below which the soil develops cracks upon significant deformation.
- LIQUID LIMIT (LL)** - Water content at which a pat of soil, cut by a groove of standard dimensions, will flow together for a distance of 1/2 inch under the impact of 25 blows in a standard liquid limit apparatus. Generally represents the water content above which the soil is in suspension and has minimal shear strength.
- FIELD WATER CONTENT** - Water content of the soil or rock at depth indicated at time of exploration. The water content may fluctuate with seasonal and climatological conditions and may be altered by excavation, exposure and other construction activities or by conditions not apparent during exploration.



- Relationship between plastic limit (PL), field water content, and liquid limit (LL). The plasticity index, (PI), is the difference between the liquid and plastic limits. In general, the higher the liquid limit and PI, the more a soil is inherently prone to volume change. However, soils with lower liquid limits and PI's can also experience volume change.

Soils having field water contents approaching the liquid limit typically have low shear strength and high compressibility. Soils having water contents near the plastic limit typically have higher shear strength and lower compressibility.

### **UNCONFINED COMPRESSIVE STRENGTH**

- The load per unit area at which an unconfined cylindrical specimen of soil will fail in a simple, quick compression test without lateral support. Expressed in pounds per square foot on the boring log.
- \* Indicates unconfined compressive strength estimated using a calibrated hand penetrometer.

**TABLE 1**

#### CONSISTENCY OF FINE-GRAINED SOILS

<u>UNCONFINED COMPRESSIVE STRENGTH, Qu, psf</u>	<u>CONSISTENCY</u>
Less than 500 psf	Very Soft
500 - 1,000	Soft
1,000 - 2,000	Medium
2,000 - 4,000	Stiff
4,000 - 8,000	Very Stiff
Above - 8,000	Hard

**TABLE 2**

#### RELATIVE DENSITY OF COARSE-GRAINED SOILS

<u>SPT N VALUE Blows/ft.</u>	<u>RELATIVE DENSITY</u>
0 - 4	Very Loose
4 - 10	Loose
10 - 30	Medium Dense
30 - 50	Dense
Above 50	Very Dense

**TABLE 3**

#### ROCK-QUALITY DESIGNATION RQD

<u>RQD (%)</u>	<u>ROCK QUALITY</u>
0 - 25	Very Poor
25 - 50	Poor
50 - 75	Fair
75 - 90	Good
90 - 100	Excellent

### WATER LEVEL SYMBOLS AND OBSERVATIONS:

WS or WD - Borehole water level observation *While Sampling or While Drilling* - ∇

WCI - *Wet Cave In*

AB - Borehole water level observation *After Boring* completion - ▮

DCI - *Dry Cave In*

24 Hrs AB - Water level observation *24 Hrs After Boring* completion - ▮  
or other such time as recorded on the boring log.

Borehole water level measurements were made at the times and under the conditions indicated on the boring logs. Groundwater levels may vary across the site and will fluctuate with seasonal and climatological conditions. Groundwater levels may also be altered by site grading and/or other construction activities. Borehole water level measurements in highly pervious soils may represent groundwater conditions in these units at the time of the observations. In semi-pervious and fine-grained soils, short term water level measurements in borings may not represent actual groundwater conditions. Long term observations of piezometers, screened in the hydrologic units of interest, and sealed from the influence of surface water are typically required to evaluate groundwater conditions and fluctuations in groundwater levels in low permeability soils.

**ALLSTATE CONSULTANTS, LLC - COLUMBIA, MISSOURI**



## SOIL AND ROCK SYMBOLS FOR BORING LOGS

### SOIL SYMBOLS

GRAPHICAL SYMBOL	USCS Group Symbol	USCS Group Name
	GW	Well-graded gravel
	GP	Poorly graded gravel
	GM	Silty gravel
	GC	Clayey gravel
	SW	Well-graded sand
	SP	Poorly graded sand
	SM	Silty sand
	SC	Clayey sand
	CL	Lean clay
	ML	Silt
	CL-ML	Silty Clay
	OL	Organic clay
	OH	Organic silt
	CH	Fat clay
	MH	Elastic silt
	OH	Organic clay
	OH	Organic silt
	PT	Peat

### ROCK SYMBOLS

GRAPHICAL SYMBOL	MAJOR ROCK TYPE
	SILTSTONE
	SHALE
	SANDSTONE
	LIMESTONE
	DOLOMITE
	COAL
	UNDERCLAY
	CLAYSTONE

### OTHER SYMBOLS

CL Lean Clay, with Sand and Gravel (Glacial Drift)

CH Fat Clay, with Sand and Gravel (Glacial Drift)

# UNIFIED SOIL CLASSIFICATION SYSTEM

## Soil Classification Chart

Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests <sup>A</sup>				Soil Classification		
				Group Symbol	Group Name	
COARSE-GRAINED SOILS More than 50% retained on No. 200 sieve	Gravels More than 50% of coarse fraction retained on No. 4 sieve	Clean Gravels Less than 5% fines <sup>C</sup>	$C_u \geq 4$ and $1 \leq C_c \leq 3^E$	GW	Well-graded gravel <sup>F</sup>	
			$C_u < 4$ and/or $1 > C_c > 3^E$	GP	Poorly graded gravel <sup>F</sup>	
		Gravels with Fines More than 12% fines <sup>C</sup>	Fines classify as ML or MH	GM	Silty gravel <sup>F,G,H</sup>	
			Fines classify as CL or CH	GC	Clayey gravel <sup>F,G,H</sup>	
	Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands Less than 5% fines <sup>D</sup>	$C_u \geq 6$ and $1 \leq C_c \leq 3^E$	SW	Well-graded sand <sup>I</sup>	
			$C_u < 6$ and/or $1 > C_c > 3^E$	SP	Poorly graded sand <sup>I</sup>	
		Sands with Fines More than 12% fines <sup>D</sup>	Fines classify as ML or MH	SM	Silty sand <sup>G,H,I</sup>	
			Fines classify as CL or CH	SC	Clayey sand <sup>G,H,I</sup>	
	FINE-GRAINED SOILS 50% or more passes the No. 200 sieve	SILTS and CLAYS Liquid limit less than 50	Inorganic	$PI > 7$ and plots on or above "A" line <sup>J</sup>	CL	Lean clay <sup>K,L,M</sup>
				$PI < 4$ or plots below "A" line <sup>J</sup>	ML	Silt <sup>K,L,M</sup>
			organic	Liquid limit - oven dried	OL	Organic clay <sup>K,L,M,N</sup>
				Liquid limit - not dried		Organic silt <sup>K,L,M,O</sup>
SILTS and CLAYS Liquid limit 50 or more			Inorganic	$PI$ plots on or above "A" line	CH	Fat clay <sup>K,L,M</sup>
				$PI$ plots below "A" line	MH	Elastic silt <sup>K,L,M</sup>
		organic	Liquid limit - oven dried	OH	Organic clay <sup>K,L,M,P</sup>	
			Liquid limit - not dried		Organic silt <sup>K,L,M,Q</sup>	
HIGHLY ORGANIC SOILS		Primarily organic matter, dark in color, and organic odor		PT	Peat	

### Footnotes

<sup>A</sup> Based on the material passing the 3-in. (75-mm) sieve.

<sup>B</sup> If field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.

<sup>C</sup> Gravels with 5 to 12% fines require dual symbols:

GW-GM well-graded gravel with silt  
GW-GC well-graded gravel with clay  
GP-GM poorly graded gravel with silt  
GP-GC poorly graded gravel with clay

<sup>D</sup> Sands with 5 to 12% fines require dual symbols:

SW-SM well-graded sand with silt  
SW-SC well-graded sand with clay  
SP-SM poorly graded sand with silt  
SP-SC poorly graded sand with clay

$$^E \quad C_u = D_{60}/D_{10} \quad C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$$

<sup>F</sup> If soil contains  $\geq 15\%$  sand, add "with sand" to group name.

<sup>G</sup> If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.

<sup>H</sup> If fines are organic, add "with organic fines" to group name.

<sup>I</sup> If soil contains  $\geq 15\%$  gravel, add "with-gravel" to group name.

<sup>J</sup> If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay.

<sup>K</sup> If soil contains 15 to 29% plus No. 200, add "with sand" or "with gravel," whichever is predominant.

<sup>L</sup> If soil contains  $\geq 30\%$  plus No. 200, predominantly sand, add "sandy" to group name.

<sup>M</sup> If soil contains  $\geq 30\%$  plus No. 200, predominantly gravel, add "gravelly" to group name.

<sup>N</sup>  $PI \geq 4$  and plots on or above "A" line.

<sup>O</sup>  $PI < 4$  or plots below "A" line.

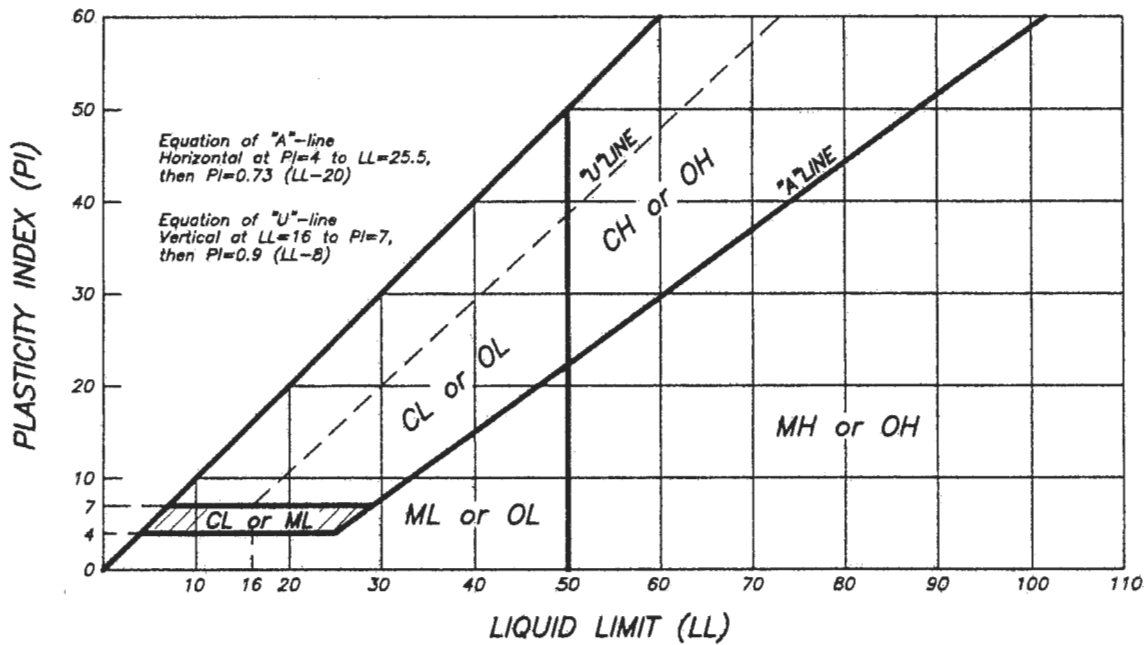
<sup>P</sup>  $PI$  plots on or above "A" line.

<sup>Q</sup>  $PI$  plots below "A" line.



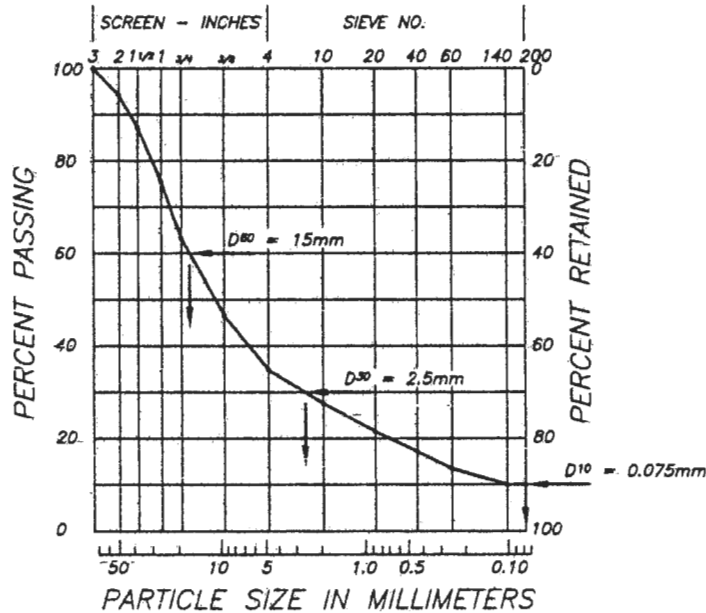
20000000-00000000-00000000-00000000-00000000

## UNIFIED SOIL CLASSIFICATION SYSTEM



PLASTICITY CHART FOR CLASSIFICATION OF FINE-GRAINED SOILS AND  
FINE-GRAINED FRACTION OF COARSE-GRAINED SOILS.

### SIEVE ANALYSIS



$$C_u = \frac{D_{80}}{D_{10}} = \frac{15}{0.075} = 200$$

$$C_c = \frac{(D_{30})^2}{D_{10} \times D_{80}} = \frac{(2.5)^2}{0.075 \times 15} = 5.6$$

**Cumulative Particle-Size Plot  
FOR CLASSIFICATION OF COARSE-GRAINED SOILS  
WITH 12% OR LESS FINES.**

**REQUEST FOR SUBSTITUTION (RFS)**

Substitutions prior to Bid Opening:  
(Minimum of 10 days prior to receipt of bids as per Instructions to Bidders)

Project Title: Boone County Support Services  
Building – Bid No. 35-18JUL19

Project Number: PWA 201823

Bidder/Contractor Requesting Substitution:

Bidder / Contractor hereby requests acceptance of the following product or systems as a substitution in accord with the provisions described in Division One of the bidding documents:

Specified Product or System:

Specification Section Number:

Supporting Data:

☐ Product data for proposed substitution is attached. (Include description of product, standards, performance and test data.)

☐ Sample—

☐ Sample sent upon request

**QUALITY COMPARISON**

	Specified Product	Substitution Requested
Name Brand:		
Catalog Number:		
Manufacturer:		
Vendor:		

**PREVIOUS INSTALLATIONS**

Project:

Architect/Engineer:

Location:

Date Installed:

**SIGNIFICANT VARIATIONS:**

Boone County Support Services Building  
Bid No.35-18JUL19

PWA 201823

00 4325-1  
PRODUCT SUBSTITUTION  
REQUEST

**REASON FOR SUBSTITUTION:**

**DOES PROPOSED SUBSTITUTION AFFECT OTHER PARTS OF WORK:**

☐ Yes

☐ No

If Yes, Explain

**SUBSTITUTION REQUIRES DIMENSIONAL REVISION OR REDESIGN OF STRUCTURE OR A&E WORK:**

☐ Yes

☐ No

**Bidder's/Contractors Statement of Conformance of Proposed Substitution with Bidding Documents:**

I/we have investigated the proposed substitution. I/we believe that it is equal or superior in all respects to specified product, except as stated above; that It will provide the same warranty as specified product; that I/we have included complete implications of the substitution; that I/we will pay redesign and other costs caused by the substitution which subsequently become apparent; and that I/we will pay costs to modify other parts of the Work as may be needed, to make all parts of the Work complete and functioning resulting from the substitution.

Bidder/Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**REVIEW AND ACTION**

☐ Resubmit substitution request with the following additional information:

☐ Substitution is accepted

☐ Substitution is accepted with the flowing comments:

☐ Substitution is not accepted

Architect / Engineer:

Date:

## SECTION 01 1000

### SUMMARY

#### PART 1 GENERAL

##### 1.01 PROJECT

- A. Project Name: Boone County Support Services Building.
- B. Owner's Name: **County of Boone, Missouri.**
- C. Architect's Name: PWAarchitects, Inc.
- D. The Work generally consists of the construction of a building of approximately 11,750 square feet with mezzanines. Sitework consists of new parking, utility work and landscaping as indicated on the drawings and in the specifications. The building is primarily a pre-engineered steel structure with pre-engineered mezzanine, metal siding, metal roofing and accessories. The interior consists primarily of open structure, metal liner panels, painted gypsum board walls, and suspended ceilings with MDO Plywood and Gypsum Board wall finishes, finish flooring consists of carpet tile and sealed concrete. Mechanical Electrical, Plumbing and specialized systems for Security and Communication are included to support the building and site.
- E. This work shall include all plant, labor, material, and equipment as required to furnish and install materials, equipment, and assemblies as shown on drawings and in the specifications.
- F. Work shall also include all labor, material, and equipment not shown on drawings and not specified, but necessary and reasonably incidental to comply with the intent of the contract to provide first class and complete installations of work.
- G. Furnish and install all materials, equipment, devices, and accessories not specifically called for by items, but that are necessary to provide the requirements in operation and function that is established by the design and by the items specified, and in order to complete the work.

##### 1.02 CONTRACTOR'S DUTIES

- A. Construct work under lump sum contract, including general construction work, mechanical work, and electrical work.
- B. Provide and pay for:
  - 1. Labor, materials, and equipment.
  - 2. Tools, construction equipment and machinery.
  - 3. Utilities required for construction.
  - 4. Other facilities and services necessary for proper execution and completion of work.
- C. Secure and pay for, as necessary for proper execution of work all permits, licenses, and government fees. Contractor shall be responsible for filing with proper authorities to obtain all required permits for construction.
- D. Submit copies of all permits, licenses, and other similar permissions obtained, and receipts for fees paid, to the Owner directly with a copy to the Architect for information only.
- E. Contractor shall at appropriate times, give notice to proper authorities when on-site inspections are required.

- F. Promptly submit written notice to Architect of observed variance of contract documents from legal requirements. It is not contractor's responsibility to make certain that drawings and specifications comply with codes and regulations. Assume responsibility for work known to be contrary to such requirements without notice.
- G. All work shall be performed in strict accordance with the governing codes and ordinances, rules, regulations, and other legal requirements of public authorities which bear on performance and completion of work.
- H. Field conditions may vary due to undocumented conditions, modifications, and alterations. Contractor shall field verify all dimensions and conditions prior to executing any work and shall notify the Architect in writing of any work differing from that shown on drawings.
- I. Contractor shall verify locations of all property lines, setbacks, easements, right-of-ways, and other site restrictions prior to construction.
- J. All quantities shown on drawings are not exact. Contractor must figure their own quantities and be responsible for the correctness of same. No extra charge will be allowed on account of difference between actual quantities and those contained herein or shown on shop drawings.
- K. Do not scale drawings. Written dimensions have precedence over scale. Any discrepancies shall be reported to the Architect prior to proceeding with work.

#### **1.03 OWNER OCCUPANCY**

- A. The Owner intends to occupy the Project upon Substantial Completion.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy following substantial completion.

#### **1.04 CONTRACTOR USE OF SITE AND PREMISES**

- A. Confine operations at the site to areas permitted by law, ordinances, permits, contract documents, and as permitted by Owner.
- B. Storage areas are available on site in locations directed by Owner.
  - 1. Do not unreasonably encumber site with materials or equipment.
  - 2. Do not load structure with storage materials that will endanger structure.
  - 3. Move any stored products which interfere with operations of Owner.
  - 4. Assume full responsibility for protection and safekeeping of products stored on premises, and at any off-site storage facilities.
- C. Obtain and pay for use of additional storage or work areas needed for operations.
- D. Emergency Building Exits During Construction: Keep all exits required by code open during construction period.
- E. Utility Outages and Shutdown: Coordinate shutdown of utility services with Owner's Representative.

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION - NOT USED**

#### **END OF SECTION**



## **SECTION 01 2000**

### **PRICE AND PAYMENT PROCEDURES**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Correlation of Contractor submittals based on changes.
- E. Procedures for preparation and submittal of application for final payment.

##### **1.02 SCHEDULE OF VALUES**

- A. Submit a printed schedule on AIA Form G703 OR SIMILAR FORM - Application and Certificate for Payment Continuation Sheet. Contractor's standard form or electronic media printout will be considered.
- B. Submit Schedule of Values in duplicate within 15 working days after date established in Notice to Proceed.
- C. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Identify site mobilization and Contractor's fees.
- D. Include in each line item, the amount of Allowances specified in this section. For unit cost Allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.
- E. Include separately from each line item, a direct proportional amount of Contractor's overhead and profit.
- F. Revise schedule to list approved Change Orders, with each Application For Payment.

##### **1.03 APPLICATIONS FOR PROGRESS PAYMENTS**

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Present required information in typewritten form.
- C. Form: AIA G702 Application and Certificate for Payment and AIA G703 - Continuation Sheet including continuation sheets OR SIMILAR FORM.
- D. Execute certification by signature of authorized officer.
- E. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.
- F. List each authorized Change Order as a separate line item, listing Change Order number and

dollar amount as for an original item of Work.

- G. Submit FOUR copies of each Application for Payment.
- H. Include the following with the application:
  - 1. Transmittal letter as specified for Submittals in Section 01 3000.
  - 2. Construction progress schedule, revised and current as specified in Section 01 3000.
  - 3. Partial release of liens from major Subcontractors and vendors.
  - 4. Affidavits attesting to off-site stored products.
- I. When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

#### **1.04 MODIFICATION PROCEDURES**

- A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others of changes to the Work.
- B. Request For Information (RFI): Contractor shall submit RFI's for clarifications to the Contract Documents. In the RFI, the Contractor shall include the following:
  - 1. the Drawing number/Specification Section, including grid reference/paragraph number,
  - 2. the question regarding the item(s) referred to,
  - 3. the Contractor's interpretation of the item(s) referred to.
- C. Architect's Supplemental Instructions (ASI): The Architect will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time as authorized by the Conditions of the Contract by issuing supplemental instructions.
- D. Construction Change Directive (CCD): Architect may issue a document, signed by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  - 1. The document will describe changes in the Work and will designate method of determining any change-in-Contract Sum or Contract Time.
  - 2. Promptly execute the change in Work.
- E. Proposal Request (RFP): The Architect/Engineer may issue a document which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, and a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within seven working days.
- F. The Contractor may propose a change by submitting a request for change to the Architect/Engineer, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 016000.
- G. Computation of Change in Contract Amount:
  - 1. For change requested by Architect/Engineer for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
  - 2. For change requested by Contractor, the amount will be based on the Contractor's

- request for a Change Order as approved by Architect/Engineer.
3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
  4. For change ordered by Architect/Engineer without a quotation from the Contractor, the amount will be determined by the Architect/Engineer based on the Contractor's substantiation of costs as specified for Time and Material work.
- H. Substantiation of Costs: Provide full information required for evaluation.
1. Provide the following data:
    - a. Quantities of products, labor, and equipment.
    - b. Taxes, insurance, and bonds.
    - c. Overhead and profit.
    - d. Justification for any change in Contract Time.
    - e. Credit for deletions from Contract, similarly documented.
  2. Support each claim for additional costs with additional information:
    - a. Origin and date of claim.
    - b. Dates and times work was performed, and by whom.
    - c. Time records and wage rates paid.
    - d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
  3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- I. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- J. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- K. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- L. Promptly enter changes in Project Record Documents.

#### **1.05 APPLICATION FOR FINAL PAYMENT**

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
  1. All closeout procedures specified in Section 01 7000 and 01 7800.

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION - NOT USED**

#### **END OF SECTION**

## **SECTION 01 2200**

### **UNIT PRICES**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. List of unit prices, for use in preparing Bids.
- B. Measurement and payment criteria applicable to Work performed under a unit price payment method.
- C. Defect assessment and non-payment for rejected work.

##### **1.02 COSTS INCLUDED**

- A. Unit Prices included on the Bid Form shall include full compensation for all required labor, Products, tools, equipment, plant, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.

##### **1.03 UNIT QUANTITIES SPECIFIED**

- A. Quantities indicated in the Bid Form are for bidding and contract purposes only. Quantities and measurements of actual Work will determine the payment amount.

##### **1.04 MEASUREMENT OF QUANTITIES**

- A. Measurement methods delineated in the individual specification sections complement the criteria of this section. In the event of conflict, the requirements of the individual specification section govern.
- B. Take all measurements and compute quantities. Measurements and quantities will be verified by the Owner.
- C. Assist by providing necessary equipment, workers, and survey personnel as required.
- D. Measurement by Volume: Measured by cubic dimension using mean length, width and height or thickness.
- E. Measurement by Area: Measured by square dimension using mean length and width or radius.
- F. Linear Measurement: Measured by linear dimension, at the item centerline or mean chord.
- G. Stipulated Sum/Price Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as a completed item or unit of the Work.

##### **1.05 PAYMENT**

- A. Payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities of Work which is incorporated in or made necessary by the Work and accepted by the Architect, multiplied by the unit sum/price.
- B. Payment will not be made for any of the following:
  - 1. Products wasted or disposed of in a manner that is not acceptable.
  - 2. Products determined as unacceptable before or after placement.
  - 3. Products not completely unloaded from the transporting vehicle.
  - 4. Products placed beyond the lines and levels of the required Work.
  - 5. Products remaining on hand after completion of the Work.
  - 6. Loading, hauling, and disposing of rejected Products.

##### **1.06 DEFECT ASSESSMENT**

- A. Replace Work, or portions of the Work, not conforming to specified requirements.

##### **1.07 SCHEDULE OF UNIT PRICES**

- A. Item: Rock Removal; Section 312200.
  - 1. Quantity to be included for pricing: 1 cubic yard.
- B. Item: Unsuitable Subgrade Excavation; Section 312200.

- 1. Quantity to be included for pricing: 1 cubic yard.
- C. Item: Engineered Fill; Section 312200.
  - 1. Quantity to be included for pricing: 1 cubic yard.
- D. Item: Water Line Utility Piping; Section 312200.
  - 1. Quantity to be included for pricing: 1 linear foot.
- E. Item: Underground Sanitary Sewer Utility Piping; Sections 312200 and 333111.
  - 1. Quantity to be included for pricing: 1 linear foot.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

## **SECTION 01 3000**

### **ADMINISTRATIVE REQUIREMENTS**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Preconstruction meeting.
- B. Progress meetings.
- C. Submittals for review, information, and project closeout.
- D. Number of copies of submittals.
- E. Submittal procedures.

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION**

##### **3.01 PRECONSTRUCTION MEETING**

- A. Architect will schedule a meeting after Notice of Award.
- B. Attendance Required:
  - 1. Owner.
  - 2. Owner's Representative
  - 3. Architect.
  - 4. Contractor.
  - 5. Subcontractors.
- C. Agenda:
  - 1. Execution of Owner -Contractor Agreement.
  - 2. Submission of executed bonds and insurance certificates.
  - 3. Distribution of Contract Documents.
  - 4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
  - 5. Designation of personnel representing the parties in Contract, and the Architect.
  - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  - 7. Scheduling.
  - 8. Use of the premises.
  - 9. Special project requirements.

##### **3.02 PROGRESS MEETINGS**

- A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Architect will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Architect, as appropriate to agenda topics for each meeting.
- D. Agenda:
  - 1. Review minutes of previous meetings.
  - 2. Review of Work progress.
  - 3. Field observations, problems, and decisions.
  - 4. Identification of problems which impede planned progress.
  - 5. Review of submittals schedule and status of submittals.
  - 6. Review of off-site fabrication and delivery schedules.
  - 7. Maintenance of progress schedule.
  - 8. Corrective measures to regain projected schedules.
  - 9. Planned progress during succeeding work period.
  - 10. Coordination of projected progress.
  - 11. Maintenance of quality and work standards.
  - 12. Effect of proposed changes on progress schedule and coordination.
  - 13. Other business relating to Work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

### **3.03 CONSTRUCTION PROGRESS SCHEDULE**

- A. Refer to Construction Progress Schedule Section 01 3216.

### **3.04 SUBMITTALS FOR REVIEW**

- A. When the following are specified in individual sections, submit them for review:
  - 1. Product data.
  - 2. Shop drawings.
  - 3. Samples for selection.
  - 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- C. Samples will be reviewed only for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - CLOSEOUT SUBMITTALS.

### **3.05 SUBMITTALS FOR INFORMATION**

- A. When the following are specified in individual sections, submit them for information:
  - 1. Design data.
  - 2. Certificates.
  - 3. Test reports.
  - 4. Inspection reports.
  - 5. Manufacturer's instructions.
  - 6. Manufacturer's field reports.
  - 7. Other types indicated to be for information only.
- B. Submit for the Architect's knowledge as contract administrator or for the Owner. No action will be taken.

### **3.06 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. Refer to Section 01 7800.
- B. When the following are specified in individual sections, submit them at project closeout:
  - 1. Project record documents.
  - 2. Operation and maintenance data.
  - 3. Warranties.
  - 4. Bonds.
  - 5. Other types as indicated.
- C. Submit for the Owner 's benefit during and after project completion.

### **3.07 NUMBER OF COPIES OF SUBMITTALS**

- A. Documents for Review:
  - 1. Small size sheets, not larger than 8-1/2-x 11 inches: Submit the number of copies which the Contractor requires, plus two copies which will be retained by the Architect and Owner.
  - 2. Submit an additional copy of submittals to Architect for mechanical and electrical engineering work, one of which will be retained by the engineer.
  - 3. Larger sheets, not larger than 36 x 48 inches: Submit the number of opaque reproductions which Contractor requires, plus two copies which will be retained by Architect and Owner.
- B. Documents for Information: Submit two copies.
- C. Documents for Project Closeout: Make one reproduction of submittal originally reviewed. Submit one extra of submittals for information.
- D. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
  - 1. After review, produce duplicates.
  - 2. Retained samples will not be returned to Contractor unless specifically so stated.

### **3.08 SUBMITTAL PROCEDURES**

- A. Transmit each submittal with appropriate transmittal form. Fill out portions to be completed by the Contractor.
- B. Sequentially number the Submittal Routing Form. Revise submittals with original number and



a sequential alphabetic suffix.

- C. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- D. Apply Contractor 's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- E. Deliver submittals to Architect at business address.
- F. Schedule submittals to expedite the Project, and coordinate submission of related items.
- G. For each submittal for review, allow 10 working days excluding delivery time to and from the Contractor.
- H. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- I. Provide space for Contractor and Architect review stamps.
- J. When revised for resubmission, identify all changes made since previous submission.
- K. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- L. Submittals not requested will not be recognized or processed.
- M. Do not commence with Work that requires review of any submittals until receipt of returned, unrejected submittals.
- N. One original copy of each submittal shall be available at the project-site at all times. Do not allow submittals without appropriate final action marking to be used for the project.
- O. Do not include requests for substitution on submittals; comply with procedures for substitution specified in Section 01 6000 Product Requirements.

#### **END OF SECTION**

## **SECTION 01 3216**

### **CONSTRUCTION PROGRESS SCHEDULE**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Preliminary schedule.
- B. Construction progress schedule, bar chart type.

##### **1.02 SUBMITTALS**

- A. Within 15 working days after date of Agreement, submit preliminary schedule.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Within 20 days after review of preliminary schedule, not including any subsequent reviews, submit draft of proposed complete schedule for review.
  - 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- D. Within 10 days after joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.
- F. Submit the number of opaque reproductions the Contractor requires, plus two copies which will be retained by Architect.

##### **1.03 SCHEDULE FORMAT**

- A. Listings: In chronological order according to the start date for each activity. Identify each activity with the applicable specification section number(s).
- B. Sheet Size: Multiples of 8-1/2 x 11 inches.

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION**

##### **3.01 PRELIMINARY SCHEDULE**

- A. Prepare preliminary schedule in the form of a horizontal bar chart.

##### **3.02 CONTENT**

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- B. Identify each item by specification section number.
- C. Provide sub-schedules for each stage of Work identified in Section 011000.

- D. Provide sub-schedules to define critical portions of the entire schedule.
- E. Include conferences and meetings in schedule.
- F. Coordinate content with schedule of values specified in Section 01 2000.
- G. Provide legend for symbols and abbreviations used.

### **3.03 BAR CHARTS**

- A. Include a separate bar for each major portion of Work or operation.
- B. Identify the first work day of each week.

### **3.04 REVIEW AND EVALUATION OF SCHEDULE**

- A. Participate in joint-review and evaluation of schedule with Architect at each submittal.
- B. Evaluate project status to determine work behind schedule and work ahead of schedule.
- C. After review, revise as necessary as result of review, and resubmit within 10 days.

### **3.05 UPDATING SCHEDULE**

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
- C. Update diagrams to graphically depict current status of Work.
- D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- E. Indicate changes required to maintain Date of Substantial Completion.
- F. Submit reports required to support recommended changes.

### **3.06 DISTRIBUTION OF SCHEDULE**

- A. Distribute copies of updated schedules to Contractor's project site file, to Subcontractors, suppliers, Architect, Owner, and other concerned parties.

- B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

**END OF SECTION**

**SECTION 01 3553  
SECURITY PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Security measures including entry control, personnel identification, and miscellaneous restrictions.

**1.02 SECURITY PROGRAM**

- A. Protect Work, existing premises and Owner's operations from theft, vandalism, and unauthorized entry.
- B. Initiate program at project mobilization.
- C. Initiate program in coordination with Owner's existing security system at project mobilization.
- D. Maintain program throughout construction period until Owner occupancy.

**1.03 ENTRY CONTROL**

- A. Restrict entrance of persons and vehicles into Project site and existing facilities.
  - 1. The General Contractor's personnel, as well as any sub-contractor personnel assigned to this project, and all personnel, suppliers and delivery personnel entering the ECC building, will be required to have a background check completed by the Boone County Joint Communications Department. This will take approximately 3-5 days.
  - 2. Access to existing ECC facility, will be granted only to those with no felony convictions; misdemeanor convictions will be evaluated on a case by case basis.
  - 3. Even if you have a CCW permit, we are still required to print the person again for this project. The printing process is more in-depth for the scope of this construction project.
  - 4. As for contractors printed in the past, everyone will need to be finger printed again so we are in compliance with Missouri State Highway Patrol (MSHP) regulations.
  - 5. The cost of the background check is covered by the County.
- B. Allow entrance only to authorized persons with proper identification.
- C. Maintain log of workers and visitors on a daily basis, make available to Owner on request.
- D. Contractor shall control entrance of persons and vehicles related to Owner's operations.
- E. Coordinate access of Owner's personnel to site in coordination with Owner's security forces.

**1.04 PERSONNEL IDENTIFICATION**

- A. Provide identification badge to each person authorized to enter premises.
- B. Badge To Include: Personal photograph, name, assigned number, expiration date and employer.
- C. Maintain a list of accredited persons, submit copy to Owner on request.
- D. Require return of badges at expiration of their employment on the Work.

**1.05 RESTRICTIONS**

- A. Do not allow cameras on site or photographs taken except by written approval of Owner.
- B. Do not disclose information included in the drawings or specifications to entities outside the Construction team. The Contractor will be required to sign and abide by a non-disclosure agreement for this information to be provided by the Owner.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

## **SECTION 014000**

### **QUALITY REQUIREMENTS**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Quality assurance submittals.
- B. Mock-ups.
- C. Control of installation.
- D. Tolerances.
- E. Testing and inspection services.
- F. Manufacturers' field services.

##### **1.02 SUBMITTALS**

- A. Testing Agency Qualifications:
  - 1. Prior to start of Work, submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
  - 2. Submit copy of report of laboratory facilities inspection made by Materials Reference Laboratory of National Bureau of Standards during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
- B. Design Data: Submit information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- C. Test Reports: After each test/inspection, promptly submit two copies of report to Architect and to Contractor.
  - 1. Include:
    - a. Date issued.
    - b. Project title and number.
    - c. Name of inspector.
    - d. Date and time of sampling or inspection.
    - e. Identification of product and specifications section.
    - f. Location in the Project.
    - g. Type of test/inspection.
    - h. Date of test/inspection.
    - i. Results of test/inspection.
    - j. Conformance with Contract Documents.
    - k. When requested by Architect, provide interpretation of results.
  - 2. Test reports are submitted for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- D. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
  - 1. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting-reference data, affidavits, and certifications as appropriate.

2. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect.
- E. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
  - F. Manufacturer's Field Reports: Submit reports for the Architect's benefit as contract administrator or for the Owner.
    1. Submit report in duplicate within 30 days of observation to Architect for information.
    2. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
  - G. Erection Drawings: Submit drawings for the Architect's benefit as contract administrator or for the Owner.
    1. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
    2. Data indicating inappropriate or unacceptable Work may be subject to action by the Architect or Owner.

### 1.03 REFERENCES AND STANDARDS

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue current on date of Contract Documents; except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

### 1.04 TESTING AND INSPECTION AGENCIES

- A. Contractor shall employ and pay for services of an independent testing agency to perform specified testing and inspection indicated in individual sections.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- C. Contractor Employed Agency:
  1. Testing agency: Comply with requirements of ASTM E 329, ASTM E 548, ASTM E 543, ASTM C 1077, ASTM D 3740, and C 802.
  2. Inspection agency: Comply with requirements of ASTM D290.

3. Laboratory: Authorized to operate in State in which Project is located.
4. Laboratory Staff: Maintain a full time registered Engineer on staff to review services.
5. Testing Equipment: Calibrated at reasonable intervals with devices of an accuracy traceable to either National Bureau of Standards or accepted values of natural physical constants.

## **PART 2 PRODUCTS - NOT USED**

## **PART 3 EXECUTION**

### **3.01 CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

### **3.02 -MOCK-UPS**

- A. Tests will be performed under provisions identified in this section and identified in the respective product specification sections.
- B. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- C. Accepted mock-ups shall be a comparison standard for the remaining Work.
- D. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, remove mock-up and clear area when directed to do so.

### **3.03 TOLERANCES**

- A. Monitor fabrication and installation tolerance control of Products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust Products to appropriate dimensions; position before securing Products in place.



### 3.04 TESTING AND INSPECTION

- A. See individual specification sections for testing required.
- B. Testing Agency Duties:
  - 1. Test samples of mixes submitted by Contractor.
  - 2. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
  - 3. Perform specified sampling and testing of Products in accordance with specified standards.
  - 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
  - 5. Promptly notify Architect and Contractor of observed irregularities or non-conformance of Work or Products.
  - 6. Perform additional tests and inspections required by Architect.
  - 7. Submit reports of all tests/inspections specified.
- C. Limits on Testing/Inspection Agency Authority:
  - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
  - 2. Agency may not approve or accept any portion of the Work.
  - 3. Agency may not assume any duties of Contractor.
  - 4. Agency has no authority to stop the Work.
- D. Contractor Responsibilities:
  - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used which require testing, along with proposed mix designs.
  - 2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
  - 3. Provide incidental labor and facilities:
    - a. To provide access to Work to be tested/inspected.
    - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
    - c. To facilitate tests/inspections.
    - d. To provide storage and curing of test samples.
  - 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
  - 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
  - 6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- E. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by the Architect. Payment for re-testing will be charged to the Contractor by deducting testing charges from the Contract Sum/Price.

### 3.05 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or Product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Architect 30 days in advance of required observations.
  - 1. Observer subject to approval of Architect.

- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

### **3.06 DEFECT ASSESSMENT**

- A. Replace Work or portions of the Work not conforming to specified requirements.
- B. If, in the opinion of the Architect, it is not practical to remove and replace the Work, the Architect will direct an appropriate remedy or adjust payment.

**END OF SECTION**

**SECTION 01 4533**  
**CODE-REQUIRED SPECIAL INSPECTIONS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Code-required special inspections.
- B. Testing services incidental to special inspections.
- C. Submittals.

**1.02 DEFINITIONS**

- A. Code or Building Code: 2015 Edition of the International Building Code and, more specifically, Chapter 17 - Structural Tests and Inspections, of same.
- B. Authority Having Jurisdiction (AHJ): Agency or individual officially empowered to enforce the building, fire and life safety code requirements of the permitting jurisdiction in which the Project is located.
- C. Special Inspection:
  - 1. Special inspections are inspections and testing of materials, installation, fabrication, erection or placement of components and connections mandated by the AHJ that also require special expertise to ensure compliance with the approved contract documents and the referenced standards.
  - 2. Special inspections are separate from and independent of tests and inspections conducted by Owner or Contractor for the purposes of quality assurance and contract administration.

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Special Inspection Agency Qualifications: Prior to the start of work, the Special Inspection Agency shall:
  - 1. Submit agency name, address, and telephone number, names of full-time registered Engineer and responsible officer.
  - 2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
  - 3. Submit certification that Special Inspection Agency is acceptable to AHJ.
- C. Special Inspection Reports: After each special inspection, Special Inspector shall promptly submit two copies of report; one to Architect and one to the AHJ.
  - 1. Include:
    - a. Date issued.
    - b. Project title and number.
    - c. Name of Special Inspector.
    - d. Date and time of special inspection.
    - e. Identification of product and specifications section.
    - f. Location in the Project.
    - g. Type of special inspection.
    - h. Date of special inspection.
    - i. Results of special inspection.
    - j. Conformance with Contract Documents.
  - 2. Final Special Inspection Report: Document special inspections and correction of discrepancies prior to the start of the work.

**1.04 SPECIAL INSPECTION AGENCY**

- A. Contractor will employ services of a Special Inspection Agency to perform inspections and associated testing and sampling required by the building code.

- B. The Special Inspection Agency may employ and pay for services of an independent testing agency to perform testing and sampling associated with special inspections and required by the building code.
- C. Employment of agency in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.

### **PART 3 EXECUTION**

#### **2.01 SCHEDULE OF SPECIAL INSPECTIONS, GENERAL**

- A. Frequency of Special Inspections: Special Inspections are indicated as continuous or periodic.
  - 1. Continuous Special Inspection: Special Inspection Agency shall be present in the area where the work is being performed and observe the work at all times the work is in progress.
  - 2. Periodic Special Inspection: Special Inspection Agency shall be present in the area where work is being performed and observe the work part-time or intermittently and at the completion of the work.

#### **2.02 BOONE COUNTY RESOURCE MANAGEMENT REQUIRED SPECIAL INSPECTIONS**

- A. A required special inspections form is attached to this section. This document outlines Boone County's required special inspections to obtain and occupancy permit. All of the special inspections listed except the Outdoor Lighting Certification are the responsibility of the Contractor to satisfy and provide a final report certifying that all required Special inspections have been accomplished and all documentation has been delivered to Boone County Resource Management.

#### **2.03 CONTRACTOR DUTIES AND RESPONSIBILITIES**

- A. Contractor Responsibilities, General:
  - 1. Deliver to agency at designated location, adequate samples of materials for special inspections that require material verification.
  - 2. Cooperate with agency and laboratory personnel; provide access to the work, to manufacturers' facilities, and to fabricators' facilities.
  - 3. Provide incidental labor and facilities:
    - a. To provide access to work to be tested or inspected.
    - b. To obtain and handle samples at the site or at source of Products to be tested or inspected.
    - c. To facilitate tests or inspections.
    - d. To provide storage and curing of test samples.

**END OF SECTION**



## Boone County Resource Management – Required Special Inspections

Project Name: Boone County Support Services Building

Project Address: 2177 E County Drive, Columbia, MO 65202.

Per IBC Chapter 17 of the 2015 International Building Code the following items require Special Inspections.  
The below Special Inspections are non inclusive.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Placement of Reinforced Concrete             | <input checked="" type="checkbox"/> Structural Welding  |
| <input type="checkbox"/> Placement of Shotcrete                                  | <input checked="" type="checkbox"/> High Strength Bolts   |
| <input checked="" type="checkbox"/> Testing of Reinforced Concrete               | <input checked="" type="checkbox"/> Steel Frame Inspection  |
| <input checked="" type="checkbox"/> Placement of Reinforcing Steel               | <input type="checkbox"/> Inspection of Structural Steel Fabricator  |
| <input type="checkbox"/> Prestressing Concrete                                   | <input type="checkbox"/> Inspection of Metal Building Fabricator  |
| <input checked="" type="checkbox"/> Bolts Installed in Concrete                  | <input type="checkbox"/> Sprayed Fire Resistant Materials or Mastic &<br>Intumescent Fire Resistive Coating |
| <input checked="" type="checkbox"/> Verification of Soils                        | <input type="checkbox"/> Structural Masonry   |
| <input checked="" type="checkbox"/> Excavation and Filling                       | <input type="checkbox"/> Exterior Insulation & Finish System (EIFS)   |
| <input type="checkbox"/> Piles and/or Piers                                      | <input type="checkbox"/> Seismic Resistance   |
| <input type="checkbox"/> Earth Retaining Structure                               | <input type="checkbox"/> Wood Fabrication   |
| <input type="checkbox"/> Elevator Shaft Pressurization                           | <input type="checkbox"/> Smoke Control System   |
| <input type="checkbox"/> Inspection of Precast Fabricator                        | <input type="checkbox"/> Wood/High Load Diaphragms  |
| <input type="checkbox"/> Other Special Cases – Unusual Hazard or Conditions_____ |   |

### Additional Special Inspections required by Resource Management

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Accessible Route Certification  | <input type="checkbox"/> Elevator Construction Certification |
| <input checked="" type="checkbox"/> Exterior Lighting Certification | <input type="checkbox"/> Boiler Construction Certification   |
- Special inspection reports are to be kept on the job for Building Inspector Verification.
  - All discrepancies must be brought to the immediate attention of the contractor for correction. If not corrected, discrepancies must be brought to the immediate attention of the building official, and design professional in responsible charge before completion of that stage of work.
  - A final special inspection report (preferably on CD) documenting required special inspections, correction of discrepancies, and compliance with construction documents shall be submitted before a Certificate of Occupancy is issued.

*I hereby acknowledge that the noted special inspections will be performed as required and that the subsequent reports will be submitted for inclusion with the "AS BUILT" construction plans.*

SEAL

Registered Design Professional of Record:

\_\_\_\_\_ Date\_\_\_\_\_

## **SECTION 015000**

### **TEMPORARY FACILITIES AND CONTROLS**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Temporary Utilities (electricity, lighting, heat, ventilation, and water).
- B. Temporary telephone and facsimile service (at contractor's option).
- C. Temporary sanitary facilities.
- D. Temporary Controls: Barriers, enclosures, and fencing.
- E. Security requirements.
- F. Temporary fire protection requirements.
- G. Vehicular access and parking.
- H. Waste removal facilities and services.
- I. Project Signs.
- J. Field offices.

##### **1.02 TEMPORARY UTILITIES**

- A. Provide and pay for all electrical power, lighting, water, heating and cooling, and ventilation required for construction purposes.
- B. Temporary Electricity: Provide temporary power service required for construction. Provide power service from available utility on site.
  - 1. Provide disconnect at connection to service.
  - 2. Temporary service shall comply with OSHA, Life Safety, and other applicable codes.
- C. Temporary Water: Provide and maintain suitable quality water service for construction operations at time of project mobilization.
  - 1. Provide shut-off valve and required backflow preventers.
- D. Temporary Heat, Cooling, and Ventilation: Provide temporary devices as needed to maintain specified conditions for construction operations.
- E. Temporary Lighting: Provide general service lighting of wattage and illumination required for construction operations.

##### **1.03 TELEPHONE SERVICE**

- A. Provide, maintain, and pay for telephone service to field office at time of project mobilization.

#### **1.04 TEMPORARY SANITARY FACILITIES**

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. Maintain daily in clean and sanitary condition.

#### **1.05 BARRIERS**

- A. Provide barriers to prevent unauthorized entry to construction areas, to allow for Owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Provide protection for plants designated to remain. Replace damaged plants.
- D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

#### **1.06 FENCING**

- A. All fencing that is deemed necessary for security and construction will be the responsibility of the Contractor. The Contractor should provide fence and warning signs around construction site; equip with vehicular and pedestrian gates with locks as required for operations and as deemed necessary by the Contractor.

#### **1.07 EXTERIOR ENCLOSURES**

- A. Provide temporary insulated weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

#### **1.10 SECURITY**

- A. Provide security and facilities to protect work from unauthorized entry, vandalism, or theft.
- B. Coordinate with Owner's security program.

#### **1.11 FIRE PROTECTION FACILITIES**

- A. Provide facilities required by authorities having jurisdiction including but not limited to temporary water and fire extinguishers-Coordinate with the Boone County Fire District.

#### **1.12 VEHICULAR ACCESS AND PARKING**

- A. Coordinate access and haul routes with governing authorities and Owner. See Site Staging Drawing.
- B. Provide and maintain access to fire hydrants, free of obstructions.
- C. Provide means of removing mud from vehicle wheels before entering streets.

- D. Designated existing on-site roads may be used for construction traffic with approval from Owner-See Site Staging Drawing.
- E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

#### **1.13 WASTE REMOVAL**

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers with lids. Dispose of waste off-site periodically.
- C. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

#### **1.14 PROJECT SIGNAGE**

- A. See the Site Staging Plan in the Drawings for signage during Construction.

#### **1.15 FIELD OFFICES**

- A. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack and drawing display table.
- B. Provide space for Project meetings, with table and chairs to accommodate 6 persons.
- C. Locate offices a minimum distance of 30 feet from existing and new structures.

#### **1.16 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.
- B. Remove underground installations to a minimum depth of 2 feet. Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing and permanent facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION - NOT USED**

### **END OF SECTION**



**SECTION 01 5713**

**TEMPORARY EROSION AND SEDIMENT CONTROL**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

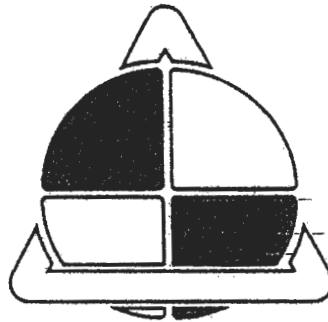
- A. The attached Storm Water Pollution Prevention Plan (SWPPP) dated May 24, 2019 by Allstate Consultants, L.L.C. includes requirements and recommendations for Best Practices regarding erosion control prevention and reporting for the Project Site.
- B. The Contractor is responsible for following the procedures established in the plan, any modifications to the plan, and all reporting and record keeping for the Jurisdiction established by the plan.

**END OF SECTION**

# ***BOONE COUNTY ECC/BCSD CAMPUS SUPPORT SERVICES BUILDING***

***By: Boone County Infirmary – 18224.02***

## ***STORM WATER POLLUTION PREVENTION PLAN (SWPPP)***



# **ALLSTATE CONSULTANTS**

***Allstate Consultants LLC***  
3312 LeMone Industrial Blvd.  
Columbia, Missouri 65201  
P: (573) 875-8799  
F: (573) 875-8850  
allstateconsultants.net

A circular official stamp from Boone County, Missouri. The text around the perimeter of the stamp includes "BOONE COUNTY, MISSOURI" and "DEPARTMENT OF HEALTH & HUMAN SERVICES". Overlaid on the stamp is a handwritten signature in black ink. Below the signature, the date "6/10/19" is handwritten. A horizontal line is drawn across the bottom of the signature and date.

**Construction Phase  
Storm Water Pollution Prevention Plan  
(SWPPP)**

**for**

**BOONE COUNTY ECC/BCSD CAMPUS  
SUPPORT SERVICES BUILDING**

**in**

**COLUMBIA, MO**

**for**

**BOONE COUNTY INFIRMARY**

Construction Phase  
Storm Water Pollution Prevention Plan  
(SWPPP)

for

Boone County ECC/BCSD Campus  
Support Services Building

in

Columbia, MO

Prepared for:

Boone County Infirmary  
801 E. Walnut Room 245  
Columbia, MO 65201

May 24, 2019

by:

Allstate Consultants LLC  
3312 LeMone Industrial Blvd.  
Columbia, Missouri 65201  
Phone: (573) 875-8799  
Fax: (573) 875-8850

## TABLE OF CONTENTS

### Part

- 1.0 INTRODUCTION
  - 1.1 The Construction NPDES Permit and SWPPP
  - 1.2 Project Location and Description
  - 1.3 Project Owner and Operator
  - 1.4 Contractor/Subcontractor Signatory Requirements and Certification
  - 1.5 Retention of Records
  - 1.6 Standard Permit Conditions
    - 1.6.1 Duty to Comply with Permit Conditions
    - 1.6.2 Final Stabilization and Termination of Coverage
  - Contractor Certification
- 2.0 CONSTRUCTION ACTIVITIES AND SITE DESCRIPTION
  - 2.1 Description of Construction Activities
  - 2.2 Potential Pollutants
  - 2.3 Soils
  - 2.4 Estimate of Runoff Coefficient
  - 2.5 Site Maps
  - 2.6 Sequence of Major Construction Activities
  - 2.7 Receiving Waters
  - 2.8 Drainage Areas
    - 2.8.1 Sedimentation Basins
- 3.0 BEST MANAGEMENT PRACTICES
  - 3.1 Erosion and Sediment Control Devices
    - 3.1.1 Temporary Stabilization
    - 3.1.2 Permanent Stabilization
    - 3.1.3 Temporary Erosion Control Practices
  - 3.2 Maintenance
  - 3.3 Final Stabilization and Clean Up
    - 3.3.1 Seeding
    - 3.3.2 Fertilizing

Part

## 4.0 OTHER POLLUTION PREVENTION CONTROLS

- 4.1 Waste Disposal
- 4.2 Hazardous Waste
- 4.3 Sanitary Waste
- 4.4 Off-Site Vehicle Tracking
- 4.5 Non-Storm Water Discharges

## 5.0 SPILL PREVENTION AND CONTROL PLAN

- 5.1 Introduction
- 5.2 Material Management Practices
  - 5.2.1 Good Housekeeping
  - 5.2.2 Product-Specific Practices
    - 5.2.2.1 Petroleum Products
    - 5.2.2.2 Fertilizers
- 5.3 Spill Control and Cleanup

## APPENDICES

Appendix A.....	Construction Plans and Details
Appendix B.....	Inspection Forms
Appendix C.....	Spill Report Forms and Table of Common Hazardous Materials
Appendix D .....	Description of Implemented Best Management Procedures
Appendix E.....	Final Stabilization Termination Form H
Appendix F.....	Relevant Permits
Appendix G.....	SWPPP Amendments
Appendix H.....	Grading and Stabilization Log
Appendix I.....	SWPPP Training Log
Appendix J.....	Owner Certification and Consultant Declaration

**LIST OF FIGURES**Figure

- 1-1 Regional Area

**LIST OF TABLES**Table

- 3-1 Seeding Mix and Rates

**PART 1.0**  
**INTRODUCTION**

## **1.0 INTRODUCTION**

### **1.1 THE CONSTRUCTION NPDES PERMIT AND SWPPP**

The NPDES general permit is for storm water discharges from construction activities that are classified as "associated with industrial activity" by EPA regulation. For construction projects that require the disturbance of more than one acre the U. S. Environmental Protection Agency (EPA) requires that the project owner or contractor apply for a storm water permit under the National Pollutant Discharge Elimination System (NPDES) program. For the purposes of the NPDES program, construction activities are defined as clearing, excavating, grading, or other land disturbing activities.

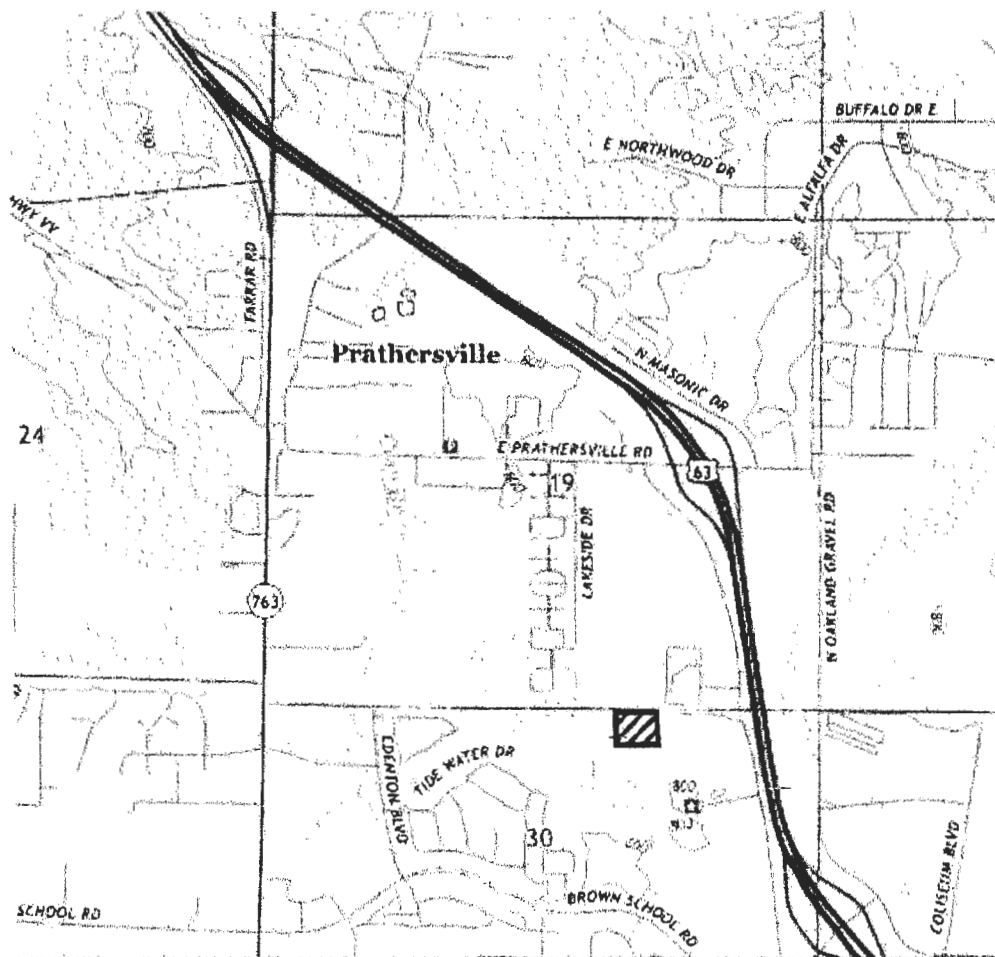
The State of Missouri is delegated by the EPA to administer the NPDES general permit for construction activities within the state that disturb one acre or more. A Missouri State Operating Permit for storm water discharges is required in accordance with Missouri regulations 10 CSR 20-6.200. Under the Missouri Clean Water Law, the Missouri Department of Natural Resources, Division of Environmental Quality, Water Pollution Control Program requires Form E - Application for General Permit and a Form G - Application for Storm Water Permit, or Form O- Permit for Land Disturbance (if the site is less than five acres in size).

This document comprises the Storm Water Pollution Prevention Plan (SWPPP) required by the State of Missouri Department of Natural Resources (MDNR), Division of Environmental Quality. This SWPPP establishes a plan to manage the quality of storm water runoff from construction activities associated with the Boone County ECC/BCSD Campus Support Services Building in Columbia, MO.

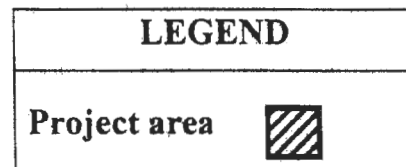
### **1.2 PROJECT LOCATION AND DESCRIPTION**

This project is located in Columbia, MO. in NW ¼ of NE ¼ of Section 30, T49N, R12W or 39° 00' 22" N 92° 18' 37" W. (see figure 1-1 on following page). The total land area to be disturbed during the construction process is approximately 1.47 Acres. Construction should be completed by Spring of 2023.





**Figure 1-1**  
**Regional Area**  
**Support Services Building– Columbia, MO**  
**Date: May 24, 2019**



**Location: Browns Quadrangle**  
**NW ¼, NE ¼, Sec 30, T 49N, R 12W**  
**Columbia, Missouri**

PREPARED BY: Allstate Consultants LLC  
 3312 LeMone Industrial Boulevard.



Columbia, Missouri 65201  
573-875-8799

### 1.3 PROJECT OWNER AND OPERATOR

The project owner is Boone County Infirmary. The address is:

801 E. Walnut Room 245  
Columbia, MO 65201

The project contractor is TBD.

The primary contact for this project will be Dan Atwill, Boone County Presiding Commissioner.  
Mr. Atwill can be reached at (573) 886-4305.

Storm Water Inspector: \_\_\_\_\_  
(name) (phone number)

24 hour Emergency Contact: \_\_\_\_\_  
(name) (phone number)

### 1.4 CONTRACTOR/SUBCONTRACTOR SIGNATORY REQUIREMENTS AND CERTIFICATION

Before conducting any construction disturbances, all contractors and subcontractors must sign a copy of the following certification statement at the owner's office.

### 1.5 RETENTION OF RECORDS

County Infirmary, as owner, must maintain a copy of this SWPPP on site from the date of project initiation to the date of final stabilization. The Owner shall retain copies of the SWPPP and all reports required by the General Permit for a period of at least three years from the date that the project is completed.

### 1.6 STANDARD PERMIT CONDITIONS

This section contains information on state and federal penalties for non-compliance with the permit as well as termination of coverage of the permit. Further explanation of these issues is stated under each individual heading.

### **1.6.1 Duty to Comply with Permit Conditions**

The EPA has substantial penalties for non-compliance with the permit. Any permit non-compliance constitutes a violation of the Clean Water Act and is grounds for enforcement action including: permit termination; revocation, reissuance, or modifications; or denial of permit renewal application. Individuals responsible for such violations are subject to criminal, civil and administrative penalties.

### **1.6.2 Final Stabilization and Termination of Coverage**

Final stabilization is achieved when all soil-disturbing activities at the site have been completed and when a uniform perennial vegetative cover with a density of 70 percent has been established or equivalent measures (such as the use of riprap, gabions, or geotextiles) have been employed. When the site has been fully stabilized and all storm water discharges from construction activities that are authorized by this permit are eliminated, the final stabilization termination checklist must be completed. Upon completion and submission of MDNR termination Form H, the project will be considered complete.

CONTRACTOR'S CERTIFICATION		
"I certify under penalty of law that I understand the terms and conditions of this Missouri Storm Water Pollution Prevention Plan and associated NPDES general permit that authorizes the storm water discharges associated with industrial activity from construction site identified as part of this certification".		
Signature	For	Responsible For
_____ (Name)	_____ (Company)	_____ (Activity)
_____ (Position)	_____ (Street / P.O. Box)	_____ (Activity)
_____ (Signature)	_____ (City, State, Zip)	_____ (Activity)
_____ (Date)	_____ (Phone)	_____ (Activity)
_____ (Name)	_____ (Company)	_____ (Activity)
_____ (Position)	_____ (Street / P.O. Box)	_____ (Activity)
_____ (Signature)	_____ (City, State, Zip)	_____ (Activity)
_____ (Date)	_____ (Phone)	_____ (Activity)
_____ (Name)	_____ (Company)	_____ (Activity)
_____ (Position)	_____ (Street / P.O. Box)	_____ (Activity)
_____ (Signature)	_____ (City, State, Zip)	_____ (Activity)
_____ (Date)	_____ (Phone)	_____ (Activity)

**PART 2.0**  
**CONSTRUCTION ACTIVITIES**  
**AND SITE DESCRIPTION**

## **2.0 CONSTRUCTION ACTIVITIES AND SITE DESCRIPTION**

### **2.1 DESCRIPTION OF CONSTRUCTION ACTIVITIES**

The scope of this project includes grading for building and parking lot construction. A tentative sequence of major construction activities follows in Section 2.6. The total area of the site is approximately 1.47 Acres. The total area of the site expected to undergo excavation is approximately 1.47 Acres. Soil disturbing activities within the construction area may include clearing and grubbing, and grading. All construction activities will disturb as little of the existing vegetation as possible.

### **2.2 POTENTIAL POLLUTANTS**

The primary pollutant sources will be disturbed soils and subsequent surface water runoff within the construction site. Other potential pollutant sources include petroleum products needed for the construction equipment. If additional pollutant sources are brought on site, such as portable toilets, chemicals, paint, solvents, etc., these items will be noted and monitored on the storm water site inspection-form.

### **2.3 SOILS**

The soils on the site consist of lean to fat clays.

### **2.4 ESTIMATE OF RUNOFF COEFFICIENT**

The runoff coefficient "C" is the ratio of the volume of storm water runoff from the project area compared to the total volume of precipitation that falls on the project area. The General Permit requires an estimate of this ratio that represents runoff conditions both before construction and after construction activities are complete and the area is finally stabilized.

The estimate of "C" is based on variables from three general terrain categories: 1) soil properties (porosity, density, etc.), 2) ground slope, and 3) the character of the vegetative cover (woodlands, pasture, grassland, etc.). Another major variable affecting "C" is rainfall intensity and duration. For

any given terrain, the ratio of runoff to rainfall is expected to increase as storm intensity or duration increases.

Pre-construction "C" value = 0.3

Post-construction "C" value = 0.6

## **2.5 SITE MAPS**

A location map shows the project area relative to the surrounding area and is shown as Figure 1-1. The construction drawings for the facility are in Appendix A and include placement of erosion and sediment controls. Detailed descriptions of these Best Management Practices, or BMP's, are included in Appendix D.

## **2.6 SEQUENCE OF MAJOR CONSTRUCTION ACTIVITIES**

This section contains a description of the construction sequence for the project.

- Secure necessary Land disturbance permits.
- Installation of erosion and sediment control devices.
- Excavation
- Building and parking lot construction
- Finish grading and stabilization
- Seed and mulch to stabilize

## **2.7 RECEIVING WATERS**

The project site drains to an unnamed tributary to Cow Branch.

## **2.8 DRAINAGE AREAS**

In compliance with EPA and DNR regulations, clearing and grubbing within fifty (50) feet of defined drainage course should be avoided. Additionally, when changes to defined drainage courses occur as part of the project, clearing and grubbing within fifty (50) feet of the defined drainage course will be delayed until all materials and equipment necessary to protect and complete the drainage change are on site. Changes to the defined drainage course will be completed as quickly as possible once the work has been initiated. The area impacted by the land disturbance of the drainage course change will be revegetated or protected from erosion as quickly as possible. Areas within fifty (50) feet of defined drainage ways will be recontoured as needed, as well as revegetated, seeded, or otherwise protected within five (5) working days after grading has ceased.

### **2.8.1 Sedimentation Basins/Traps**

A sedimentation basin/trap will be used when necessary, and will be sized to comply with the governing authorities guidelines. The basin/trap will be cleaned out and otherwise maintained as needed until the drainage area is stabilized. Both temporary and permanent sedimentation basins will have a stabilized spillway to minimize the potential for erosion of the spillway or basin embankment.



**PART 3.0**  
**BEST MANAGEMENT PRACTICES**

### **3.0 BEST MANAGEMENT PRACTICES**

#### **3.1 EROSION AND SEDIMENT CONTROL DEVICES**

Soil erosion and sediment controls are measures that are used to reduce the amount of soil particles that are carried off of a land area and deposited in receiving water. This section, in conjunction with Appendix D, provides a general description of the most appropriate measures planned for this project. Appendix A contains construction drawings that clearly delineate each BMP proposed and its location. All applicable soil erosion and sediment control measures shall be implemented in accordance with the guidelines contained herein prior to commencement of field construction activities. Measures shall be maintained during and after the construction activity until final stabilization is accomplished. Upon successful revegetation of the disturbed area, all temporary soil erosion and sediment control measures will be removed. Appropriate impediments for storm water discharge will be implemented, and bench marks referenced for proper installation, operation, and maintenance of drainage courses.

##### **3.1.1 Temporary Stabilization**

Temporary stabilization consists of activities such as terracing, mulching, or reseeding vegetation in all disturbed, unvegetated areas that are exposed during prolonged periods of construction inactivity. Due to the short nature of the many project activities, temporary stabilization will not always be required. However, temporary stabilization measures will be implemented if construction halts for more than 14 days and if construction will not resume within 21 days. If the slope is greater than 3:1, or greater than 3% and greater than 150 feet in length; the area will be protected from erosion by stabilizing the area with mulch, or another similarly effective BMP, if the activity ceases for more than 7 days. Exceptions include: 1) Snow or frozen ground; 2) Activities that will resume after 14 days; or 3) Arid or Semi-arid areas. This requirement does not apply to sedimentary basins or areas that drain thereto.

### **3.1.2 Permanent Stabilization**

Permanent stabilization consists of the final planting of vegetation in all disturbed, unvegetated areas affected by construction. Permanent stabilization (groundcover) practices will be properly implemented within 30 days of final construction. See Section 3.3 for further details.

### **3.1.3 Temporary Erosion Control Practices**

Prior to initiating construction, all temporary erosion and sediment control practices shown on the construction drawings will be in place. The erosion and sediment control details for these practices are located in Appendix D.

## **3.2 MAINTENANCE**

All erosion and sediment control devices shown on the construction drawings shall be installed pursuant to the specifications in the construction details in Appendix D. These erosion and sediment control devices shall be checked: 1) on a weekly basis; and 2) within 72 hours of each 0.5-inch or greater rainfall event. A good faith effort will be made to inspect erosion and sediment control devices within 24 hours of a rainfall event that occurs Monday through Thursday.

Maintenance inspection reports will be completed after each inspection and included in the project file. If inspection results indicate a need for revision to the SWPPP, the plan shall be revised and implemented as appropriate, within seven calendar days following the inspection. The inspection reports shall identify any incidents of non-compliance. Copies of the report forms are to be completed by the designated SWPPP personnel inspector. A copy of the form to be used is attached in Appendix B and will be photocopied and used as needed for individual inspections.

Ineffective temporary erosion control measures shall be reported to the owner/contractor within 24 hours of identification so that they may be repaired in an efficient manner. Sediment will be removed from behind a silt fence when it reaches one-third the height of the barrier. The temporary erosion control devices shall be left in place until the site is permanently stabilized with vegetation (at least 70 percent cover). Following the completion of construction and planting activities, the

State:

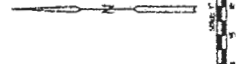
Missouri Emergency Response Commission

Department of Natural Resources

(573) 634-2436 (in-state, 24 hours)

If a reportable release occurs, a modification to the SWPPP must be made within 14 days. The modification shall include: a description of the release, the date of the release; an explanation of why the spill happened; a description of procedures to prevent future spills or releases from happening; and a description of response procedures should a spill or release occur again. A written description of the release must be submitted to the permitting authority that includes: a description of the release, including the type of material and an estimated amount of spill; the date of the release; an explanation of why the spill happened; and a description of the steps taken to prevent and control future releases. These modifications to the SWPPP must be made by the contractor and will be documented on the form in Appendix C.

## **APPENDICIES**



**APPENDIX B**  
**INSPECTION FORMS**

**Procedures for Determining if a Hazardous  
Material Spill is a Reportable Quantity**

- 1) First determine the type and quantity of material that has been spilled.
- 2) Obtain a material safety data sheet (MSDS) for the spilled material and determine whether any of the constituents are listed in Table 302.4 in 40 CFR 302.
- 3) If none of the constituents in the spilled material are listed in the table (excluding ethylene glycol), the spill is not reportable.
- 4) If the constituents in the spilled material are listed in the table, use the following equation to determine the pounds of material spilled:

$$\text{Pounds Spilled} = (V) (Wt\%) (Sg) (0.0834)$$

Where:

V = Volume of the material spilled, in gallons  
Wt% = The weight percent of the constituents in the spilled material (see the MSDS)  
Sg = Specific gravity of spilled material (see MSDS)

For Example:

V = 7 Gallons

Wt% = 1.04

Sg = 1.04

$$\text{Pounds Spilled} = (7) (3.5) (1.04) (0.834) = 2.13 \text{ pounds}$$

- 5) If, based on the calculation, the pounds spilled are Greater than the Final RQ (reportable quantity) value listed in Table 302.4 of 40 CFR 302 or the State's reportable quantity minimum amount, the spill must be reported to the appropriate federal, state, and local agencies.



## Storm Water Pollution Prevention Plan

### Spill Report Form

Spill Reported By: \_\_\_\_\_  
Name Phone Number

Date Reported: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Spill: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Legal Description: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 SEC \_\_\_\_\_, TWP \_\_\_\_\_, Range \_\_\_\_\_,

County \_\_\_\_\_

Describe Spill Location and Events Leading to Spill: \_\_\_\_\_

---

---

---

---

Material Spilled: \_\_\_\_\_

Source of Spill: \_\_\_\_\_

Amount Spilled (Gallons or Pounds)- \_\_\_\_\_

Amount Spilled to Waterway (Gallons or Pounds): \_\_\_\_\_

Nearest Municipality: \_\_\_\_\_

Containment or Cleanup Action: \_\_\_\_\_

---

List Environmental Damage (fish kill, etc.) \_\_\_\_\_

List Injuries or Personal Contamination: \_\_\_\_\_

\_\_\_\_\_

Date and Time Cleanup Completed or Terminated: \_\_\_\_\_

If Cleanup Delayed, Nature and Duration of Delay: \_\_\_\_\_

Description of Materials Contaminated: \_\_\_\_\_

\_\_\_\_\_

Approximate Depth of Soil Excavation: \_\_\_\_\_

Action To Be Taken to Prevent Future Spills: \_\_\_\_\_

\_\_\_\_\_

Agencies Notified:

Local: \_\_\_\_\_ Date: \_\_\_\_\_

State: \_\_\_\_\_ Date: \_\_\_\_\_

Federal: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Contractor Superintendent or  
Environmental Inspector

## Table of Common Hazardous Materials Reportable Quantities

Hazardous Substance	CASRN	Statutory Codedagger	RCRA Waste #	Final RQ Pounds (Kg)
Acetic Acid	64-19-7	1		5000 (2270)
Acetone	67-64-1	4	U002	5000 (2270)
Aluminum Sulfate	10043-01-3	1		5000 (2270)
Ammonia	7664-41-7			100 (45.4)
Arsenic	1327-53-3	1,4	PO11	1 (0.454)
Chlorine	7782-50-5	1,3		10 (4.54)
Chloroform	67-66-3	1,2,3,4	U044	10 (4.54)
Creosote	N.A.	4	U051	1 (0.454)
Cupric Sulfate	7758-98-7	1		10 (4.54)
Diazanone	333-41-5	1		1 (0.454)
Ethanal	75-07-0	1,3,4	U001	1000 (454)
Ethyl Chloride	75-00-3	2,3		1000 (454)
Ethylene Glycol	107-21-1	3		5000 (2270)
Fluorine	7782	4	PO56	10 (4.54)
Hydrochloric Acid	7647-01-0	1,3		5000 (2270)
Lead	7439-92-1	2		10 (4.54)
Lindane	58-89-9	1,2,3,4	U129	1 (0.454)
Mercury	7439-97-6	2,3,4	U151	1 (0.454)
Phosphoric Acid	7664-38-2	1		5000 (2270)
Phosphorus	7723	1,3		1 (0.454)
Potassium Permanganate	7722-64-7	1		1000 (454)
Propane	96-12-8	4	U194	5000 (2270)
Sodium Hydroxide	1310-17-2	1		1000 (454)
Sodium Hypochlorite	7681-52-9	1		100 (45.4)
Vinyl Chloride	75-01-4	2,3,4	U239	100 (45.4)

**APPENDIX D**  
**DESCRIPTION OF**  
**IMPLEMENTED BMP'S**

## Temporary Seeding

### Practice Description Recommended

The establishment of fast-growing annual vegetation to provide economical erosion control for up to 12 months and reduce the amount of sediment moving off the site. Annual plants which sprout rapidly and survive for only one growing season are suitable for establishing temporary vegetative cover.

This practice applies where short-lived vegetation can be established before final grading or in a season not suitable for permanent seeding. It helps prevent costly maintenance operations on other erosion control systems such as sediment basin clean-out. Temporary or permanent seeding is necessary to protect earthen structures such as dikes, diversions, and the banks and dams of sediment basins.

### Minimum Requirements

Prior to start of construction, plant materials, seeding rates and times should be specified by a qualified professional. Plans and specifications should be referred to by field personnel throughout the construction process. To ensure emergence, vigorous growth of seedlings and continued plant growth, prepare seedbed, add lime and fertilizer according to soil tests, mulch all but the most ideal sites and follow seeding dates.

- **Seedbed Preparation:** Loosen soil to depth of 3 inches for broadcast seeding or drilling. If compacted, loosen soils for no till drilling. Avoid excessively wet conditions.
- **Amendments:** Fertilizer and lime (if soil pH is less than 5.3) incorporated 3 to 6 inches into the soil. See Table 5.1.
- **Seed Quality:** Certified seed, tested within the past 9 months
- **Plants:** Recommended temporary erosion control plant species. Rate of application and seeding dates are listed in Tables 5.2 and 5.3.
- **Mulch:** 75% of the ground surface should be covered with approved mulching materials (See *Mulching*). Mulching is critical for the less than ideal situations found on development sites.
- **General:** Inspect seeded areas 2 to 4 weeks after seeding for establishment, erosion control and weed control. Repair and reseed as necessary.
- **Reseed:** After 1 year if site is not in permanent vegetation

### Installation

Successful vegetative establishment is directly dependent on the nutrients in the soil. For optimum results, take soil samples from the top 6 inches in each area to be seeded. Submit samples to a soil testing laboratory for liming and fertilizer amendment recommendations.

### Seedbed Preparation

Seedbed preparation is essential for the seed to germinate and grow. For broadcast seeding and drilling, loosen the soil to a depth of approximately 3 inches. For no-till drilling, the soil surface does not need to be loosened unless the site has surface compaction. Use a disk, ripper, chisel, harrow or other acceptable tillage

equipment to loosen compacted, hard or crusted soil surfaces. Avoid preparing the seedbed under excessively wet conditions.

## Liming

Acid soils with an extremely low pH can prevent seeding success. Most of the recommended temporary vegetation is tolerant of low pH soils and will establish on all but the lowest pH soils. If soil pH in the region is known to be extremely low, **conduct a soil pH test** to determine if limestone is necessary for temporary seeding. Amend soils with lime according to information in Table 5.1. Soils with a pH above 7.0 should not be limed.

Table 5.1 Liming Requirements for Temporary Sites

pH Test	Plant Response	Recommended Application of Agricultural Limestone
below 6.0	poor growth	lime according to soil test
6.0 - 6.5	adequate growth	no lime recommended
greater than 6.5	greater than 6.5	no lime recommended

## Fertilizer

Subsoil will most likely be deficient in nutrients required for growth. A **soil test will provide the best guide** for the amount and types of fertilizer to apply for optimum plant growth. A general recommendation is to broadcast 90 lbs. of **actual** N-P-K per acre for areas receiving more than 30 inches of precipitation and 50 lbs. of N-P-K per acre in areas receiving less than 30 inches of precipitation.\* For best results incorporate the fertilizer into the top 3 to 6 inches before seeding.

\* For example, to compute the bulk pounds of product to use  

$$\frac{\text{Actual \# Needed}}{\% \text{ Available}} \text{ or } \frac{90\#}{28\%} = 321\# \text{ Bulk}$$

## Seeding

Apply seed evenly with a broadcast seeder, drill, cultipacker seeder or hydroseeder. Plant small grains no more than 1 1/2 inches deep. Plant grasses and legumes no more than 1/2 inch deep. Prior to mulching, harrow, rake or drag a chain to lightly incorporate broadcast seed and enhance germination. Cover broadcast or drilled seed with mulch (See *Mulching*). On bare soils, firm lightly with a roller or a cultipacker.

Table 5.2 Temporary Seeding Plant Materials and Minimum Seeding Rate \*

Species-	Seeding Rates		Plant characteristics
	lbs. per Acre	lbs. per 1,000 sq.ft.	
Oats	80	2	not cold tolerant, height up to 2 feet
Cereals:Rye/Wheat	90 / 120	2.0 / 2.5	cold tolerant, height up to 3 feet, low pH tolerant
Millet, Sudangrass	45 / 60	1.0 / 1.25	warm season annual, aggressive growth, height up to 5 feet

Annual Ryegrass	75	2	may be added to mix, not heat tolerant, height up to 16 inches
Annual Lespedeza** plus Tall Fescue	15 plus 45	0.5 plus 1.0	warm season annual legume, makes own nitrogen, tolerates low pH

\* In areas receiving less than 30 inches of precipitation, use 75 percent of these rates.

\*\* If there is any possibility that the seeding will be required to control erosion for more than one year, then consider the addition of fescue or another permanent species as part of a mixture when seeding.

## Planting Dates

Plant according to the design plan. In absence of a plan, choose a recommended temporary species or mixture appropriate for the season from Tables 5.2 and 5.3. Plant during optimum seeding dates if at all possible. Use mulch if planting during acceptable seeding dates. Roll and cultipack broadcast seed for good soil-to-seed contact. Use high quality seed. For best results use certified seed. When using uncertified seed, use the highest recommended seeding rate.

Table 5.3 Seeding Dates for Temporary Seedings

Species	Seeding Dates Optimum & Acceptable											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Oats												
Cereals:Rye/Wheat												
Millet, Sudan grass												
Annual Ryegrass-												
Annual Lespedeza** plus Tall Fescue												

1- If site may not be developed within one year, consider permanent species

### Table Key:

Optimum Seeding Dates	
Acceptable Seeding Dates	

## Mulching

Mulching is recommended to conserve moisture and reduce erosion. Evenly cover 75% of the ground surface with mulch material specified in the design plan. Tack or tie down according to plan (See *Mulching*).

**Construction Verification** Check materials and installation for compliance with specifications.

**Troubleshooting:** Consult with a qualified design professional if the following occurs:

- Design specifications for seed variety, seeding dates or mulching cannot be met; substitutions may be required. Unapproved substitutions could lead to failure.

## **Maintenance**

Check temporary seedings within 2 to 4 weeks of planting to see if stands are of adequate thickness (more than 30% of the ground surface covered). Stands should be uniform and dense for best results. Fertilize, reseed and mulch bare and sparse areas immediately to prevent erosion. Mowing is not recommended for cereals seeded alone. Cereals seeded with a grass can be mowed when height is greater than 12 inches. However, to prevent damage to grasses, do not mow shorter than 4 inches. Millets and sudangrass should be mowed before height is greater than 6 inches to allow regrowth and continued erosion protection. Annual lespedeza and tall fescue may be mowed after height exceeds 8 inches. Do not mow shorter than 4 inches. Replant temporary or permanent vegetation within 12 months as annual plants die off and no longer provide erosion control. Consider no-till planting where possible.

## **Common Problems**

Inadequate seedbed preparation; causes poor seedling emergence and growth—repair gullies, prepare seedbed, fertilize, lime (if necessary), mulch and reseed. Unsuitable choice of plant materials; resulting in poor germination or inadequate stand (less than 30% of the ground surface covered)—choose plant materials appropriate for season, prepare seedbed and replant. Inadequate mulching; resulting in poor or spotty stands—cover area evenly and tack or tie down mulch properly, especially on slopes, ridges and in channels.

Lack of nitrogen; causes poor plant vigor, yellow color and short height—add 50 lbs. of nitrogen fertilizer per acre. Do not apply over the top of existing plants from June 1 to August 15 or on frozen ground. Dying plants; usually caused by soil compaction that limits root growth and water availability to plants—loosen soil if reseeding is necessary or before seeding permanent vegetation.



## Detention Ponds and Basins

### Practice Description

A dam designed to hold stormwater runoff and release the water slowly to prevent downstream flooding and stream erosion. Detention ponds and basins are an extremely effective water quality control measure and significantly reduce the frequency of erosive floods downstream. Ideally, a detention pond will store at least the first 1/2 inch of runoff from the design storm and release the remainder at the predevelopment rate. Their usage is best suited to larger, more intensively developed sites of over 20 acres.

Regular detention ponds have less storage and different outlet conduits than extended detention ponds. Both can have permanent pools of water or be designed as dry basins. Both can be designed to hold sediment.

### Recommended Minimum Requirements

Prior to start of construction, detention ponds should be designed by a registered design professional. Plans and specifications should be referred to by field personnel throughout the construction process. The detention pond should be built according to the planned grades and dimensions.

- **Drainage Area:** 20 to 50 acres
- **Structure Life:** 10 years or more
- **Detention:** 24 to 48 hour detention of runoff from the design storm
- **Trap efficiency:** The length to width ratio of the basin should be 2:1 or greater; 5:1 is optimal to capture fine sediments. Inlet: Locate as far upstream as possible from the outlet. Collector Channels: Leading to the detention pond should be constructed of riprap, concrete or paved material to route water to the detention pond.
- **Anti-seep Devices:** Either of the following is recommended:
  - At least two watertight anti-seep collars should be used around the outlet conduit; collars should project 1 to 3 feet from the pipe, or
  - a sand diaphragm
- **Embankment Slopes:** 2.5:1 or flatter; 3:1 where maintained by tractor or other equipment.
- **Basin Slopes:** No steeper than 3:1 and no flatter than 20:1
- **Vegetative Buffer:** A minimum width of 25 feet around the pond
- **Settlement:** Allow for at least 10% of extra fill
- **Site Access:** Reserved for bringing in heavy maintenance equipment and to remove and dispose of sediments

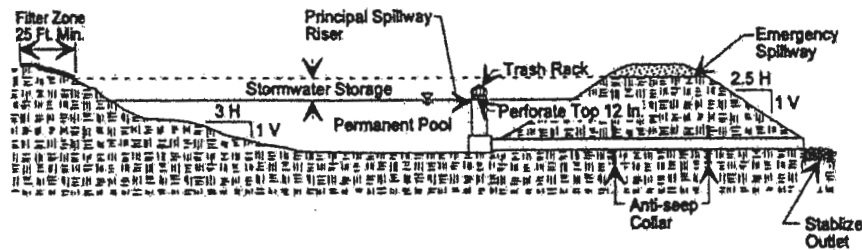


Figure 5.43 Typical Detention Pond

## Construction

### Site Preparation

Locate the detention pond as close to the stormwater collection system as possible, considering pool area, dam length and spillway conditions. Locate all underground utilities. Clear, strip and grub the dam location, removing all woody vegetation, rocks and other objectionable material.

Follow all federal, state and local requirements on impoundment sites.

Dispose of trees, limbs, logs and other debris in designated disposal areas.

Excavate the embankment foundation (outlet apron first), stockpiling any surface soil having high amounts of organic matter for later use.

### Principal Spillway

Clear the sediment pool to facilitate sediment clean out. Situate the spillway pipe and riser on a firm, even foundation. Prepare the pipe bedding.

Place around the barrel a 4-inch layer of moist, clayey, workable soil (not pervious material such as sand, gravel or silt), and compact with hand tampers to at least the density of the foundation soil. (Don't raise the pipe from the foundation when compacting under the pipe haunches.) Perforate the top 12 inches of the riser with 1/2-inch diameter holes spaced 3 inches apart. Set the top elevation of the riser to allow the detention pond to store the first 1/2 inch of basin runoff in this 12-inch perforated zone, or according to the design plan.

Embed the riser at least 12 inches into concrete (which serves as an anti-flotation block). The weight of the concrete should balance the buoyant force acting on the riser.

$$\text{Buoyant Force} = \text{Volume of Riser} \times 62.4 \text{ lbs/ft}^3$$

Surround the base of the riser with 2 feet of clean uniformly graded stone.

Place a trash rack around the riser inlet. The trash rack should have 4- to 6-inch square openings.

At the pipe outlet, install a riprap or concrete apron at least 5 feet wide and 10 feet long to a stable grade.

Optional: A slotted or V-notch weir, constructed within an open channel spillway, can be used in place of a riser and conduit as a principal spillway.

### ***Embankment***

Scarify the embankment foundation before placing fill.

Use fill from predetermined borrow areas. It should be clean, stable, mineral soil free of organic material, roots, woody vegetation, rocks and other debris; and must be wet enough to form a ball without crumbling, yet not so wet that water can be squeezed out.

Place the most permeable soil in the downstream toe and the least permeable in the center portion of the dam.

Compact the fill material in 6- to 8-inch continuous layers over the length of the dam. (One way is by routing construction equipment over the dam so that each layer is traversed by at least one wheel of the equipment). Tracked construction equipment does not provide adequate compaction.

Protect the spillway barrel with 2 feet of hand tamped, compacted fill before traversing over the pipe with equipment. Place a stake at the height sediment must be cleaned out of the basin (50% of design elevation).

### ***Emergency Spillway***

Construct the spillway in undisturbed soil around one end of the embankment and locate it so that all excess flow will return to the receiving channel without damaging the embankment.

### ***Erosion Control***

Stabilize the spillway with vegetation as soon as grading is complete; or install paving material to finished grade if the spillway is not to be vegetated.

Minimize the size of all disturbed areas. At the completion of each phase of construction, vegetate the disturbed areas to minimize erosion.

Use temporary diversions to prevent surface water from running onto disturbed areas.

Divert sediment-laden water to the upper end of the sediment pool to improve trap effectiveness.

Direct all runoff into the pond at low velocity.

Stabilize all disturbed areas (except the lower-one-half of the sediment basin) immediately after construction.

### ***Safety***

Because detention ponds that impound water are hazardous, the following precautions should be taken:

- Avoid steep slopes; cut and fill slopes should be 2.5:1 or flatter; 3:1 where maintained by tractor or other equipment.
- Fence area and post with warning signs if trespassing is likely.

- Provide a means of dewatering the basin between storm events.

### **Construction Verification**

Check the finished grades and configuration for all earthwork. Check elevations and dimensions of all pipes and structures.

**Troubleshooting: Consult with registered design professional if the following occurs:**

- Seepage is encountered during construction; it may be necessary to install drains.
- Variations in topography on site indicate detention pond will not function as intended.
- Design specifications for fill, pipe, seed variety or seeding dates cannot be met; substitutions may be required. Unapproved substitutions could lead to failure.

### **Maintenance**

Inspect the detention pond after each storm event.

Remove and properly dispose of sediment when it accumulates to one-half the design volume.

Periodically check the embankment, emergency spillway and outlet for erosion damage, piping, settling, seepage or slumping along the toe or around the barrel; and repair immediately.

Remove trash and other debris from the riser, emergency spillway and pool area. Clean or replace the gravel around the riser if the sediment pool does not drain properly. Remove nuisance vegetation on embankment.

Remove rodents that burrow into the dam.

### **Common Problems**

Piping failure along conduit; caused by improper compaction, omission of anti-seep collar, leaking pipe joints or use of unsuitable soil—repair damage, check pipe joints and seal leak if necessary. Use suitable soil for backfill. Consider installing anti-seep collar.

Erosion of spillway or embankment slopes; caused by inadequate vegetation or improper grading and sloping—repair damage and establish suitable grade and/or vegetation.

Slumping and/or settling of embankment; caused by inadequate compaction and/or use of unsuitable soil—excavate failed material and replace with properly compacted suitable soil.

Slumping failure; caused by steep slopes—excavate failed material and replace with properly compacted suitable soil. Consider flattening slope.

Erosion and caving below principal spillway; caused by inadequate outlet protection—repair damaged area and install proper outlet protection.

Basin not located properly for access; results in difficult and costly maintenance—relocate basin to more accessible area or improve access to site.

Sediment not properly removed; results in inadequate storage capacity— remove sediment at regular frequent intervals and after major storms.

Lack of anti-flotation; results in riser damage from uplift—install antiftotation structure.

Lack of trash guard; results in the riser and barrel being blocked with debris—remove blockage and install properly designed trash guard.

Principal and emergency spillway elevations too high relative to top of dam; results in overtopping—lower principal and emergency spillway elevations to decrease overtopping potential.

Sediment disposal area not designated on design plans; results in improper disposal of accumulated sediment—locate acceptable disposal area and indicate location on plans.

Safety and/or health hazard from pond water; caused by gravel clogging the drainage system—clean out clogged drainage system on regular basis.

Principal spillway too small; results in frequent operation of emergency spillway and increased erosion potential—consider increasing capacity of principal spillway, install supplemental spillway or install suitable erosion protection in emergency spillway.

Stormwater released from pond or basin too rapidly; caused by spillway pipe sized too large—consider resizing spillway pipe.

## Riprap-lined Channel

### Practice Description

Waterways with an erosion-resistant rock lining designed to carry concentrated runoff to a stable outlet. This practice applies where conditions are expected to be unsuitable for use of grass-lined channels, such as: 1) channels with average grades over 5%, continuous or prolonged flows occur, potential for damage from traffic exists, or soils are erodible and soil properties are not suitable for vegetation; 2) design velocities exceed 5 feet per second; 3) channel location warrants the use of increased protection; or 4) channel will have prolonged periods of wetness which will hinder growth of grass.

### Recommended Minimum Requirements

Prior to start of construction, riprap-lined channels should be designed by a registered design professional. Plans and specifications should be referred to by field personnel throughout the construction process. The channel should be built according to planned alignment, grade and cross section.

- **Cross Section:** As shown in the design specifications
- **Side Slopes:** 2:1 or flatter
- **Riprap/Rock:** Size and gradation as shown in design specifications. Riprap should consist of a well-graded mixture of stone. Larger stone should predominate, with sufficient smaller sizes to fill the voids between the stones. The diameter of the largest stone size should be not greater than 1.5 times the  $d_{50}$  size.
- **Riprap Thickness:** Minimum thickness of riprap should be 1.5 times the maximum stone diameter.
- **Stone or Rock Quality:** Select stone for riprap from field stone or quarry stone. The stone should be hard, angular, and highly chemical- and weather- resistant. The specific gravity of the individual stones should be at least 2.5.
- **Foundation:** Geotextile filter fabric or rock aggregate filter layer under the riprap
- **Outlet:** Stable, non-erosive

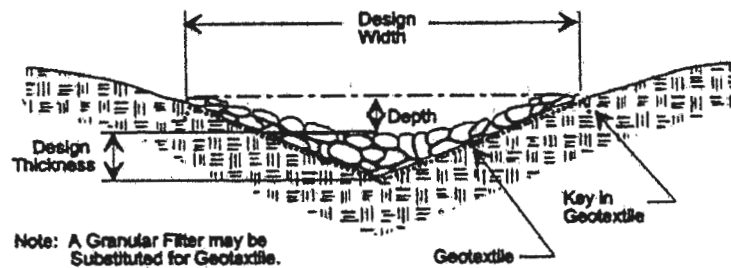


Figure 5.20 Typical V-shaped Riprap-lined Channel

## **Construction**

### **Site Preparation**

Determine exact location of underground utilities.

Remove brush, trees and other debris from the channel and spoil areas, and dispose of properly.

Excavate cross section to the lines and grades shown in design specifications. Over excavate to allow for thickness of riprap and filter material.

### **Installation**

Install geotextile fabric or aggregate in the excavated channel as a foundation for the riprap. Anchor fabric in accordance with design specifications.

As soon as the foundation is prepared, place the riprap to the thickness, depth and elevation shown in the design specifications. It should be a dense, uniform and well-graded mass with few voids.

Blend the finished rock surface with the surrounding land surface so there are no overfalls, channel constrictions or obstructions to flow.

### **Erosion Control**

Stabilize channel inlet points and install needed outlet protection prior to or during channel construction.

Stabilize disturbed areas after construction is completed.

### **Construction Verification**

Check finished grade and cross section of channel throughout the length of the watercourse. Verify channel cross sections at several locations to avoid flow constrictions.

### **Troubleshooting: Consult with registered design professional if the following occurs:**

- Variations in topography on site indicate channel will not function as intended; changes in plan may be needed.
- Design specifications for riprap sizing, filter fabric or aggregate filter cannot be met; substitution may be required. Unapproved substitutions could result in channel erosion.

### **Maintenance**

Inspect channels at regular intervals and after storm events.

When stones have been displaced, remove any debris and replace the stones in such a way as to not restrict the flow of water.

Give special attention to outlets and points where concentrated flow enters the channel, and repair eroded areas promptly.

Check for sediment accumulation, piping, bank instability and scour holes; repair promptly.

### **Common Problems**

Foundation excavation not deep enough or wide enough; may cause riprap to restrict channel flow and result in overflow and erosion—deepen channel and replace riprap.

Side slopes too steep; causes instability, rock material movement and bank failure—flatten side slopes.

Filter omitted or damaged during stone placement; may result in piping and bank instability—install filter and replace stone.

Riprap poorly graded or stones not placed to form a dense, stable channel lining; may result in rock displacement and erosion of the foundation—replace riprap with properly sized, well graded material.

Riprap installed smaller than specified; may result in rock displacement—selectively grouting over rock materials may stabilize the situation.

Riprap not extended far enough downstream; may result in undercutting— the channel should outlet on a stable location; extend riprap as needed.

Riprap not blended to ground surface; may result in gully along edge of riprap— regrade riprap to blend with ground surface.

Riprap not installed until after washout of other materials has occurred— replace eroded material and install riprap.

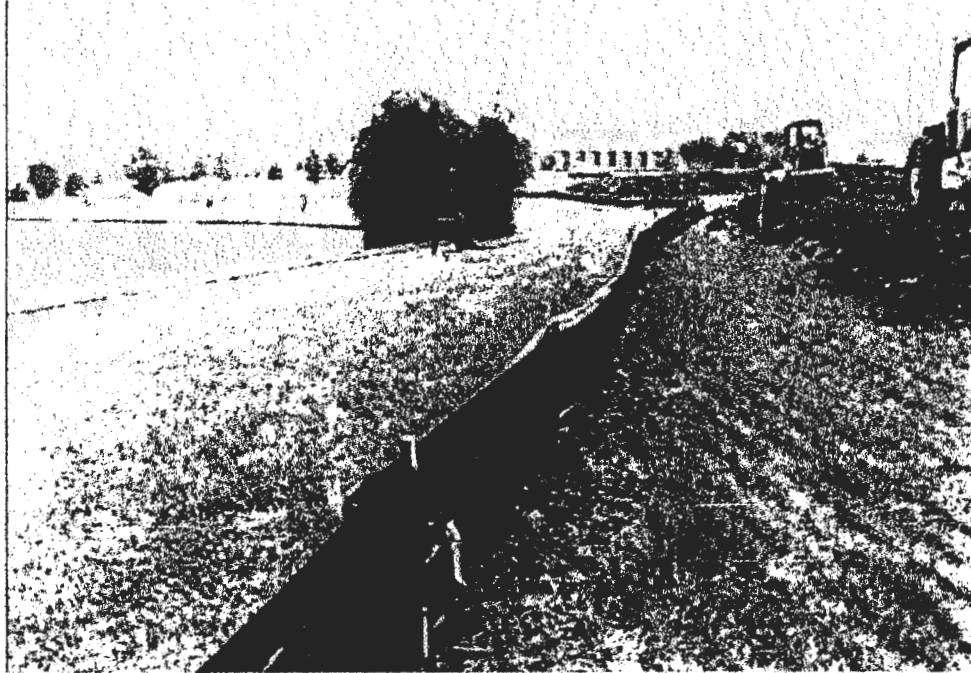
Riprap just dumped and not properly shaped; may result in rock displacement and erosion—repair eroded area and reshape riprap to attain proper channel shape.



## Sediment Fence

### Practice Description

A temporary sediment barrier consisting of a geotextile fabric which is attached to supporting posts and trenched into the ground. Sediment-laden runoff ponds uphill from the sediment fence and runoff is temporarily stored to allow sediment to settle out of the water. This practice applies where sheet erosion occurs on small disturbed areas. Sediment fences are intended to intercept and detain small amounts of sediment from disturbed areas in order to prevent sediment from leaving the site. Sediment fences can also prevent sheet erosion by decreasing the velocity of the runoff.

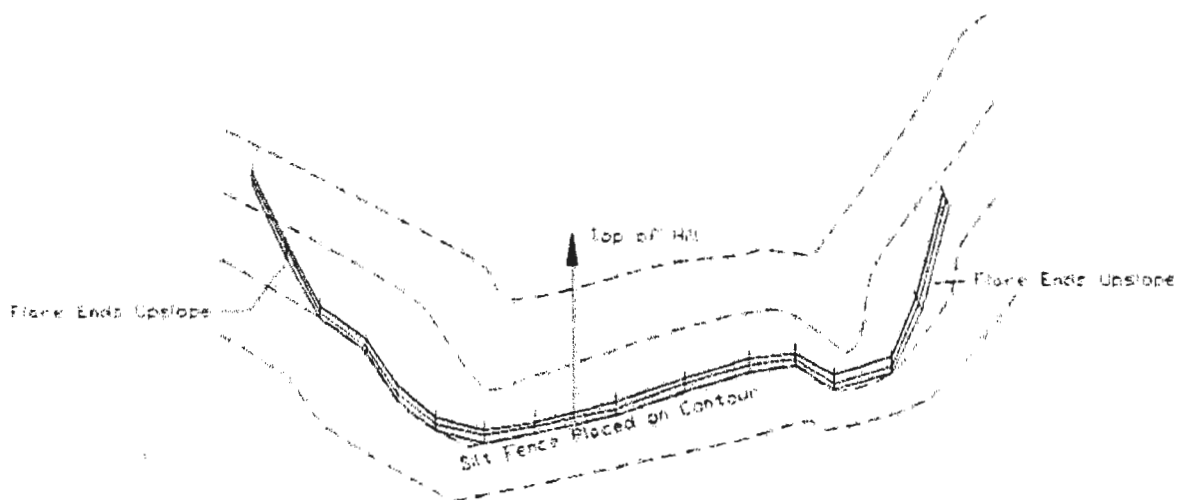


Prior to start of construction, sediment fences should be designed by a qualified professional. Plans and specifications should be referred to by field personnel throughout the construction process.

- **Drainage Area:** Limited to  $\frac{1}{4}$  acre per 100 feet of fence. Area is further restricted by slope steepness as shown in Table 5.16.
- **Location:** Fence should be built on a nearly level grade and at least 10 feet from the toe of the slope to provide a broad shallow sediment pool. Install on the contour, where fence can intercept runoff as a sheet flow; not located crossing channels, waterways or other concentrated flow paths; not attached to existing trees.
- **Length:** Maximum of 600 feet; flare ends of fence uphill to temporarily impound water as shown in Figure 5.33a.

**Table 5.16 Typical Land Slope and Distance for Sediment Fence**

Land Slope (%)	Maximum Slope Distance * above Fence (feet)
less than 2	100
2 to 5	75
5 to 10	50
greater than 10	*



\* Follow manufacturers' recommendations for proper spacing.

**Figure 5.33a Placement of Sediment Fence**

- **Spacing of Support Posts:** 10 feet maximum for fence supported by wire; 6 feet maximum for high strength fabric without supportive wire backing
- **Trench:** Bottom 1 foot of fence must be buried minimum of 6 inches deep.
- **Impounded Water Height:** Depth of impounded water should not exceed 1.5 feet at any point along the fence.
- **Support Posts:** 4-inch diameter wood or 1.33 lb/linear foot steel, buried or driven to a depth of 24 inches with support wire; 2-inch square wood or 1.0 lb/linear foot steel without support wire. Steel posts should have projections for fastening fabric.

Table 5.17 Example Specifications for Sediment Fence Fabric

Physical Property	Minimum Requirement
Filtering Efficiency	85%
Tensile strength at 20% (maximum) elongation:	
Standard strength	30 lb/linear inch
High strength	50 lb/linear inch

Source: Adapted from North Carolina Field Manual, 1991

- **Support Wire:** Wire fence (14-gauge with 6-inch mesh), necessary if standard strength fabric is used
- **Reinforced, Stabilized Outlets:** Should be located to limit water depth to 1.5 feet measured at lowest point along crest line.  
Crest Height: 1 foot maximum  
Width of splash pad: 5 feet maximum  
Length of splash pad: 5 feet minimum  
Supports: 4 foot spacing
- **Synthetic Geotextile Fabric:** Conforming to specifications in Table 5.17 and containing ultraviolet light inhibitors and stabilizers. **Minimum design life of 6 months.**

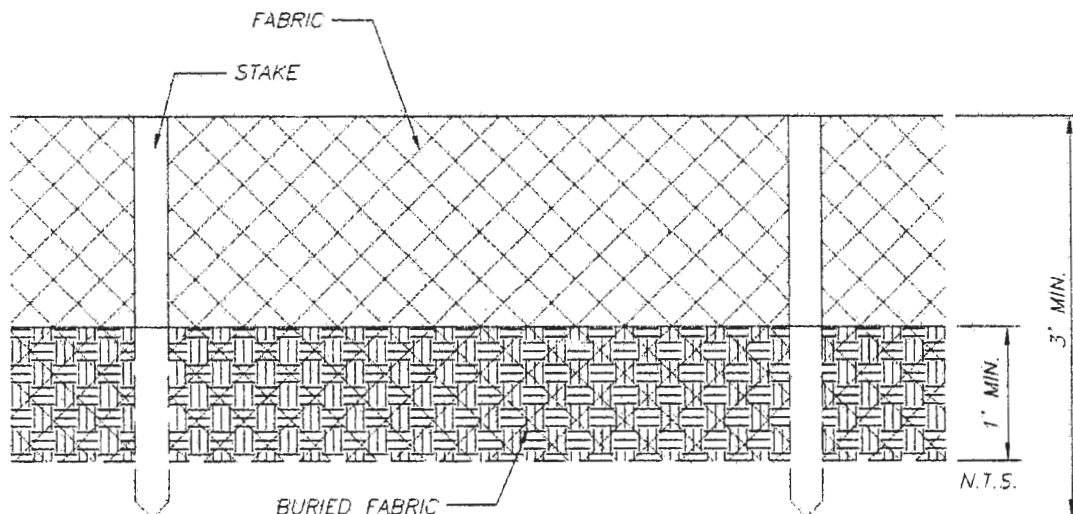


Figure 5.33 Installation of Sediment Fence

## Construction

### Site Preparation

Determine exact location of underground utilities. Grade alignment of fence as needed to provide broad, nearly level area upstream of fence.

### Fence Installation

Dig a trench at least 6 inches deep along the fence alignment as shown in Figure 5.34.

Drive posts at least 24 inches into the ground on the downslope side of the trench. Space posts a maximum of 10 feet if fence is supported by wire, or 6 feet if high strength fabric and no support fence is used.

Fasten support wire fence to upslope side of posts, extending 6 inches into the trench as shown in Fig. 5.33.

Attach continuous length of fabric to upslope side of fence posts. Try to minimize the number of joints. Avoid joints at low points in the fence line. Where joints are necessary, fasten fabric securely to support posts and overlap to the next post.

Place the bottom 1 foot of fabric in the 6-inch deep trench (minimum), lapping toward the upslope side. Backfill with compacted earth or gravel as shown in Figure 5.34.

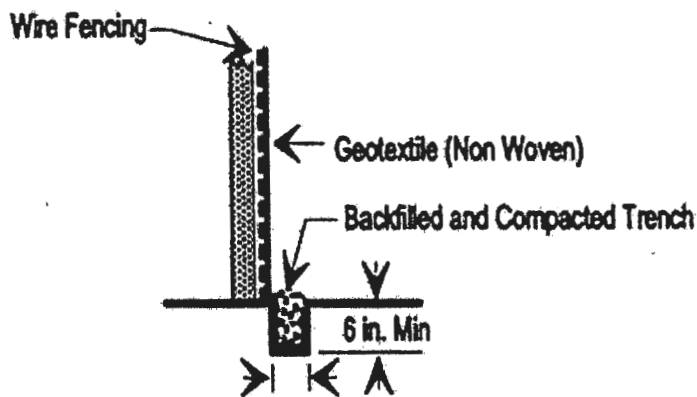


Figure 5.34 Detail of Sediment Fence Installation

To reduce maintenance, excavate a shallow sediment storage area in the upslope side of the fence. Provide good access in areas of heavy sedimentation for clean out and maintenance.

### Reinforced Stabilized Outlet Installation

Allow for safe bypass of storm flow to prevent overtopping failure of fence. Set outlet elevation so that water depth cannot exceed 1.5 feet at the lowest point along the fence. Drive posts securely at least 24 inches into

the ground, at a spacing of 4 feet. Install a horizontal brace between the support posts to serve as an overflow weir and to support the top of the fabric. Immediately downslope of the fabric, excavate foundation for splashpad a minimum of 5 feet wide, 5 feet long and 1 foot deep. Place 1 foot of riprap in the excavated foundation. The surface of the riprap should be flush with the undisturbed ground (no outfall).

### **Erosion Control**

Stabilize disturbed areas in accordance with vegetation plan.

### **Construction Verification**

Check finished grades and dimensions of the sediment fence. Check materials for compliance with specifications.

**Troubleshooting:** Consult with registered design professional if any of the following occur:

- Variations in topography on site indicate sediment fence will not function as intended; changes in plan may be needed.
- Design specifications for filter fabric, support posts, support fence, gravel or riprap cannot be met; substitutions may be required. Unapproved substitutions could lead to failure.

### **Maintenance**

Inspect sediment fences at least once a week and after each rainfall. Make any required repairs immediately.

Should the fabric of a sediment-fence collapse, tear, decompose or become ineffective, replace it promptly.

Remove sediment deposits as necessary to provide adequate storage volume for the next rain and to reduce pressure on the fence. Take care to avoid damaging or undermining the fence.

Remove all fencing materials and unstable sediment deposits and bring the area to grade and stabilize it after the contributing drainage area has been properly stabilized.

### **Common Problems**

Drainage area too large or too much sediment accumulation allowed before cleanout; results in overtopping, sagging or collapse of fence. Increase sediment storage capacity upslope of fence or remove accumulation more frequently—repair fence.

Approach too steep; results in collapse of fence due to high velocity or undercutting of fence—reduce slope of approach area, or consult with registered design professional.

Fence not adequately supported; results in sagging or collapse of fence—add additional supports.

Bottom of fence not buried properly, results in undercutting of fence--reinstall fence using proper method of trenching.

Fence installed across drainageway; results in sagging, collapse or undercutting of fence—relocate fence away from drainageway.

**APPENDIX E**  
**FINAL STABILIZATION TERMINATION**  
**FORM H**



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
WATER PROTECTION PROGRAM, WATER POLLUTION BRANCH  
(SEE MAP FOR APPROPRIATE REGIONAL OFFICE)

# **FORM H - REQUEST FOR TERMINATION OF A GENERAL PERMIT**

## **UNDER MISSOURI CLEAN WATER LAW**

1.00 TYPE OF GENERAL PERMIT REQUESTED TO BE TERMINATED

1.10 PERMIT NUMBER

MO —

## **2.00 FACILITY**

NAME		COUNTY	
ADDRESS	CITY	STATE	ZIP CODE

## **3.00 OWNER**

NAME	E-MAIL	PHONE	
		FAX	
ADDRESS	CITY	STATE	ZIP

## **4.00 CONTINUING AUTHORITY**

NAME	PHONE	
	FAX	
ADDRESS	CITY	STATE ZIP

5.00 REASON FOR TERMINATION REQUEST: (CHECK ONE)

- ☐ For land disturbance sites, area is stabilized by seeding, mulching, sodding, paving, or other means, no further land disturbance activities are planned, all building construction (commercial or residential) is completed, and construction equipment removed.
- ☐ For industrial facilities, site activities have ceased and site closed and no significant materials remain exposed to storm water.
- ☐ For any type of site, a site specific permit was obtained.
- ☐ Other reason (specify) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6.00 I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THE TERMINATION REQUEST, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE AND ACCURATE.

NAME AND OFFICIAL TITLE (TYPE OR PRINT)	TELEPHONE NO. ( ) (AREA CODE)
SIGNATURE	DATE SIGNED

**APPENDIX F**  
**RELEVANT PERMITS**



**APPENDIX G**  
**SWPPP AMENDMENTS**

## APPENDIX G

### SWPPP AMENDMENTS

[illegible]

**APPENDIX H**  
**GRADING AND STABILIZATION LOG**

## APPENDIX H GRADING AND STABILIZATION LOG

[illegible]

**APPENDIX I**  
**SWPPP TRAINING LOG**

## **SECTION 01 7000**

### **EXECUTION REQUIREMENTS**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Examination, preparation, and general installation procedures.
- B. Pre-installation meetings.
- C. Cutting and patching.
- D. Surveying for laying out the work.
- E. Cleaning and protection.
- F. Starting of systems and equipment.
- G. Demonstration and instruction of Owner personnel.
- H. Closeout procedures, except payment procedures.

##### **1.02 SUBMITTALS**

- A. Survey work: Submit name, address, and telephone number of Surveyor before starting survey work.
  - 1. On request, submit documentation verifying accuracy of survey work.
  - 2. Submit a copy of site drawing signed by the Land Surveyor, that the elevations and locations of the work are in conformance with Contract Documents.
  - 3. Submit surveys and survey logs as for the project record.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration which affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.
  - 5. Work of Owner or separate Contractor.
  - 6. Include in request:
    - a. Identification of Project.
    - b. Location and description of affected work.
    - c. Necessity for cutting or alteration.
    - d. Description of proposed work and Products to be used.
    - e. Alternatives to cutting and patching.
    - f. Effect on work of Owner or separate Contractor.
    - g. Written permission of affected separate Contractor.
    - h. Date and time work will be executed.

##### **1.03 QUALIFICATIONS**

- A. For survey work employ a land surveyor registered in the State in which the Project is located and acceptable to Architect. Submit evidence of Surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate.

- B. For field engineering employ a professional engineer of the discipline required for specific service on Project, licensed in the State in which the Project is located.

#### **1.04 PROJECT CONDITIONS**

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- C. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- D. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere.
- E. Erosion and Sediment Control: Plan and execute construction by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
  - 1. Minimize amount of bare soil exposed at one time.
  - 2. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.
  - 3. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
  - 4. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
- F. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
- G. Pest Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- H. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
- I. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations.

#### **1.05 COORDINATION**

- A. Coordinate work of alterations and renovations to expedite completion sequentially and to accommodate occupancy requirements.
- B. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- C. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and

conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

## **PART 2 PRODUCTS**

### **2.01 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 016000.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Beginning new work means acceptance of existing conditions.
- B. Verify that demolition is complete in alterations areas and areas are ready for installation of new work.
- C. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- D. Examine and verify specific conditions described in individual specification sections.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

### **3.02 PREPARATION**

- A. Cut, move, or remove items as necessary for access to alterations and renovation work. Replace and restore at completion.
- B. Remove unsuitable material not marked for salvage, such as rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished work.



- C. Remove debris and abandoned items from area and from concealed spaces.
- D. Close openings in exterior surfaces to protect existing work and salvage items from weather and extremes of temperature and humidity. Insulate ducts and piping to prevent condensation in exposed areas.
- E. Prepare surfaces and remove surface finishes to provide for proper installation of new work and finishes.
- F. Clean substrate surfaces prior to applying next material or substance.
- G. Seal cracks or openings of substrate prior to applying next material or substance.
- H. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

### **3.03 PREINSTALLATION MEETINGS**

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of installation, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

### **3.04 LAYING OUT THE WORK**

- A. Verify locations of survey control points prior to starting work.
- B. Promptly notify Architect of any discrepancies discovered.
- C. Owner will locate and protect survey control and reference points.
- D. Control datum for survey is that established by Owner provided survey.
- E. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- F. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- G. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
- H. Utilize recognized engineering survey practices.
- I. Establish a minimum of two permanent bench marks on site, referenced to established control points. Record locations, with horizontal and vertical data, on project record documents.

- J. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
  - 1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations; and other like items required for construction.
  - 2. Grid or axis for structures.
  - 3. Building foundation, column locations, ground floor elevations, and other like items required for construction.
- K. Periodically verify layouts by same means.
- L. Maintain a complete and accurate log of control and survey work as it progresses.

### **3.05 GENERAL INSTALLATION REQUIREMENTS**

- A. Install Products as specified in individual sections.
- B. Make neat transitions. Patch work to match adjacent work in texture and appearance. Where new Work abuts or aligns with existing, perform a smooth and even transition.
- C. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
- D. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- E. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
- F. Trim existing doors as necessary to clear new floor finish. Refinish trim as required.
- G. Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
- H. Re-cover and refinish work that exposes mechanical and electrical work exposed accidentally during the work.

### **3.06 CUTTING AND PATCHING**

- A. Execute cutting and patching including excavation and fill to complete the work, to uncover work to install improperly sequenced work; to remove and replace defective or non-conforming work, to remove samples of installed work for testing when requested, to provide openings in the work for penetration of mechanical and electrical work, to execute patching to complement adjacent work, and to fit Products together to integrate with other work.
- B. Execute work by methods to avoid damage to other work, and which will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- C. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- D. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior

approval.

- E. Restore work with new Products in accordance with requirements of Contract Documents.
- F. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- G. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07900, to full thickness of the penetrated element.
- H. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
- I. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections. Repair substrate prior to patching finish. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

### **3.07 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and rubbish from site periodically and dispose off-site.

### **3.08 PROTECTION OF INSTALLED WORK**

- A. Protect installed work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

### **3.09 STARTING SYSTEMS**

- A. Coordinate schedule for start-up of various equipment and systems.

- B. Notify Architect and owner seven days prior to start-up of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- H. Submit a written report that equipment or system has been properly installed and is functioning correctly.

### **3.10 DEMONSTRATION AND INSTRUCTION**

- A. Demonstrate operation and maintenance of Products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of owner personnel.
- E. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
- G. The amount of time required for instruction on each item of equipment and system is that specified in individual sections.

### **3.11 ADJUSTING**

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation.
- B. Testing, adjusting, and balancing HVAC systems: See Mechanical Sections and 01400.

### **3.12 FINAL CLEANING**

- A. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.

**SECTION 01 7800**  
**CLOSEOUT SUBMITTALS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

**1.02 SUBMITTALS**

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
  - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
  - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
  - 3. Submit 1 copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
  - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
  - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.
  - 2. Make other submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.
  - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within ten days after acceptance, listing the date of acceptance as the beginning of the warranty period.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PROJECT RECORD DOCUMENTS**

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed shop drawings, product data, and samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.

- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured depths of foundations in relation to finish first floor datum.
  - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - 4. Field changes of dimension and detail.
  - 5. Details not on original Contract drawings.

### **3.02 OPERATION AND MAINTENANCE DATA**

- A. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

### **3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES**

- A. For Each Product, Applied Material, and Finish:
  - 1. Product data, with catalog number, size, composition, and color and texture designations.
  - 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional information as specified in individual product specification sections.
- E. Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

### **3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS**

- A. For Each Item of Equipment and Each System:
  - 1. Description of unit or system, and component parts.
  - 2. Identify function, normal operating characteristics, and limiting conditions.
  - 3. Include performance curves, with engineering data and tests.
  - 4. Complete nomenclature and model number of replaceable parts.
- B. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- C. Include color coded wiring diagrams as installed.
- D. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Provide servicing and lubrication schedule, and list of lubricants required.
- G. Include manufacturer's printed operation and maintenance instructions.
- H. Include sequence of operation by controls manufacturer.
- I. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- J. Provide control diagrams by controls manufacturer as installed.
- K. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Include test and balancing reports.
- O. Additional Requirements: As specified in individual product specification sections.

### **3.05 OPERATION AND MAINTENANCE MANUALS**

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- B. Prepare data in the form of an instructional manual and also a .pdf electronic copy.
- C. Binders: Commercial quality, 8-1/2 x 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE

INSTRUCTIONS; identify title of Project; identify subject matter of contents.

- E. Provide tabbed dividers for each separate product and system, with typed description of product and major component parts of equipment.
- F. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
- G. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- H. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.
- I. Contents: Prepare a Table of Contents for each volume, with each product or system description identified, in three parts as follows:
  - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.
  - 2. Part 2: Operation and maintenance instructions arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
    - a. Significant design criteria.
    - b. List of equipment.
    - c. Parts list for each component.
    - d. Operating instructions.
    - e. Maintenance instructions for equipment and systems.
    - f. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
  - 3. Part 3: Project documents and certificates, including the following:
    - a. Shop drawings and product data.
    - b. Air and water balance reports.
    - c. Certificates.
    - d. Photocopies of warranties and bonds.
- J. Provide a listing in Table of Contents for design data, with tabbed dividers and space for insertion of data.
- K. Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect, Consultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.

### **3.06 WARRANTIES AND BONDS**

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.

**END OF SECTION**



**SECTION 05 5000  
METAL FABRICATIONS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Shop fabricated steel items.
- B. Prefabricated ladders and ship ladders.
- C. Downspout boots.

**1.02 REFERENCE STANDARDS**

- A. ANSI A14.3 - American National Standard for Ladders -- Fixed -- Safety Requirements; 2008.
- B. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2014.
- C. ASTM A48/A48M - Standard Specification for Gray Iron Castings; 2003 (Reapproved 2012).
- D. ASTM A53/A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless; 2012.
- E. ASTM A123/A123M - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products; 2015.
- F. ASTM A283/A283M - Standard Specification for Low and Intermediate Tensile Strength Carbon Steel Plates; 2013.
- G. ASTM A325 - Standard Specification for Structural Bolts, Steel, Heat Treated, 120/105 ksi Minimum Tensile Strength; 2014.
- H. ASTM A325M - Standard Specification for Structural Bolts, Steel, Heat Treated 830 MPa Minimum Tensile Strength (Metric); 2014.
- I. ASTM A500/A500M - Standard Specification for Cold-Formed Welded and Seamless Carbon Steel Structural-Tubing in Rounds and Shapes; 2013...
- J. ASTM B211M - Standard Specification for Aluminum and Aluminum-Alloy Rolled or Cold-Finished-Bar, Rod, and Wire (Metric); 2012.
- K. ASTM B221 - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes; 2014.
- L. ASTM B221M - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes [Metric]; 2013.
- M. AWS A2.4 - Standard Symbols for Welding, Brazing, and Nondestructive Examination; 2012.
- N. AWS D1.1/D1.1M - Structural Welding Code - Steel; 2015.
- O. IAS AC172 - Accreditation Criteria for Fabricator Inspection Programs for Structural Steel; International Accreditation Service, Inc; 2011.
- P. SSPC-Paint 15 - Steel Joist Shop Primer/Metal Building Primer; 1999 (Ed. 2004).
- Q. SSPC-Paint 20 - Zinc-Rich Primers (Type I, "Inorganic," and Type II, "Organic"); 2002 (Ed. 2004).

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Indicate profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, and accessories. Include erection drawings, elevations, and details where applicable.
  - 1. Indicate welded connections using standard AWS A2.4 welding symbols. Indicate net weld lengths.
- C. Welders' Certificates: Submit certification for welders employed on the project, verifying AWS qualification within the previous 12 months.

- D. Fabricator's Qualification Statement: Provide documentation showing steel fabricator is accredited under IAS AC172.

#### **1.04 QUALITY ASSURANCE**

- A. Design Railings, lintels, ladders and other miscellaneous steel items under direct supervision of a Professional Structural Engineer experienced in design of this Work and licensed in State of Missouri.
- B. Fabricator Qualifications: A qualified steel fabricator that is accredited by the International Accreditation Service (IAS) Fabricator Inspection Program for Structural Steel (AC172).

### **PART 2 PRODUCTS**

#### **2.01 MATERIALS - STEEL**

- A. Steel Sections: ASTM A36/A36M.
- B. Steel Tubing: ASTM A500/A500M, Grade B cold-formed structural tubing.
- C. Plates: ASTM A283.
- D. Pipe: ASTM A53/A53M, Grade B Schedule 40, black finish.
- E. Bolts, Nuts, and Washers: ASTM A325 (ASTM A325M), Type 1, plain.
- F. Welding Materials: AWS D1.1/D1.1M; type required for materials being welded.
- G. Shop and Touch-Up Primer: SSPC-Paint 15, complying with VOC limitations of authorities having jurisdiction.
- H. Touch-Up Primer for Galvanized Surfaces: SSPC-Paint 20, Type I - Inorganic, complying with VOC limitations of authorities having jurisdiction.

#### **2.02 FABRICATION**

- A. Fit and shop assemble items in largest practical sections, for delivery to site.
- B. Fabricate items with joints tightly fitted and secured.
- C. Grind exposed joints flush and smooth with adjacent finish surface. Make exposed joints-butt tight, flush, and hairline. Ease exposed edges to small uniform radius.
- D. Supply components required for anchorage of fabrications. Fabricate anchors and related components of same material and finish as fabrication, except where specifically noted otherwise.

#### **2.03 FABRICATED ITEMS**

- A. Bollards: Steel pipe, concrete-filled, crowned cap, as detailed; galvanized finish.
- B. Pipe Hand and Guard Railings: As detailed; prime paint finish for interior items; galvanized finish for exterior items.
- C. Ledge Angles, Shelf Angles, Channels, and Plates Not Attached to Structural Framing: For support of metal decking; prime paint finish.
- D. Door Frames for Overhead Door Openings and Wall Openings: Channel sections; prime paint finish.
- E. Elevator Hoistway Divider Beams: Beam sections; prime paint finish.
- F. Slotted Channel Framing: Fabricate channels and fittings from structural steel complying with the referenced standards; factory-applied, rust-inhibiting thermoset acrylic enamel finish.

#### **2.04 PREFABRICATED LADDERS**

- A. Prefabricated Ladder: Welded metal unit complying with ANSI A14.3; factory fabricated to greatest degree practical and in the largest components possible.
1. Components: Manufacturer's standard rails, rungs, treads, handrails, returns, platforms and safety devices complying with the requirements of the MATERIALS article of this section.
  2. Materials: Aluminum; ASTM B221/B221M, alloy 6063-T52.

3. Finish: Natural aluminum.
4. Products:
  - a. Exterior Roof Access ladder: Alaco Ladder Company, Model # 562-Fixed Wall Ladder with Roof Return: [www.alacoladder.com](http://www.alacoladder.com)
  - b. Substitutions: See Section 01 6000 - Product Requirements.
- B. Prefabricated Ship Ladder: Welded metal unit complying with ANSI A14.3; factory fabricated to greatest degree practical and in the largest components possible.
  1. Components: Manufacturer's standard rails, rungs, treads, handrails, returns, platforms and safety devices complying with the requirements of the MATERIALS article of this section.
  2. Materials: Aluminum; ASTM B221 (ASTM B221M), 6063 alloy, T52 temper.
  3. Incline: 75 degrees.
  4. Finish: Mill finish aluminum.
  5. Manufacturers:
    - a. O'Keeffe's Inc; Model 520: [www.okeeffes.com/#sle](http://www.okeeffes.com/#sle).
    - b. Substitutions: See Section 01 6000 - Product Requirements.

## 2.05 DOWNSPOUT BOOTS

- A. Downspout Boots: Smooth interior without boxed corners or choke points; include integral lug slots, integral cleanout, cleanout cover, and tamper proof fasteners.
  1. Configuration: Angular.
  2. Material: Cast iron; ASTM A48/A48M; casting thickness 3/8 inch (9.5 mm), minimum.
  3. Manufacturers:
    - a. [Downspoutboots.com](http://Downspoutboots.com), a division of J. R. Hoe & Sons; O-Series, 6 x 6, 24" long, powder coat finish: [www.downspoutboots.com/#sle](http://www.downspoutboots.com/#sle).
    - b. Substitutions: See Section 01 6000 - Product Requirements.

## 2.06 FINISHES - STEEL

- A. Prime paint all steel items.
  1. Exceptions: Galvanize items to be embedded in concrete, items to be imbedded in masonry, and exterior steel.
- B. Clean surfaces of rust, scale, grease, and foreign matter prior to finishing.
- C. Prime Painting: One coat.
- D. Galvanizing of Non-structural Items: Galvanize after fabrication to ASTM A123/A123M requirements.

## 2.07 FABRICATION TOLERANCES

- A. Squareness: 1/8 inch (3 mm) maximum difference in diagonal measurements.
- B. Maximum Offset Between Faces: 1/16 inch (1.5 mm).
- C. Maximum Misalignment of Adjacent Members: 1/16 inch (1.5 mm).
- D. Maximum Bow: 1/8 inch (3 mm) in 48 inches (1.2 m).
- E. Maximum Deviation From Plane: 1/16 inch (1.5 mm) in 48 inches (1.2 m).

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive work.

### 3.02 PREPARATION

- A. Clean and strip primed steel items to bare metal where site welding is required.
- B. Supply setting templates to the appropriate entities for steel items required to be cast into concrete or embedded in masonry.

### 3.03 INSTALLATION

- A. Install items plumb and level, accurately fitted, free from distortion or defects.

- B. Provide for erection loads, and for sufficient temporary bracing to maintain true alignment until completion of erection and installation of permanent attachments.
- C. Perform field welding in accordance with AWS D1.1/D1.1M.
- D. Obtain approval prior to site cutting or making adjustments not scheduled.
- E. After erection, prime welds, abrasions, and surfaces not shop primed, except surfaces to be in contact with concrete.

**3.04 TOLERANCES**

- A. Maximum Variation From Plumb: 1/4 inch (6 mm) per story, non-cumulative.
- B. Maximum Offset From True Alignment: 1/4 inch (6 mm).
- C. Maximum Out-of-Position: 1/4 inch (6 mm).

**END OF SECTION**

**SECTION 05 5100  
METAL STAIRS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Stairs with concrete treads.
- B. Structural steel stair framing and supports.
- C. Handrails and guards.

**1.02 RELATED REQUIREMENTS**

- A. Section 03 3000 - Cast-in-Place Concrete: Placement of metal anchors in concrete.
- B. Section 04 2000 - Unit Masonry: Placement of metal fabrications in masonry.

**1.03 REFERENCE STANDARDS**

- A. ASTM A6/A6M - Standard Specification for General Requirements for Rolled Structural Steel Bars, Plates, Shapes, and Sheet Piling; 2014.
- B. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2014.
- C. ASTM A53/A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless; 2012.
- D. ASTM A283/A283M - Standard Specification for Low and Intermediate Tensile Strength Carbon Steel Plates; 2013.
- E. ASTM A500/A500M - Standard Specification for Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes; 2013.
- F. ASTM A501/A501M - Standard Specification for Hot-Formed Welded and Seamless Carbon Steel Structural Tubing; 2014.
- G. AWS D1.1/D1.1M - Structural Welding-Code - Steel; 2015.

**1.04 SUBMITTALS**

- A. See Section-01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Indicate profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, and accessories.
  - 1. Include the design engineer's stamp or seal on each sheet of shop drawings.
- C. Welders' Certificates.

**1.05 QUALITY ASSURANCE**

- A. Structural Designer Qualifications: Professional Structural Engineer experienced in design of this work and licensed in State of Missouri, or personnel under direct supervision of such an engineer.
- B. Welder Qualifications: Show certification of welders employed on the Work, verifying AWS qualification within the previous 12 months.

**PART 2 PRODUCTS**

**2.01 METAL STAIRS - GENERAL**

- A. Metal Stairs: Provide stairs of the design specified, complete with landing platforms, vertical and horizontal supports, railings, and guards, fabricated accurately for anchorage to each other and to building structure.
  - 1. Regulatory Requirements: Provide stairs and railings complying with the most stringent requirements of local, state, and federal regulations; where requirements of the contract documents exceed those of regulations, comply with the contract documents.
  - 2. Structural Design: Provide complete stair and railing assemblies complying with the applicable local code.
  - 3. Dimensions: As indicated on drawings.

4. Shop assemble components; disassemble into largest practical sections suitable for transport and access to site.
  5. No sharp or rough areas on exposed travel surfaces and surfaces accessible to touch.
  6. Separate dissimilar metals using paint or permanent tape.
- B. Metal Jointing and Finish Quality Levels:
1. Service: Exposed joints tight with face surfaces aligned; underside of stair not covered by soffit is not considered exposed to view.
    - a. Welded Joints: Welded on back side wherever possible.
    - b. Welds Exposed to View: Ground smooth; not required to be flush.
    - c. Bolts Exposed to View: Countersunk flat or oval head bolts; no exposed nuts or screw threads.
    - d. Metal Surfaces to be Painted: Sanded smooth, suitable for satin or matte finish.
- C. Fasteners: Same material or compatible with materials being fastened; type consistent with design and specified quality level.
- D. Anchors and Related Components: Same material and finish as item to be anchored, except where specifically indicated otherwise; provide all anchors and fasteners required.

## 2.02 METAL STAIRS WITH CONCRETE TREADS

- A. Jointing and Finish Quality Level: Service, as defined above.
- B. Risers: Closed.
- C. Treads: Metal pan with field-installed concrete fill.
  1. Concrete Depth: 1-1/2 inches (38 mm), minimum.
  2. Tread Pan Material: Steel sheet.
  3. Tread Pan Thickness: As required by design; 14 gage, 0.075 inch (1.9 mm) minimum.
  4. Concrete Reinforcement: None.
  5. Concrete Finish: For resilient floor covering.
- D. Risers: Same material and thickness as tread pans.
  1. Nosing Depth: Not more than 1-1/2 inch (38 mm) overhang.
  2. Nosing Return: Flush with top of concrete fill; not more than 1/2 inch (12 mm) wide.
- E. Stringers: Rolled steel channels.
  1. Stringer Depth: 10 inches (250 mm).
  2. End Closure: Sheet steel of same thickness as risers welded across ends.
- F. Landings: Same construction as treads, supported and reinforced as required to achieve design load capacity.
- G. Railings: Steel pipe railings.
- H. Finish: Shop- or factory-prime painted for field finishing.

## 2.03 HANDRAILS AND GUARDS

- A. Wall-Mounted Rails: Round pipe or tube rails unless otherwise indicated.
  1. Outside Diameter: 1-1/4 inch (32 mm), minimum, to 1-1/2 inches (38 mm), maximum.
- B. Guards:
  1. Posts and Rails: Round pipe or tube unless otherwise indicated.
    - a. Outside Diameter: 1-1/4 inch (31 mm), minimum, to 1-1/2 inches (38 mm), maximum.
  2. End and Intermediate Posts: Same material and size as top rails.
    - a. Horizontal Spacing: As indicated on drawings.
    - b. Mounting: Welded to top surface of stringer.

## 2.04 MATERIALS

- A. Steel Sections: ASTM A 36/A 36M.
- B. Steel Tubing: ASTM A500 or ASTM A501 structural tubing, round and shapes as indicated.
- C. Steel Plates: ASTM A6/A6M or ASTM A283/A283M.

- D. Pipe: ASTM A 53/A 53M, Grade B Schedule 40, black finish.
- E. Ungalvanized Steel Sheet: Hot- or cold-rolled, except use cold-rolled where finished work will be exposed to view.
  - 1. Hot-Rolled Steel Sheet: ASTM A1011/A1011M, Designation CS (commercial steel).
  - 2. Cold-Rolled Steel Sheet: ASTM A1008/A1008M, Designation CS (commercial steel).

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify that field conditions are acceptable and are ready to receive work.

#### **3.02 PREPARATION**

- A. When field welding is required, clean and strip primed steel items to bare metal.
- B. Supply items required to be cast into concrete and embedded in masonry with setting templates.

#### **3.03 INSTALLATION**

- A. Install components plumb and level, accurately fitted, free from distortion or defects.
- B. Provide anchors, plates, angles, hangers, and struts required for connecting stairs to structure.
- C. Allow for erection loads, and for sufficient temporary bracing to maintain true alignment until completion of erection and installation of permanent attachments.
- D. Provide welded field joints where specifically indicated on drawings. Perform field welding in accordance with AWS D1.1.
- E. Other field joints may be either welded or bolted provided the result complies with the limitations specified for jointing quality levels.
- F. Obtain approval prior to site cutting or creating adjustments not scheduled.
- G. After erection, prime welds, abrasions, and surfaces not shop primed, except surfaces to be in contact with concrete.

**END OF SECTION**

**SECTION 06 1000  
ROUGH CARPENTRY**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Preservative treated wood materials.
- B. Communications and electrical room mounting boards.
- C. Concealed wood blocking, nailers, and supports.
- D. Miscellaneous wood nailers, furring, and grounds.

**1.02 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide technical data on preservative treated wood.

**1.03 DELIVERY, STORAGE, AND HANDLING**

- A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

**PART 2 PRODUCTS**

**2.01 GENERAL REQUIREMENTS**

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
  - 1. If no species is specified, provide any species graded by the agency specified; if no grading agency is specified, provide lumber graded by any grading agency meeting the specified requirements.
  - 2. Grading Agency: Any grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee ([www.alsc.org](http://www.alsc.org)) and who provides grading service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.

**2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS**

- A. Sizes: Nominal sizes as indicated on drawings, S4S.
- B. Moisture Content: S-dry or MC19.
- C. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
  - 1. Lumber: S4S, No. 2 or Standard Grade.
  - 2. Boards: Standard or No. 3.

**2.03 CONSTRUCTION PANELS**

- A. Communications and Electrical Room Mounting Boards: PS 1 A-D plywood, or medium density fiberboard; 3/4 inch thick; flame spread index of 25 or less, smoke developed index of 450 or less, when tested in accordance with ASTM E84.

**2.04 ACCESSORIES**

- A. Fasteners and Anchors:
  - 1. Metal and Finish: Hot-dipped galvanized steel per ASTM A 153/A 153M for high humidity and preservative-treated wood locations, unfinished steel elsewhere.

**2.05 FACTORY WOOD TREATMENT**

- A. Treated Lumber and Plywood: Comply with requirements of AWPA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
  - 1. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWPA standards.
- B. Preservative Treatment:



1. Manufacturers:
  - a. Arch Wood Protection, Inc: [www.wolmanizedwood.com](http://www.wolmanizedwood.com).
  - b. Viance, LLC: [www.treatedwood.com](http://www.treatedwood.com).
  - c. Osmose, Inc: [www.osmose.com](http://www.osmose.com).
  - d. Substitutions: See Section 01 60 00 - Product Requirements.
2. Preservative Pressure Treatment of Lumber Above Grade: AWP A U1, Use Category UC3B, Commodity Specification A using waterborne preservative to 0.25 lb/cu ft retention.
  - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
  - b. Treat lumber exposed to weather.
  - c. Treat lumber in contact with roofing, flashing, or waterproofing.
  - d. Treat lumber in contact with masonry or concrete.
  - e. Treat lumber in other locations as indicated.

### **PART 3 EXECUTION**

#### **3.01 PREPARATION**

- A. Coordinate installation of rough carpentry members specified in other sections.

#### **3.02 INSTALLATION - GENERAL**

- A. Select material sizes to minimize waste.
- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
- C. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

#### **3.03 BLOCKING, NAILERS, AND SUPPORTS**

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.

#### **3.04 INSTALLATION OF CONSTRUCTION PANELS**

- A. Communications and Electrical Room Mounting Boards: Secure with screws to studs with edges over firm bearing; space fasteners at maximum 24 inches on center on all edges and into studs in field of board.
  1. Where boards are indicated as full floor-to-ceiling height, install with long edge of board parallel to studs.
  2. Install adjacent boards without gaps.
  3. Finish boards with fire retardant paint.
  4. Size and Location: As indicated on drawings.

#### **3.05 CLEANING**

- A. Waste Disposal:
  1. Comply with applicable regulations.
  2. Do not burn scrap on project site.
  3. Do not burn scraps that have been pressure treated.
  4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or "waste-to-energy" facilities.
- B. Do not leave any wood, shavings, sawdust, etc. on the ground or buried in fill.
- C. Prevent sawdust and wood shavings from entering the storm drainage system.

### **END OF SECTION**

## **SECTION 06 1500**

### **WOOD DECKING**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Plywood wood decking.
- B. Fire retardant treatment of wood.

##### **1.02 REFERENCE STANDARDS**

- A. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2015a.
- B. AWWA U1 - Use Category System: User Specification for Treated Wood; 2017.
- C. PS 1 - Structural Plywood; 2009.

##### **1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide technical data on wood preservative materials.

##### **1.04 DELIVERY, STORAGE, AND HANDLING**

- A. Fire Retardant Treated Wood: Prevent exposure to precipitation during shipping, storage, or installation.

#### **PART 2 PRODUCTS**

##### **2.01 WOOD MATERIALS**

- A. Wood fabricated from old growth timber is not permitted.
- B. Plywood Decking: PS 1 veneer plywood; APA Rated Sheathing, Span Rating 32/16; Exterior grade; 1 A interior veneer appearance grade; unsanded.

##### **2.02 ACCESSORIES**

- A. Fasteners and Anchors:
  - 1. Fastener Type and Finish: Hot-dipped galvanized steel for high humidity and preservative-treated wood locations, unfinished steel elsewhere.

##### **2.03 WOOD TREATMENT**

- A. Fire Retardant Treatment:
  - 1. Manufacturers:
    - a. Hoover Treated Wood Products, Inc: [www.frtw.com/#sle](http://www.frtw.com/#sle).
    - b. Substitutions: See Section 01 6000 - Product Requirements.
  - 2. Interior Type A: AWWA U1, Use Category UCFA, Commodity Specification H, low temperature (low hygroscopic) type, chemically treated and pressure impregnated; maximum flame spread index of 25 when tested in accordance with ASTM E84 and with no evidence of significant combustion when test is extended for an additional 20 minutes.
    - a. Kiln dry wood after treatment to a maximum moisture-content of 19 percent for lumber and 15 percent for plywood.
    - b. Do not use Type A treated wood in applications exposed to weather or where the wood may become wet.
  - 3. Marking: Mark each piece of wood with producer's stamp indicating compliance with specified requirements.

#### **PART 3 EXECUTION**

##### **3.01 EXAMINATION**

- A. Verify that support framing is ready to receive decking.

##### **3.02 PREPARATION**

- A. Coordinate placement of bearing items.

### **3.03 INSTALLATION - PLYWOOD DECKING**

- A. Install decking perpendicular to framing members with ends staggered over firm bearing. On sloped surfaces, lay decking with tongue upward.
- B. Engage plywood tongue and groove edges.
- C. Allow expansion space at edges and ends.
- D. Attach decking with screws.

**END OF SECTION**

**SECTION 06 4201  
INTERIOR WOOD PANELS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Wood Panel siding for interior walls with T- type moulding trim between panels.
- B. Trim, flashings, accessories, and fastenings.

**1.02 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data indicating materials.

**1.03 QUALITY ASSURANCE**

- A. Plywood Specified by APA PRP-108 Grade or Type: Labeled by APA certified grading agency.

**PART 2 PRODUCTS**

**2.01 INTERIOR BOARD SIDING (MDO)**

- A. Panel Siding: APA B840 Rated Siding 303-6-S/W, exterior exposure class, panel style.
- B. Overlaid Panel Siding: 5/8" x 48" wide x 96" long", APA Rated Resin-faced plywood (MDO); Exterior Type, 5-ply softwood plywood core, faced one side with phenolic resin mixture, heat and pressure bonded; fire retardant treated.

**2.02 ACCESSORIES**

- A. Screws: Corrosion resistant type; non-staining, of size and strength to securely and rigidly retain the work.
- B. T-Moulding: Eagle Mouldings, 50 S Medina Street Minneapolis, MN 55357; Aluminum Tee Edging – 13/16" Fluted Face; Part #E7364. <https://eagle-aluminum.com/>
  - 1. Install at all vertical joints.
- C. Prime Paint: Latex base primer enamel.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that substrates are ready to receive work.
- B. Do not begin until unacceptable conditions have been corrected.
- C. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

**3.02 PREPARATION**

- A. Prime paint surfaces in contact with cementitious materials.

**3.03 INSTALLATION**

- A. Fasten siding in place, level and plumb.
  - 1. Arrange for orderly nailing pattern.
  - 2. Position cut ends over bearing surfaces, and sand cut edges smooth and clean.
- B. Install panel siding sheets vertically with edges and ends over firm bearing.
  - 1. Screw to studs at 12 inches (300 mm) on center.
  - 2. Butt external and internal corners.
- C. Install T-Mouldings after field finishing.
- D. Fill Holes from fasteners, Sand work smooth in preparation for field finishing.
- E. Prepare for site finishing specified in Section 09 9000.

**END OF SECTION**

## **SECTION 07 2100 THERMAL INSULATION**

### **PART 1 GENERAL**

#### **1.01 SECTION INCLUDES**

- A. Board insulation at perimeter foundation wall and underside of floor slabs.
- B. Batt insulation for filling perimeter window and door shim spaces and interior walls where designated.

#### **1.02 REFERENCE STANDARDS**

- A. ASTM C578 - Standard Specification for Rigid, Cellular Polystyrene Thermal Insulation; 2018.
- B. ASTM C665 - Standard Specification for Mineral-Fiber Blanket Thermal Insulation for Light Frame Construction and Manufactured Housing; 2012.
- C. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2015a.
- D. ASTM E136 - Standard Test Method for Behavior of Materials in a Vertical Tube Furnace At 750 Degrees C; 2012.

#### **1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on product characteristics, performance criteria, and product limitations.
- C. Manufacturer's Installation Instructions: Include information on special environmental conditions required for installation and installation techniques.

#### **1.04 FIELD CONDITIONS**

- A. Do not install insulation adhesives when temperature or weather conditions are detrimental to successful installation.

### **PART 2 PRODUCTS**

#### **2.01 APPLICATIONS**

- A. Insulation Under Concrete Slabs: Extruded polystyrene board.
- B. Insulation at Perimeter of Foundation: Extruded polystyrene board.
- C. Insulation in Metal Framed Walls where designated: Batt insulation with no vapor retarder.

#### **2.02 FOAM BOARD INSULATION MATERIALS**

- A. Extruded Polystyrene Board Insulation: ASTM C 578, Type IV; Extruded polystyrene board with either natural skin or cut cell surfaces; with the following characteristics:
  - 1. Flame Spread Index: 75 or less, when tested in accordance with ASTM E84.
  - 2. Smoke Developed Index: 450 or less, when tested in accordance with ASTM E84.
  - 3. Board Size: 48 x 96 inch (1220 x 2440 mm).
  - 4. Board Thickness: 1-1/2 inches (37.5 mm).
  - 5. Board Edges: Square.
  - 6. Thermal Conductivity (k factor) at 25 degrees F (-3.9 degrees C): 0.18 (0.31).
  - 7. Compressive Resistance: 25 psi (173 kPa).
  - 8. Board Density: 1.6 lb/cu ft (26 kg/cu m).
  - 9. Water Absorption, maximum: 0.3 percent, volume.
  - 10. Manufacturers:
    - a. Dow Chemical Co: [www.dow.com](http://www.dow.com).
    - b. Owens Corning Corp: [www.owenscorning.com](http://www.owenscorning.com).
  - 11. Substitutions: See Section 01 6000 - Product Requirements.

## **2.03 BATT INSULATION MATERIALS**

- A. Glass Fiber Batt Insulation: Flexible preformed batt or blanket, complying with ASTM C 655; friction fit.
  - 1. Flame Spread Index: 25 or less, when tested in accordance with ASTM E84.
  - 2. Smoke Developed Index: 450 or less, when tested in accordance with ASTM E84.
  - 3. Combustibility: Non-combustible, when tested in accordance with ASTM E136, except for facing, if any.
  - 4. Formaldehyde Content: Zero.
  - 5. Thickness: 3-1/2" or 5-1/2" for partition thickness as designated on drawings.
  - 6. Facing: Unfaced.
  - 7. Manufacturers:
    - a. CertainTeed Corporation: [www.certainteed.com/#sle](http://www.certainteed.com/#sle).
    - b. Johns Manville Corporation: [www.jm.com/#sle](http://www.jm.com/#sle).
    - c. Knauf Insulation GmbH: [www.knaufinsulation.us](http://www.knaufinsulation.us).
    - d. Owens Corning Corp: [www.owenscorning.com](http://www.owenscorning.com).
  - 8. Substitutions: See Section 01 6000 - Product Requirements.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that substrate, adjacent materials, and insulation materials are dry and that substrates are ready to receive insulation.
- B. Verify substrate surfaces are flat, free of honeycomb, fins, irregularities, or materials or substances that may impede adhesive bond.

### **3.02 BOARD INSTALLATION AT INTERIOR FOUNDATION PERIMETER**

- A. Install boards Horizontally and vertically on foundation perimeter.
  - 1. Place boards to maximize adhesive contact.
  - 2. Install in running bond pattern.
  - 3. Butt edges and ends tightly to adjacent boards and to protrusions.
- B. Extend boards over expansion joints, unbonded to foundation on one side of joint.
- C. Cut and fit insulation tightly to protrusions or interruptions to the insulation plane.

### **3.03 BOARD INSTALLATION UNDER CONCRETE SLABS**

- A. Place insulation under slabs on grade after base for slab has been compacted.
- B. Cut and fit insulation tightly to protrusions or interruptions to the insulation plane.
- C. Prevent insulation from being displaced or damaged while placing vapor retarder and placing slab.

### **3.04 BATT INSTALLATION**

- A. Install insulation and vapor retarder in accordance with manufacturer's instructions.
- B. Trim insulation neatly to fit spaces. Insulate miscellaneous gaps and voids.
- C. Fit insulation tightly in cavities and tightly to exterior side of mechanical and electrical services within the plane of the insulation.

### **3.05 PROTECTION**

- A. Do not permit installed insulation to be damaged prior to its concealment.

**END OF SECTION**

**SECTION 07 2119**  
**FOAMED-IN-PLACE INSULATION**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Foamed-in-place insulation.
  - 1. In metal joist spaces above office areas or wall spaces as shown on drawings.
- B. Protective intumescent coating.

**1.02 REFERENCE STANDARDS**

- A. ASTM C518 - Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus; 2010.
- B. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2015a.
- C. ASTM E283 - Standard Test Method for Determining the Rate of Air Leakage Through Exterior Windows, Curtain Walls, and Doors Under Specified Pressure Differences Across the Specimen; 2004 (Reapproved 2012).
- D. ASTM E2178 - Standard Test Method for Air Permeance of Building Materials; 2013.

**1.03 ADMINISTRATIVE REQUIREMENTS**

- A. Preinstallation Meeting: Convene one week prior to commencing work of this section.

**1.04 SUBMITTALS**

- A. See Division One, for submittal procedures.
- B. Product Data: Provide product description, insulation properties, overcoat properties, and preparation requirements.
- C. Certificates: Certify that products of this section meet or exceed specified requirements.
- D. Manufacturer's Installation Instructions: Indicate special procedures, and perimeter conditions requiring special attention.

**1.05 QUALITY ASSURANCE**

- A. Applicator Qualifications: Company specializing in performing work of the type specified, with minimum three years documented experience.

**1.06 FIELD CONDITIONS**

- A. Do not apply foam when temperature is below that specified by the manufacturer for ambient air and substrate.
- B. Do not apply foam when temperature is within 5 F (-15 C) of dew point.

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. Foamed-In-Place Insulation:
  - 1. BASF Corporation; WALLTITE US Series Closed Cell with DC 315 intumescent coating [www.spf.basf.com/#sle](http://www.spf.basf.com/#sle).
  - 2. Substitutions: See Division One.

**2.02 MATERIALS**

- A. Foamed-In-Place Insulation: Two component closed-cell spray polyurethane foam.
  - 1. Aged Thermal Resistance: R-value (RSI-value) of 6.9 (deg F hr sq ft)/Btu (\_\_\_\_ (K sqm)/W), minimum, when tested at 1 inch (25.4 mm) thickness in accordance with ASTM C518 after aging for 180 days at 41 degrees F (23 degrees C).
  - 2. Air Permeance: 0.004 cfm/sq ft (0.2 L/second sq meter), maximum, when tested at intended thickness in accordance with ASTM E2178 or ASTM E283 at 1.5 psf (75 Pa).

3. Surface Burning Characteristics: Flame spread/Smoke developed index of 25/450, maximum, when tested in accordance with ASTM E84.

### **2.03 ACCESSORIES**

- A. Primer: As required by insulation manufacturer.
- B. Overcoat: Intumescent coating of type recommended by insulation manufacturer and as required to comply with applicable codes for 15 minute thermal barrier.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify work within construction spaces or crevices is complete prior to insulation application.
- B. Verify that surfaces are clean, dry, and free of matter that may inhibit insulation or overcoat adhesion.

### **3.02 PREPARATION**

- A. Mask and protect adjacent surfaces from over spray or dusting.
- B. Apply primer in accordance with manufacturer's instructions.

### **3.03 APPLICATION**

- A. Apply insulation in accordance with manufacturer's instructions.
- B. Apply insulation by spray method, to a uniform monolithic density without voids.
- C. Apply to achieve a minimum thermal resistance R-value of R-21 (RSI-value of \_\_\_\_).
- D. Apply overcoat to a uniform minimum thickness of 20 wet mill thickness to achieve a minimum 15 minute thermal barrier.
- E. Patch damaged areas.
- F. Where applied to voids and gaps assure space for expansion to avoid pressure on adjacent materials that may bind operable parts.
- G. Trim excess away for applied trim or remove as required for continuous sealant bead.

### **3.04 FIELD QUALITY CONTROL**

- A. Inspection will include verification of insulation and overcoat thickness.

### **3.05 PROTECTION**

- A. Do not permit subsequent construction work to disturb applied insulation.

**END OF SECTION**



## **SECTION 07 9005**

### **JOINT SEALERS**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Sealants, joint backing, and bond breakers.

##### **1.02 ADMINISTRATIVE REQUIREMENTS**

- A. Coordinate the work with other sections referencing this section.

##### **1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data indicating sealant chemical characteristics, performance criteria, substrate preparation, limitations, and color availability.
- C. Samples: Submit two sets of samples, 1/4 inch dia. x 2 inch (\_\_\_\_x\_\_\_\_ mm) in size illustrating Manufacturer's full range of sealant colors.
- D. Sample Warranty: Submit sample of Manufacturer's warranty to be executed upon completion of work.
- E. Manufacturer's Installation Instructions: Indicate special procedures.

##### **1.04 QUALITY ASSURANCE**

- A. Maintain one copy of each referenced document covering installation requirements on site.
- B. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with minimum ten years documented experience.
- C. Applicator Qualifications: Company specializing in performing the work of this section with minimum five years documented experience.

##### **1.05 MOCK-UP**

- A. Provide mock-up of sealant joints in conjunction with wall and air barrier system under provisions of Section 01 4000. Coordinate with Section 042000.
- B. Construct mock-up with specified sealant types and with other components noted.
- C. Locate where directed.
- D. Mock-up may not remain as part of the Work.

##### **1.06 FIELD CONDITIONS**

- A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

##### **1.07 WARRANTY**

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective work within a two year period after Date of Substantial Completion.
- C. Warranty: Include coverage for installed sealants and accessories which fail to achieve airtight seal and watertight seal, exhibit loss of adhesion or cohesion, or do not cure.

#### **PART 2 PRODUCTS**

##### **2.01 SEALANTS**

- A. Type E-1 - General Purpose Exterior Sealant: Polyurethane; ASTM C920, Grade NS, Class 25, Uses M, G, and A; single or multi- component.
  - 1. Color: To be selected by Architect from manufacturer's standard range.
  - 2. Applications: Use for:
    - a. Control, expansion, and soft joints in masonry.
    - b. Joints between concrete and other materials.
    - c. Joints between metal frames and other materials.

- d. Other exterior joints for which no other sealant is indicated.
- B. Type E-2 - Exterior Metal Lap Joint Sealant: Butyl or polyisobutylene, nondrying, nonskinning, noncuring.
  - 1. Applications: Use for:
    - a. Concealed sealant bead in sheet metal work.
- C. Type I-1 - General Purpose Interior Sealant: Acrylic emulsion latex; ASTM C834, Type OP, Grade NF single component, paintable.
  - 1. Color: To be selected by Architect from manufacturer's standard range.
  - 2. Applications: Use for:
    - a. Interior wall and ceiling control joints.
    - b. Joints between door and window frames and wall surfaces.
    - c. Other interior joints for which no other type of sealant is indicated.
- D. Type I-2 - Bathroom/Tile Sealant: Silicone; ASTM C920, Uses I, M and A; single component, mildew resistant.
  - 1. Applications: Use for:
    - a. Joints between plumbing fixtures and floor and wall surfaces.
    - b. Joints between kitchen and bathroom countertops and wall surfaces.
- E. Type I-3 - Acoustical Sealant: Butyl or acrylic sealant; ASTM C920, Grade NS, Class 12-1/2, Uses M and A; single component, solvent release curing, non-skinning.
  - 1. Applications: Use for concealed locations only:
    - a. Sealant bead between top stud runner and structure and between bottom stud track and floor.
- F. Type E-3 - Concrete Paving Joint Sealant: Polyurethane, self-leveling; ASTM C920, Class 25, Uses T, I, M and A; single or multi-component.
  - 1. Color: To be selected by Architect from Manufacturer's full range.
  - 2. Applications: Use for:
    - a. Joints in sidewalks and vehicular paving.
- G. Type G-1 - Silicone Sealant: ASTM C920, Grade NS, Class 25, Uses NT, A, G, M, O; single component, solvent-curing, non-sagging, non-staining, fungus-resistant, non-bleeding.
  - 1. Color: To be selected by Architect from manufacturer's standard range.
  - 2. Movement Capability: Plus and minus 25 percent.
  - 3. Service Temperature Range: -65 to 180 degrees F (-54 to 82 degrees C).
  - 4. Shore A Hardness Range: 15 to 35.
  - 5. Applications: Use for:
    - a. All glazing operations.

## 2.02 ACCESSORIES

- A. Primer: Non-staining type, recommended by sealant manufacturer to suit application.
- B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.
- C. Joint Backing: Round foam rod compatible with sealant; closed cell polyethylene; oversized 30 to 50 percent larger than joint width; Standard Backer Rod manufactured by Sandell Manufacturing Company, Inc; [www.sandellmfg.com](http://www.sandellmfg.com).
  - 1. Substitutions: See Section 016000 - Product Requirements.
- D. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that substrate surfaces and joint openings are ready to receive work.
- B. Verify that joint backing and release tapes are compatible with sealant.

### **3.02 PREPARATION**

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean and prime joints in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Protect elements surrounding the work of this section from damage or disfigurement.

### **3.03 INSTALLATION**

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Mask joints if necessary to keep adjacent surfaces not scheduled to receive sealant clean.
- D. Perform acoustical sealant application work in accordance with ASTM C919.
- E. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer.
- F. Install bond breaker where joint backing is not used.
- G. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
- H. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
- I. Tool joints flush.

### **3.04 CLEANING**

- A. Clean adjacent surfaces of excess sealant and smears as a result of this work, before the sealant cures.
- B. Repair joints that have shrunk, sagged, run, and that have thin spots or other defects.
- C. Leave adjacent surfaces in as good or better condition as they were before sealant operations.

### **3.05 PROTECTION**

- A. Protect sealants until cured.

### **3.06 SCHEDULE**

- A. Exterior Joints for Which No Other Sealant Type is Indicated: Type E-1 .
- B. Control and Expansion Joints in Paving: Type E-3.
- C. Exterior Wall Expansion Joints: Type E-1.
- D. Control, Expansion, and Soft Joints in Masonry, and Between Masonry and Adjacent Work: Type E-1.
- E. Lap Joints in Exterior Sheet Metal Work: Type E-2.
- F. Joints Between Exterior Metal Frames and Adjacent Work: Type E-1.
- G. Under Exterior Door Thresholds: Type E-1.
- H. Interior Joints for Which No Other Sealant is Indicated: Type I-1; .
- I. Control and Expansion Joints in Interior Concrete Slabs and Floors: Type-E-3.
- J. Joints Between Plumbing Fixtures and Walls and Floors, and Between Countertops and Walls: Type I-2.
- K. In STC-Rated Walls, Between Metal Stud Track/Runner and Adjacent Construction and Between Outlet Boxes and Gypsum Board: Type I-3.
- L. All Glazing Joints: Type G-1.

**END OF SECTION**

**SECTION 08 1113  
HOLLOW METAL DOORS AND FRAMES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Non-fire-rated steel doors and frames.
- B. Thermally insulated steel doors.
- C. Accessories.

**1.02 SUBMITTALS**

- A. See Division One, for submittal procedures.
- B. Product Data: Materials and details of design and construction, hardware locations, reinforcement type and locations, anchorage and fastening methods, and finishes; and one copy of referenced grade standard.
- C. Shop Drawings: Details of each opening, showing elevations, glazing, frame profiles, and identifying location of different finishes, if any.
- D. Installation Instructions: Manufacturer's published instructions, including any special installation instructions relating to this project.
- E. Manufacturer's Certificate: Certification that products meet or exceed specified requirements.

**1.03 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum five years experience.
- B. Maintain at the project site a copy of all reference standards dealing with installation.

**1.04 DELIVERY, STORAGE, AND HANDLING**

- A. Store in accordance with Steel Door Institute Publication SDI-100.
- B. Protect with resilient packaging; avoid humidity build-up under coverings; prevent corrosion.

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. Steel Doors and Frames:
  - 1. Assa Abloy Ceko or Curries: [www.assaabloydss.com](http://www.assaabloydss.com).
  - 2. Republic Doors: [www.republicdoor.com](http://www.republicdoor.com).
  - 3. Steelcraft: [www.steelcraft.com](http://www.steelcraft.com).
  - 4. Substitutions: See Division One.

**2.02 DOORS AND FRAMES**

- A. Requirements for All Doors and Frames:
  - 1. Accessibility: Comply with ANSI/ICC A117.1.
  - 2. Door Edge Profile: Beveled on both edges.
  - 3. Door Top Closures Exterior Outswinging Doors: Flush with top of faces and edges.
  - 4. Door Texture: Smooth faces.
  - 5. Glazed Lights: Non-removable stops on non-secure side; sizes and configurations as indicated on drawings.
  - 6. Hardware Preparation: In accordance with BHMA A156.115, with reinforcement welded in place, in addition to other requirements specified in door grade standard.
  - 7. Galvanizing exterior doors and frames and toilet rooms and janitor closets: All components hot-dipped zinc-iron alloy-coated (galvannealed), A60/ZF180.
  - 8. Finish: Factory primed, for field finishing.
- B. Combined Requirements: If a particular door and frame unit is indicated to comply with more than one type of requirement, comply with all the specified requirements for each type; for instance, an exterior door that is also indicated as being sound-rated must comply with the

requirements specified for exterior doors and for sound-rated doors; where two requirements conflict, comply with the most stringent.

### 2.03 STEEL DOORS

- A. Exterior Doors:
  - 1. Grade: ANSI A250.8 Level 3-Extra Heavy Duty, physical performance Level (Swing Test) B, Model 2 (16ga.), seamless.
  - 2. Core: Polyurethane.
  - 3. Top Closures for Outswinging Doors: Flush with top of faces and edges.
  - 4. Galvanizing: All components hot-dipped zinc-iron alloy-coated (galvannealed) in accordance with ASTM A653/A653M, with A60/ZF180 coating.
  - 5. Insulating Value: U-value of 0.50, when tested in accordance with ASTM C1363.
  - 6. Weatherstripping: Specified in Section 08 71 00, Door Hardware.
  - 7. Finish: Factory primed for field finishing.
- B. Interior Doors, Non- fire rated:
  - 1. Grade: ANSI A250.8 Level 3- Extra Heavy Duty, physical performance Level (Swing Test)B, Model 2 (16 ga), seamless.
  - 2. Core: Manufacturers standard.
  - 3. Thickness: 1-3/4 inches.
  - 4. Texture: Smooth faces.
  - 5. Finish: Factory primed for field finishing.
  - 6. Panels: Same construction, performance, and finish as doors.

### 2.04 STEEL FRAMES

- A. General:
  - 1. Finish: Factory primed, for field finishing.
  - 2. Provide mortar guard/ dust boxes for hardware cut-outs in all frames.
  - 3. Frames in Masonry Walls: Size to suit masonry coursing with head member 4 inches high to fill opening without cutting masonry units.
  - 4. Frames Wider than 48 Inches: Reinforce with steel channel fitted tightly into frame head, flush with top.
- B. Exterior Door Frames: Fully welded.
  - 1. ANSI A250.8 Level 4 (14 ga), fully welded.
  - 2. Galvanizing: All components hot-dipped zinc-iron alloy-coated (galvannealed) in accordance with ASTM A653/A653M, with A60/ZF180 coating.
  - 3. Weatherstripping: Specified in Section 08 71 00, Door Hardware.
- C. Interior Door Frames, Non-Fire-Rated: Face welded type.
  - 1. Grade: ANSI A250.8 Level 3 (16ga).

### 2.05 ACCESSORY MATERIALS

- A. Glazing: As specified in Section 08 80 00, factory installed.
- B. Removable Stops: Formed sheet steel, shape as indicated on drawings, mitered or butted corners; prepared for countersink style tamper-proof screws.
- C. Grout for Frames: Portland cement grout of maximum 4-inch slump for hand troweling; thinner pumpable grout is prohibited.
- D. Silencers: Resilient rubber, fitted into drilled hole; 3 on strike side of single door, 3 on center mullion of pairs, and 2 on head of pairs without center-mullions.
- E. Temporary Frame Spreaders: Provide for all factory- or shop-assembled frames.

### 2.06 FINISH MATERIALS

- A. Primer: Rust-inhibiting, complying with ANSI A250.10, door manufacturer's standard.
- B. Bituminous Coating: Asphalt emulsion or other high-build, water-resistant, resilient coating.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify existing conditions before starting work.
- B. Verify that opening sizes and tolerances are acceptable.

### **3.02 PREPARATION**

- A. Coat inside of frames to be installed in masonry or to be grouted, with bituminous coating, prior to installation.
- B. Prepare doors and frames for field finishing. See Section 09 9000.

### **3.03 INSTALLATION**

- A. Install in accordance with the requirements of the specified door grade standard Steel Door Institute Publication SDI 122.
- B. In addition, install fire rated units in accordance with NFPA 80.
- C. Coordinate frame anchor placement with wall construction.
- D. Grout frames in masonry construction, using hand trowel methods; brace frames so that pressure of grout before setting will not deform frames.
- E. Coordinate installation of hardware.
- F. Coordinate installation of glazing.
- G. Coordinate installation of electrical connections to electrical hardware items.
- H. Touch up damaged factory finishes.

### **3.04 TOLERANCES**

- A. Clearances Between Door and Frame: As specified in ANSI A250.8.
- B. Maximum Distortion: 1/16 in in any direction measured with straight edge, corner to corner, including thermal bow.

### **3.05 ADJUSTING**

- A. Adjust for smooth and balanced door movement.

### **3.06 SCHEDULE**

- A. Refer to Door and Frame Schedule on the drawings.

**END OF SECTION**

**SECTION 08 3600**  
**SECTIONAL OVERHEAD DOORS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Insulated Sectional Overhead Doors.
- B. Electric Operators and Controls.
- C. Operating Hardware, tracks, and support.

**1.02 REFERENCES**

- A. ANSI/DASMA 102 - American National Standard Specifications for Sectional Overhead Type Doors.

**1.03 DESIGN / PERFORMANCE REQUIREMENTS**

- A. Wind Loads: Design and size components to withstand loads caused by pressure and suction of wind acting normal to plane of wall as calculated in accordance with applicable code.
- B. Wiring Connections: Requirements for electrical characteristics.
  - 1. 115 volts, single phase, 60 Hz.
- C. Single-Source Responsibility: Provide doors, tracks, motors, and accessories from one manufacturer for each type of door. Provide secondary components from source acceptable to manufacturer of primary components.

**1.04 SUBMITTALS**

- A. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
- B. Shop Drawings: Indicate plans and elevations including opening dimensions and required tolerances, connection details, anchorage spacing, hardware locations, and installation details.
- C. Manufacturer's Certificates: Certify products meet or exceed specified requirements.
- D. Operation and Maintenance Data.

**1.05 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with minimum five years documented experience.
- B. Installer Qualifications: Authorized representative of the manufacturer with minimum five years documented experience.
- C. Products Requiring Electrical Connection: Listed and classified by Underwriters Laboratories, Inc. acceptable to authority having jurisdiction as suitable for purpose specified.

**1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Store products in manufacturer's unopened labeled packaging until ready for installation.
- B. Protect materials from exposure to moisture until ready for installation.
- C. Store materials in a dry, ventilated weathertight location.

**1.07 PROJECT CONDITIONS**

- A. Pre-Installation Conference: Convene a pre-installation conference just prior to commencement of field operations, to establish procedures to maintain optimum working conditions and to coordinate this work with related and adjacent work.

**1.08 WARRANTY**

- A. Warranty: Manufacturer's limited door and operators System warranty for 10 year against delamination of polyurethane foam from steel face and all other components for 3 years or 20,000 cycles, whichever comes first.

## PART 2 PRODUCTS

### 2.01 MANUFACTURERS

- A. Basis of Design Manufacturer: Overhead Door Corp., 2501 S. State Hwy. 121, Suite 200, Lewisville, TX 75067. ASD. Tel. Toll Free: (800) 275-3290. Phone: (469) 549-7100. Fax: (972) 906-1499. Web Site: [www.overheaddoor.com](http://www.overheaddoor.com). E-mail: [sales@overheaddoor.com](mailto:sales@overheaddoor.com).
- B. Requests for substitutions will be considered in accordance with provisions of Section 01 6000.

### 2.02 INSULATED SECTIONAL OVERHEAD DOORS

- A. Insulated Steel Sectional Overhead Doors: 592 Series Thermacore Insulated Steel Doors by Overhead Door Corporation. Units shall have the following characteristics:
  - 1. Door Assembly: Metal/foam/metal sandwich panel construction, with PVC thermal break and weather-tight ship-lap design meeting joints.
    - a. Panel Thickness: 2 inches (51 mm).
    - b. Exterior Surface: Ribbed, textured.
    - c. Exterior Steel: .015 inch (.38 mm), hot-dipped galvanized.
    - d. End Stiles: 16 gauge with thermal break.
    - e. Spring Counterbalance: Sized to weight of the door, with a helically wound, oil tempered torsion spring mounted on a steel shaft; cable drum of diecast aluminum with high strength galvanized aircraft cable. Sized with a minimum 7 to 1 safety factor.
      - 1) High cycle spring: 50,000 cycles.
    - f. Insulation: CFC-free and HCFC-free polyurethane, fully encapsulated.
    - g. Thermal Values: R-value of 17.50; U-value of 0.057.
    - h. Air Infiltration: 0.08 cfm at 15 mph; 0.08 cfm at 25 mph.
    - i. High-Usage Package: Provide with optional high-usage package.
    - j. Partial Glazing of Steel Panels:
      - 1) 1/2 inch (12.5 mm) Tempered Insulating glass.
  - 2. Finish and Color:
    - a. Two coat baked-on polyester: Colors as selected from Manufacturer-standard colors/
  - 3. Windload Design: Provide to meet the Design/Performance requirements of the current building code.
  - 4. Hardware: Galvanized steel hinges and fixtures. Ball bearing rollers with hardened steel races.
  - 5. Lock:
    - a. Interior mounted slide lock with interlock switch for automatic operator.
  - 6. Weatherstripping:
    - a. EPDM bulb-type strip at bottom section.
    - b. Flexible Jamb seals.
    - c. Flexible Header seal.
  - 7. Track: Provide track as recommended by manufacturer to suit loading required and clearances available.
    - a. Type:
      - 1) Standard lift.
  - 8. Electric Motor Operation: Provide UL listed electric operator, size and type as recommended by manufacturer to move door in either direction at not less than 2/3 foot nor more than 1 foot per second. Operator shall meet UL325/2010 requirements for continuous monitoring of safety devices.
    - a. Entrapment Protection: Required for momentary contact, includes radio control operation.
      - 1) Photoelectric sensors monitored to meet UL 325/2010.
    - b. Operator Controls:
      - 1) Push-button operated control stations with open, close, and stop buttons.
      - 2) Surface mounting.
      - 3) Interior location.



## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Do not begin installation until openings have been properly prepared.
- B. Verify wall openings are ready to receive work and opening dimensions and tolerances are within specified limits.
- C. Verify electric power is available and of correct characteristics.
- D. If preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### **3.02 PREPARATION**

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

### **3.03 INSTALLATION**

- A. Install overhead doors and track in accordance with approved shop drawings and the manufacturer's printed instructions.
- B. Coordinate installation with adjacent work to ensure proper clearances and allow for maintenance.
- C. Anchor assembly to wall construction and building framing without distortion or stress.
- D. Securely brace door tracks suspended from structure. Secure tracks to structural members only.
- E. Fit and align door assembly including hardware.
- F. Coordinate installation of electrical service. Complete power and control wiring from disconnect to unit components.

### **3.04 CLEANING AND ADJUSTING**

- A. Adjust door assembly to smooth operation and in full contact with weatherstripping.
- B. Clean doors, frames and glass.
- C. Remove temporary labels and visible markings.

### **3.05 PROTECTION**

- A. Do not permit construction traffic through overhead door openings after adjustment and cleaning.
- B. Protect installed products until completion of project.
- C. Touch-up, damaged coatings and finishes and repair minor damage before Substantial Completion.

**END OF SECTION**

## **SECTION 08 7100**

### **DOOR HARDWARE**

#### **PART 1 GENERAL**

##### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### **1.02 SECTION INCLUDES**

- A. Hardware for hollow steel doors.
- B. Electrically operated and controlled hardware.
- D. Thresholds.
- E. Weatherstripping, seals and door gaskets.

##### **1.03 SUBMITTALS**

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings:
  - 1. Indicate locations and mounting heights of each type of hardware, schedules, catalog cuts,.
  - 2. Submit manufacturer's parts lists.
- C. Manufacturer's Installation Instructions: Indicate special procedures, perimeter conditions requiring special attention.
- D. Project Record Documents: Record actual locations of concealed equipment, services, and conduit.
- E. Maintenance Data: Include data on operating hardware, lubrication requirements, and inspection procedures related to preventative maintenance.
- F. Keys: Deliver with identifying tags to Owner by security shipment direct from hardware supplier.
- G. Warranty: Submit manufacturer's warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.

##### **1.04 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.
- B. Hardware Supplier Qualifications: Company specializing in supplying commercial door hardware with 5 years of experience.

##### **1.05 COORDINATION**

- A. Coordinate the work with other directly affected sections involving manufacture or fabrication of internal reinforcement for door hardware.
- B. Furnish templates for door and frame preparation.
- C. Sequence installation to ensure utility connections are achieved in an orderly and expeditious manner.
- D. Coordinate Owner's keying requirements during the course of the Work.

## **1.06 WARRANTY**

- A. See Section 01780 - Closeout Submittals, for additional warranty requirements.

## **1.07 MAINTENANCE PRODUCTS**

- A. Provide special wrenches and tools applicable to each different or special hardware component.
- B. Provide maintenance tools and accessories supplied by hardware component manufacturer.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Hinges:
  - 1. Hager Companies: [www.hagerhinge.com](http://www.hagerhinge.com)
- B. Interior Lock and Latch Sets:
  - 1. Best: 9K Series, 14L Style; [www.bestaccess.com](http://www.bestaccess.com)
- C. Lock Cores: Provide for all locking devices including lock and latch sets.
  - 1. Best: 7-pin core; [www.bestaccess.com](http://www.bestaccess.com)
- D. Exit Devices:
  - 1. Von Duprin: [www.vonduprin.com](http://www.vonduprin.com)
- E. Electric Strikes:
  - 1. Assa Abloy: HES Innovations: <http://www.hesinnovations.com>
- F. Closers: Always install closers on Secure Side of Door-Verify with Architect.
  - 1. LCN: [www.lcnclosers.com](http://www.lcnclosers.com)
- G. Wall and Floor Stops/holders:
  - 1. Rockwood Manufacturing Company: [www.rockwoodmfg.com](http://www.rockwoodmfg.com)
- H. Gasketing and Thresholds:
  - 1. Hager Companies: [www.hagerhinge.com](http://www.hagerhinge.com)
- I. Substitutions: See Section 01 6000 Product Requirements.

### **2.02 GENERAL REQUIREMENTS FOR DOOR HARDWARE PRODUCTS**

- A. Provide products that comply with the following:
  - 1. Applicable provisions of Federal, State, and local codes.
  - 2. ANSI/ICC A117.1, American National Standard for Accessible and Usable Buildings and Facilities.
  - 3. Fire-Rated Doors: NFPA 80.
  - 4. All Hardware on Fire-Rated Doors: Listed and classified by UL as suitable for the purpose specified and indicated.

### **2.03 FINISHES**

- A. Finish on All Exposed Metal Items: US26D (626), unless otherwise noted.
  - 1. Exceptions:
    - a. Hinges: Where steel hinges are acceptable, use matching plated finish.
    - b. As indicated for specific items.
  - 2. Items specified with the same finish shall match as closely as commercially possible.
  - 3. Provide finishes matching ANSI/BHMA A156.18 designations.

### **2.04 KEYING**

- A. Door Locks: Grand master keyed. All doors indicated to have locking hardware to be provided

with Best 7-pin cores to match Owner's existing lock systems-verify all requirements with Owner.

- B. Key Cabinet: Provide key cabinet by Lund Equipment, Talkee Incorporated or Key Control.
- C. Supply keys in the following quantities:
  - 1. 5 master keys.
  - 2. 5 grand master keys.
  - 3. 5 change keys for each lock.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify that doors and frames are ready to receive work and dimensions are as indicated on shop drawings.
- B. Verify that electric power is available to power operated devices and of the correct characteristics.

#### **3.02 INSTALLATION**

- A. Install hardware in accordance with manufacturer's instructions and applicable codes.
- B. Use templates provided by hardware item manufacturer.
- C. Install hardware on fire-rated doors and frames in accordance with code and NFPA 80.
- D. Mounting heights for hardware from finished floor to center line of hardware item: As listed in Schedule, unless otherwise noted:
  - 1. For steel doors and frames: Comply with DHI "Recommended Locations for Architectural Hardware for Steel Doors and Frames."
  - 2. For wood doors: Comply with DHI "Recommended Locations for Architectural Hardware for Wood Flush Doors."

#### **3.03 FIELD QUALITY CONTROL**

- A. Field inspection and testing will be performed under provisions of Section 01 4000.

#### **3.04 ADJUSTING**

- A. Adjust work under provisions of Section 01 7000.
- B. Adjust hardware for smooth operation.

#### **3.05 PROTECTION OF FINISHED WORK**

- A. Protect finished Work under provisions of Section 01 7000.
- B. Do not permit adjacent work to damage hardware or finish.

**3.06 HARDWARE SCHEDULE-****Exterior Doors:****Hardware Group 1: Exterior Single Door: 101A, 101E, 108A, 108C**

3 ea.	BB1199 4-1/2x4-1/2 NRP	Butts	Hager
1 ea.	4040	Closer	LCN
1 ea.	ANSI F84	Lockset	Best
1 ea.	8300	Electric Strike	HES
1 ea.	PS861BK	Power Supply	Von Duprin
1 ea.	342D	Latch Guard	Hager
1 ea.	810 DBA	Drip Guard	Hager
1 ea.	520S N	Threshold	Hager
1 ea.	750S N	Door Sweep	Hager
1 ea.	881S N	Weatherstrip	Hager
1 ea.	By Owner	Card Reader	
1 ea.	By Owner	Door Position Switch	

See Electrical drawing-sheet E2.2 for Owner provided items

**Hardware Group 2: Exterior Pair of Doors 112**

5 ea.	BB1199 4-1/2x4-1/2 NRP	Butts	Hager
1 ea.	BB1199 4-1/2x4-1/2 ETW	Elect Hinge	Hager
1 ea.	4040 on LHRB	Closer	LCN
1 ea.	8300 on RHRB	Electric Strike	HES
1 ea.	ANSI F84 on LHRB	Lockset	Best
1 ea.	837S on LHRB	Astragal	Hager
1 ea.	810 DBA	Drip Guard	Hager
1 ea.	293D on RHRB	Concealed Bolt set	Hager
1 ea.	881S N	Weatherstrip	Hager
2 ea.	750S N	Door Sweeps	Hager
1 ea.	520S N	Threshold	Hager
1 ea.	881S N	Weatherstrip	Hager
1 ea.	PS861BK	Power Supply	Von Duprin
1 ea.	By Owner	Card Reader	
2 ea.	By Owner	Door Position Switch	

See Electrical drawing-sheet E2.2 for Owner provided items

**Interior Doors:****Hardware Group 3: Interior Doors 102, 106, 107, 110**

3 ea.	BB1279 4-1/2x4-1/2 NRP	Butts	Hager
1 ea.	ANSI F75	Lockset	Best
1 ea.	403	Wall Stop	Rockwood

**Hardware Group 4: Interior Door 103**

3 ea.	BB1279 4-1/2x4-1/2 NRP	Butts	HAGER
1 ea.	ANSI F86	Lockset	Best
1 ea.	4040	Closer	LCN
1 ea.	8300 on RHRB	Electric Strike	HES
1 ea.	750S N	Door Sweep	Hager
1 ea.	By Owner	Card Reader	
1 ea.	By Owner	Door Position Switch	

See Electrical drawing-sheet E2.2 for Owner provided items

**Hardware Group 5: Interior Privacy Doors 104, 105**

3 ea.	BB1279 4-1/2x4-1/2 NRP	Butts	HAGER
1 ea.	ANSI F76	Lockset	Best
1 ea.	4040	Closer	LCN
1 ea.	403	Wall Stop	Rockwood

**Hardware Group 6: Interior Door 108B**

1-1/2 pr.	BB1279 4-1/2x4-1/2 NRP	Butts	Hager
1 ea.	4040	Closer	LCN
1 ea.	ANSI F84	Lockset	Best
1 ea.	8300 on RHRB	Electric Strike	HES
1 ea.	403	Wall Stop	Rockwood
1 ea.	By Owner	Card Reader	
1 ea.	By Owner	Door Position Switch	

See Electrical drawing-sheet E2.2 for Owner provided items

**Hardware Group 7: Interior Door 111**

3 ea.	BB1279 4-1/2x4-1/2 NRP	Butts	Hager
1 ea.	ANSI F86	Lockset	Best

**Hardware Group 8: Interior Pair of Doors 203**

6 ea.	BB1168 4-1/2x4-1/2 NRP	Butts	HAGER
1 ea.	4041 on RHRB	Closer	LCN
1 ea.	ANSI F86 on RHRB	Lockset	Best
1 ea.	283D on LHRB	Flush Bolt	IVES

**END OF SECTION**

## **SECTION 08 8000**

### **GLAZING**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Insulating glass units.
- B. Glazing units.
- C. Glazing compounds and accessories.

##### **1.02 REFERENCE STANDARDS**

- A. 16 CFR 1201 - Safety Standard for Architectural Glazing Materials; current edition.
- B. ANSI Z97.1 - American National Standard for Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test; 2015.
- C. ASTM C864 - Standard Specification for Dense Elastomeric Compression Seal Gaskets, Setting Blocks, and Spacers; 2005 (Reapproved 2011).
- D. ASTM C1048 - Standard Specification for Heat-Strengthened and Fully Tempered Flat Glass; 2012.
- E. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2013.
- F. ASTM E1300 - Standard Practice for Determining Load Resistance of Glass in Buildings; 2012a.
- G. ASTM E2190 - Standard Specification for Insulating Glass Unit Performance and Evaluation; 2010.
- H. GANA (SM) - GANA Sealant Manual; 2008.

##### **1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data on Insulating Glass Unit and Glazing Unit Glazing Types: -Provide structural, physical and environmental characteristics, size limitations, special handling and installation requirements.
- C. Product Data on Glazing Compounds and Accessories: Provide chemical, functional, and environmental characteristics, limitations, special application requirements, and identify available colors.
- D. Warranty Documentation: Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.

##### **1.04 QUALITY ASSURANCE**

- A. Installer Qualifications: Company specializing in performing work of the type specified and with at least three years documented experience.

##### **1.05 WARRANTY**

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Insulating Glass Units: Provide a five (5) year manufacturer warranty to include coverage for seal failure, interpane dusting or misting, including providing products to replace failed units.

#### **PART 2 PRODUCTS**

##### **2.01 MANUFACTURERS**

- A. Float Glass Manufacturers:
  - 1. AGC Glass North America, Inc: [www.agcglass.com/#sle](http://www.agcglass.com/#sle).
  - 2. Pilkington North America Inc: [www.pilkington.com/na/#sle](http://www.pilkington.com/na/#sle).
  - 3. Substitutions: Refer to Section 01 6000 - Product Requirements.

**2.02 PERFORMANCE REQUIREMENTS - EXTERIOR GLAZING ASSEMBLIES**

- A. Provide type and thickness of exterior glazing assemblies to support assembly dead loads, and to withstand live loads caused by positive and negative wind pressure acting normal to plane of glass.
  - 1. Comply with ASTM E1300 for design load resistance of glass type, thickness, dimensions, and maximum lateral deflection of supported glass.
  - 2. Provide glass edge support system sufficiently stiff to limit the lateral deflection of supported glass edges to less than 1/175 of their lengths under specified design load.
  - 3. Glass thicknesses listed are minimum.

**2.03 GLASS MATERIALS**

- A. Float Glass: Provide float glass based glazing unless otherwise indicated.
  - 1. Kind FT - Fully Tempered Type: Complies with ASTM C1048.
  - 2. Fully Tempered Safety Glass: Complies with ANSI Z97.1 or 16 CFR 1201 criteria for safety glazing used in hazardous locations.

**2.04 INSULATING GLASS UNITS**

- A. Manufacturers:
  - 1. Any of the manufacturers specified for float glass.
- B. Insulating Glass Units: Types as indicated.
  - 1. Durability: Certified by an independent testing agency to comply with ASTM E2190.
  - 2. Spacer Color: Black.
  - 3. Edge Seal:
    - a. Color: Black.
  - 4. Purge interpane space with dry air, hermetically sealed.
- C. Type IG-1 - Insulating Glass Units: Vision glass, double glazed.
  - 1. Applications: Exterior glazing unless otherwise indicated.
  - 2. Space between lites filled with air.
  - 3. Outboard Lite: Fully tempered float glass, 1/4 inch (6.4 mm) thick, minimum.
    - a. Tint: Clear.
    - b. Coating: Low-E (passive type), on #2 surface.
  - 4. Inboard Lite: Fully tempered float glass, 1/4 inch (6.4 mm) thick, minimum.
    - a. Tint: Clear.
  - 5. Total Thickness: 1 inch (25.4 mm).
  - 6. Thermal Transmittance (U-Value), Summer - Center of Glass: \_\_\_\_\_, nominal.
  - 7. Visible Light Transmittance (VLT): \_\_\_\_\_ percent, nominal.
  - 8. Solar Heat Gain Coefficient (SHGC): \_\_\_\_\_, nominal.

**2.05 GLAZING UNITS**

- A. Type G-2 - Monolithic Interior Vision Glazing:
  - 1. Applications: Interior glazing unless otherwise indicated.
  - 2. Glass Type: Fully tempered float glass.
  - 3. Tint: Clear.
  - 4. Thickness: 1/4 inch (6.4 mm), nominal.

**2.06 ACCESSORIES**

- A. Setting Blocks: Silicone, with 80 to 90 Shore A durometer hardness; ASTM C864 Option II. Length of 0.1 inch for each square foot (25 mm for each square meter) of glazing or minimum 4 inch (100 mm) by width of glazing rabbet space minus 1/16 inch (1.5 mm) by height to suit glazing method and pane weight and area.
- B. Spacer Shims: Neoprene, 50 to 60 Shore A durometer hardness; ASTM C864 Option II. Minimum 3 inch (75 mm) long by one half the height of the glazing stop by thickness to suit application, self adhesive on one face.



- C. Glazing Tape, Back Bedding Mastic Type: Preformed, butyl-based, 100 percent solids compound with integral resilient spacer rod applicable to application indicated; 5 to 30 cured Shore A durometer hardness; coiled on release paper; black color.
- D. Glazing Splines: Resilient silicone extruded shape to suit glazing channel retaining slot; ASTM C864 Option II; color black.

### **PART 3 EXECUTION**

#### **3.01 VERIFICATION OF CONDITIONS**

- A. Verify that openings for glazing are correctly sized and within tolerances, including those for size, squareness, and offsets at corners.
- B. Verify that surfaces of glazing channels or recesses are clean, free of obstructions that may impede moisture movement, weeps are clear, and support framing is ready to receive glazing system.

#### **3.02 PREPARATION**

- A. Clean contact surfaces with appropriate solvent and wipe dry within maximum of 24 hours before glazing. Remove coatings that are not tightly bonded to substrates.
- B. Seal porous glazing channels or recesses with substrate compatible primer or sealer.
- C. Prime surfaces scheduled to receive sealant where required for proper sealant adhesion.

#### **3.03 INSTALLATION, GENERAL**

- A. Install glazing in compliance with written instructions of glass, gaskets, and other glazing material manufacturers, unless more stringent requirements are indicated, including those in glazing referenced standards.
- B. Install glazing sealants in accordance with ASTM C1193, GANA (SM), and manufacturer's instructions.
- C. Do not exceed edge pressures around perimeter of glass lites as stipulated by glass manufacturer.
- D. Set glass lites of system with uniform pattern, draw, bow, and similar characteristics.
- E. Set glass lites in proper orientation so that coatings face exterior or interior as indicated.
- F. Prevent glass from contact with any contaminating substances that may be the result of construction operations such as, and not limited to the following; weld splatter, fire-safing, plastering, mortar droppings, etc.

#### **3.04 INSTALLATION - DRY GLAZING METHOD (GASKET GLAZING)**

- A. Application - Exterior and/or Interior Glazed: Set glazing infills from either the exterior or the interior of the building.
- B. Place setting blocks at 1/4 points with edge block no more than 6 inch (152 mm) from corners.
- C. Rest glazing on setting blocks and push against fixed stop with sufficient pressure on gasket to attain full contact.
- D. Install removable stops without displacing glazing gasket; exert pressure for full-continuous contact.

#### **3.05 CLEANING**

- A. Remove excess glazing materials from finish surfaces immediately after application using solvents or cleaners recommended by manufacturers.
- B. Remove non-permanent labels immediately after glazing installation is complete.
- C. Clean glass and adjacent surfaces after sealants are fully cured.
- D. Clean glass on both exposed surfaces not more than 4 days prior to Date of Substantial Completion in accordance with glass manufacturer's written recommendations.

### **3.06 PROTECTION**

- A. After installation, mark pane with an 'X' by using removable plastic tape or paste; do not mark heat absorbing or reflective glass units.
- B. Remove and replace glass that is damaged during construction period prior to Date of Substantial Completion.

**END OF SECTION**

**SECTION 09 0561****COMMON WORK RESULTS FOR FLOORING PREPARATION****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. This section applies to all floors identified in the contract documents as to receive the following types of floor coverings:
  - 1. Tile carpeting specified in Section 09 68 13.
- B. Removal of existing floor coverings. Coordinate with asbestos abatement specified in Division One.
- C. Preparation of new and existing concrete floor slabs for installation of floor coverings.
- D. Testing of concrete floor slabs for moisture and alkalinity (pH).
- E. Remediation of concrete floor slabs due to unsatisfactory moisture or alkalinity (pH) conditions.
  - 1. Contractor shall perform all specified remediation of concrete floor slabs. If such remediation is indicated by testing agency's report and is due to a condition not under Contractor's control or could not have been predicted by examination prior to entering into the contract, a contract modification will be issued.
  - 2. Coordination with **ALL** floor covering and adhesive manufacturers to verify compatibility of flooring, adhesive and remediation products recommended by testing agency.
- F. Patching compound.

**1.02 UNIT PRICES**

- A. Base Bid Quantities indicated in the Bid Form and below are for bidding and contract purposes only. Quantities and measurements of actual Work and the Unit Prices bid for each category of work will determine the amount of adjustment of payment.
- B. Remedial Floor Coating or Sheet Membrane: Include the cost of the floor coating in the base bid.

**1.03 REFERENCE STANDARDS**

- A. ASTM C109/C109M - Standard Test Method for Compressive Strength of Hydraulic Cement Mortars (Using 2-in. or (50-mm) Cube Specimens); 2016a.
- B. ASTM C472 - Standard Test Methods for Physical Testing of Gypsum, Gypsum Plasters and Gypsum Concrete; 1999 (Reapproved 2014).
- C. ASTM F710 - Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring; 2017.
- D. ASTM F1869 - Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride; 2016a.
- E. ASTM F2170 - Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using in situ Probes; 2017.

**1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordinate scheduling of cleaning and testing, so that preliminary cleaning has been completed for at least 24 hours prior to testing.
- B. Coordinate this work with the work of the following:
  - 1. Tile carpeting specified in Section 09 68 13.

**1.05 SUBMITTALS**

- A. Visual Observation Report: For existing floor coverings to be removed.
- B. Floor Covering and Adhesive Manufacturers' Product Literature: For each specific combination of substrate, floor covering, and adhesive to be used; showing:
  - 1. Moisture and alkalinity (pH) limits and test methods.
  - 2. Manufacturer's required bond/compatibility test procedure.

- C. Testing Agency's Report:
  - 1. Description of areas tested; include floor plans and photographs if helpful.
  - 2. Summary of conditions encountered.
  - 3. Moisture and alkalinity (pH) test reports.
  - 4. Copies of specified test methods.
  - 5. Submit report to Architect.
  - 6. Submit report not more than two business days after conclusion of testing.
- D. Adhesive Bond and Compatibility Test Report.
- E. Remedial Materials Product Data: Manufacturer's published data on each product to be used for remediation.
  - 1. Manufacturer's qualification statement.
  - 2. Test reports indicating compliance with specified performance requirements, performed by nationally recognized independent testing agency.
  - 3. Manufacturer's installation instructions.
  - 4. Specimen Warranty: Copy of warranty to be issued by coating manufacturer and certificate of underwriter's coverage of warranty.

#### **1.06 QUALITY ASSURANCE**

- A. Moisture and alkalinity (pH) testing shall be performed by an independent testing agency employed and paid by Contractor.
- B. Testing Agency Qualifications: Independent testing agency experienced in the types of testing specified.
  - 1. Submit evidence of experience consisting of at least 3 test reports of the type required, with project Owner's project contact information.
- C. Contractor's Responsibility Relating to Independent Agency Testing:
  - 1. Provide access for and cooperate with testing agency.
  - 2. Confirm date of start of testing at least 10 days prior to actual start.
  - 3. Allow at least 4 business days on site for testing agency activities.
  - 4. Achieve and maintain specified ambient conditions.
  - 5. Notify Architect when specified ambient conditions have been achieved and when testing will start.
- D. Remedial Coating Installer Qualifications: Company specializing in performing work of the type specified in this section, trained by or employed by coating manufacturer, and able to provide at least 3 project references showing at least 3 years' experience installing moisture emission coatings.

#### **1.07 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver, store, handle, and protect products in accordance with manufacturer's instructions and recommendations.
- B. Deliver materials in manufacturer's packaging; include installation instructions.
- C. Keep materials from freezing.

#### **1.08 FIELD CONDITIONS**

- A. Maintain ambient temperature in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 65 degrees F (18 degrees C) or more than 85 degrees F (30 degrees C).
- B. Maintain relative humidity in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 40 percent and not more than 60 percent.

### **PART 2 PRODUCTS**

#### **2.01 MATERIALS**

- A. Topical Vapor Barrier

1. Water based silicate sealer that penetrates concrete preventing hydrostatic pressure, capillary action and moisture migration.
  - a. Basis of design: Concure Systems Vapor Barrier +Plus+; [www.concuresystems.com](http://www.concuresystems.com).
- B. Crack and Joint fill binder
  1. Pre-mixed acrylic Co-polymer
    - a. Basis of design: Concure Systems Crack Fill Binder; [www.concuresystems.com](http://www.concuresystems.com).
- C. Patching Compound: Floor covering manufacturer's recommended product, suitable for conditions, and compatible with adhesive and floor covering. In the absence of any recommendation from flooring manufacturer, provide a product with the following characteristics:
  1. Cementitious moisture-, mildew-, and alkali-resistant compound, compatible with floor, floor covering, and floor covering adhesive, and capable of being feathered to nothing at edges.
  2. Compressive Strength: 3000 psi, minimum, after 28 days, when tested in accordance with ASTM C109/C109M or ASTM C472, whichever is appropriate.
- D. Alternate Flooring Adhesive: Floor covering manufacturer's recommended product, suitable for the moisture and pH conditions present; low-VOC. In the absence of any recommendation from flooring manufacturer, provide a product recommended by adhesive manufacturer that is suitable for substrate and floor covering and for conditions present.
- E. Remedial Floor Coating: Single- or multi-layer coating or coating/overlay combination intended by its manufacturer to resist water vapor transmission to degree sufficient to meet flooring manufacturer's emission limits, resistant to the level of alkalinity (pH) found, and suitable for adhesion of flooring without further treatment.
  1. Thickness: 1/16 inch (1.6 mm), maximum.

### **PART 3 EXECUTION**

#### **3.01 CONCRETE SLAB PREPARATION**

- A. Coordinate substrate preparation including remedial measures proposed by the testing agency with:
  1. Tile carpeting specified in Section 09 68 13.
- B. The flooring installer, flooring manufacturer, and adhesive manufacturer are responsible for reviewing and approving the testing agency's recommended remediation methods and products, OR recommending remediation methods and products that are acceptable to the testing agency.
- C. Perform following operations in the order indicated:
  1. Existing concrete slabs (on-grade and elevated) with existing floor coverings:
    - a. Visual observation of existing floor covering, for adhesion, water damage, alkaline deposits, and other defects.
    - b. Removal of existing floor covering. Coordinate with asbestos abatement specified in Division One.
  2. Preliminary cleaning.
  3. Moisture vapor emission tests; 3 tests in the first 1000 square feet (100 square meters) and one test in each additional 1000 square feet (100 square meters), unless otherwise indicated or required by flooring manufacturer.
  4. Internal relative humidity tests; in same locations as moisture vapor emission tests, unless otherwise indicated.
  5. Alkalinity (pH) tests; in same locations as moisture vapor emission tests, unless otherwise indicated.
  6. Specified remediation, if required.
  7. Patching, smoothing, and leveling, as required.
  8. Other preparation specified.
  9. Adhesive bond and compatibility test.
  10. Protection.

**D. Remediations:**

1. **Active Water Leaks or Continuing Moisture Migration to Surface of Slab:** Correct this condition before doing any other remediation; re-test after correction.
2. **Excessive Moisture Emission or Relative Humidity:** If an adhesive that is resistant to the level of moisture present is available and acceptable to flooring manufacturer, use that adhesive for installation of the flooring; if not, apply remedial floor coating over entire suspect floor area.
3. **Excessive Alkalinity (pH):** If remedial floor coating is necessary to address excessive moisture, no additional remediation is required; if not, if an adhesive that is resistant to the level present is available and acceptable to the flooring manufacturer, use that adhesive for installation of the flooring; otherwise, apply a skim coat of specified patching compound over entire suspect floor area.

**3.02 PRELIMINARY CLEANING**

- A. Clean floors of dust, solvents, paint, wax, oil, grease, asphalt, residual adhesive, adhesive removers, film-forming curing compounds, sealing compounds, alkaline salts, excessive laitance, mold, mildew, and other materials that might prevent adhesive bond.
- B. Do not use solvents or other chemicals for cleaning.

**3.03 MOISTURE VAPOR EMISSION TESTING**

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.
- C. Test in accordance with ASTM F1869 and as follows.
- D. Plastic sheet test and mat bond test may not be substituted for the specified ASTM test method, as those methods do not quantify the moisture content sufficiently.
- E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if test values exceed 3 pounds per 1000 square-feet (1.4-kg-per 93 square meters) per 24 hours.
- F. Report: Report the information required by the test method.

**3.04 INTERNAL RELATIVE HUMIDITY TESTING**

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.
- C. Test in accordance with ASTM F2170 Procedure A and as follows.
- D. Testing with electrical impedance or resistance apparatus may not be substituted for the specified ASTM test method, as the values determined are not comparable to the ASTM-test values and do not quantify the moisture content sufficiently.
- E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if any test value exceeds 75 percent relative humidity.
- F. Report: Report the information required by the test method.

**3.05 ALKALINITY TESTING**

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. The following procedure is the equivalent of that described in ASTM F710, repeated here for the Contractor's convenience.
- C. Use a wide range alkalinity (pH) test paper, its associated chart, and distilled or deionized water.

- D. Place several drops of water on a clean surface of concrete, forming a puddle approximately 1 inch (25 mm) in diameter. Allow the puddle to set for approximately 60 seconds, then dip the alkalinity (pH) test paper into the water, remove it, and compare immediately to chart to determine alkalinity (pH) reading.
- E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if alkalinity (pH) test value is over 10.

### **3.06 PREPARATION**

- A. See individual floor covering section(s) for additional requirements.
- B. Comply with mutual recommendations of testing agency, flooring installer, floor covering manufacturer and adhesive manufacturer.
- C. Fill and smooth surface cracks, grooves, depressions, control joints and other non-moving joints, and other irregularities with patching compound.
- D. Do not fill expansion joints, isolation joints, or other moving joints.

### **3.07 ADHESIVE BOND AND COMPATIBILITY TESTING**

- A. Comply with requirements and recommendations of floor covering manufacturer.

### **3.08 APPLICATION OF REMEDIAL FLOOR COATING**

- A. Comply with requirements and recommendations of coating manufacturer.

### **3.09 PROTECTION**

- A. Cover prepared floors with building paper or other durable covering to prevent damage during subsequent construction operations.

**END OF SECTION**

**SECTION 09 2116  
GYPSUM BOARD ASSEMBLIES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Metal stud wall framing.
- B. Metal channel ceiling framing.
- C. Gypsum wallboard.
- D. Joint treatment and accessories.

**1.02 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on metal framing, gypsum board, accessories, and joint finishing system.
- C. Product Data: Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.

**1.03 QUALITY ASSURANCE**

- A. Installer Qualifications: Company specializing in performing gypsum board application and finishing, with minimum 5 years of documented experience.
- B. Copies of Documents at Site: Maintain at the project site a copy of each referenced document that prescribes execution requirements.

**PART 2 PRODUCTS**

**2.01 GYPSUM BOARD ASSEMBLIES**

- A. Provide completed assemblies complying with ASTM C840 and GA-216.
  - 1. See PART 3 for finishing requirements.

**2.02 METAL FRAMING MATERIALS**

- A. Manufacturers - Metal Framing, Connectors, and Accessories:
  - 1. Clarkwestern Dietrich Building Systems LLC: [www.clarkdietrich.com](http://www.clarkdietrich.com).
  - 2. Marino: [www.marinoware.com](http://www.marinoware.com).
  - 3. Phillips Manufacturing Company: [www.phillipsmfg.com](http://www.phillipsmfg.com).
  - 4. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Non-Loadbearing Framing System Components: ASTM C645; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/240 at 5 psf. Minimum 20 gauge.
  - 1. Studs: "C" or "Z" shaped with flat or formed webs with knurled faces.
  - 2. Runners: U shaped, sized to match studs.
  - 3. Ceiling Channels: C shaped.
  - 4. Furring: Hat-shaped or "Z" sections, minimum depth of 7/8 inch.
- C. Ceiling Hangers: Type and size as-specified in ASTM C754 for spacing required.
- D. Partition Head to Structure Connections: Provide mechanical anchorage devices that accommodate deflection using slotted holes, screws and anti-friction bushings, preventing rotation of studs while maintaining structural performance of partition.
  - 1. Structural Performance: Maintain lateral load resistance and vertical movement capacity required by applicable code, when evaluated in accordance with AISI North American Specification for the Design of Cold-Formed Steel Structural Members.
  - 2. Material: ASTM A653/A653M steel sheet, SS Grade 50/340, with G60/Z180 hot dipped galvanized coating.

**2.03 BOARD MATERIALS**

- A. Manufacturers - Gypsum-Based Board:



1. Georgia-Pacific Gypsum: [www.gpgypsum.com](http://www.gpgypsum.com).
  2. National Gypsum Company: [www.nationalgypsum.com](http://www.nationalgypsum.com).
  3. USG Corporation: [www.usg.com](http://www.usg.com).
  4. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Gypsum Wallboard: Paper-faced Type X, gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.
1. Application: Use for vertical surfaces and ceilings, unless otherwise indicated.
  2. Mold Resistance: Score of 10, when tested in accordance with ASTM D3273.
    - a. Mold-resistant board is required on all walls of restrooms with gypsum wall board partitions.
  3. Thickness:
    - a. Vertical Surfaces: 5/8 inch.
    - b. Ceilings/ Soffits: 5/8 inch.
  4. Mold-Resistant Paper-Faced Products:
    - a. Georgia-Pacific Gypsum; ToughRock Mold-Guard Type X Gypsum Wallboard.
    - b. National Gypsum Company; Gold Bond Brand XP, Type X Gypsum Board.
    - c. USG Corporation; Sheetrock Brand Mold Tough Type X Gypsum Panels.

## 2.04 ACCESSORIES

- A. Finishing Accessories: ASTM C1047, galvanized steel, rolled zinc, or rigid plastic, unless otherwise indicated.
1. Types: As detailed or required for finished appearance.
  2. Special Shapes: In addition to conventional cornerbead and control joints, provide U-bead, L-bead, and LC-bead at exposed panel edges as detailed.
  3. Manufacturers - Finishing Accessories:
    - a. Same manufacturer as framing materials.
    - b. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Joint Materials: ASTM C475 and as recommended by board manufacturer for project conditions.
1. Tape: 2 inch wide, creased paper tape for joints and corners, except as otherwise indicated.
  2. Ready-mixed vinyl-based joint compound.
- C. High Build Drywall Surfer: Vinyl acrylic latex-based coating for spray application, designed to take the place of skim coating and separate paint primer in achieving Level 5 finish.
- D. Screws for Attachment to Steel Members Less Than 0.03 inch In Thickness, to Wood Members, and to Gypsum Board: ASTM C1002; self-piercing tapping type.
- E. Screws for Attachment to Steel Members From 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws for application of gypsum board to loadbearing steel studs.
- F. Anchorage to Substrate: Tie wire, nails, screws, and other metal supports, of type and size to suit application; to rigidly secure materials in place.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that project conditions are appropriate for work of this section to commence.

### 3.02 FRAMING INSTALLATION

- A. Metal Framing: Install in accordance with ASTM C754 and manufacturer's instructions.
- B. Suspended Ceilings and Soffits: Space framing and furring members as indicated.
1. Level ceiling system to a tolerance of 1/1200.
  2. Laterally brace entire suspension system.
  3. Install bracing as required at exterior locations to resist wind uplift.
- C. Studs: Space studs at 16" O.C. minimum or as indicated.
1. Extend partition framing to structure in all locations.

2. Partitions Terminating at Structure: Attach top runner to structure, maintain clearance between top of studs and structure, and connect studs to track using specified mechanical devices in accordance with manufacturer's instructions; verify free movement of top of stud connections; do not leave studs unattached to track.
- D. Standard Wall Furring: Install at locations shown on drawings, not more than 4 inches from floor and ceiling lines and abutting walls. Secure in place on alternate channel flanges at maximum 16 inches on center.
  1. Orientation: Horizontal or vertical as required by job conditions.
- E. Blocking: Install mechanically fastened steel channel or approved wood blocking for support of:
  1. Wall mounted cabinets.
  2. Toilet accessories.
  3. Wall mounted door hardware.
  4. Other items requiring blocking for support

### **3.03 BOARD INSTALLATION**

- A. Comply with ASTM C 840, GA-216, and manufacturer's instructions. Install to minimize butt end joints, especially in highly visible locations.
- B. Single-Layer Non-Rated: Install gypsum board in most economical direction, with ends and edges occurring over firm bearing.
- C. Cementitious Backing Board: Install over steel framing members where indicated, in accordance with-ANSI A108.11 and manufacturer's instructions.
- D. Installation on Metal Framing: Use screws for attachment of all gypsum board.

### **3.04 INSTALLATION OF TRIM AND ACCESSORIES**

- A. Control Joints: Place control joints consistent with lines of building spaces and as directed.
  1. Not more than 30 feet apart on walls and ceilings over 50 feet long.
- B. Corner Beads: Install at external corners, using longest practical lengths.
- C. Edge Trim: Install at locations where gypsum board abuts dissimilar materials and as indicated.

### **3.05 JOINT TREATMENT**

- A. Paper Faced Gypsum Board: Use paper joint tape, bedded with ready-mixed vinyl-based joint compound and finished with ready-mixed vinyl-based joint compound.
- B. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:
  1. Level 4: Walls and ceilings to receive paint finish or wall coverings, unless otherwise indicated.
  2. Level 1: Wall areas above finished ceilings, whether or not accessible in the completed construction.
- C. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.
  1. Feather coats of joint compound so that camber is maximum 1/32 inch.

### **3.06 TOLERANCES**

- A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8 inch in 10 feet in any direction.

### **END OF SECTION**

**SECTION 09 5100  
ACOUSTICAL CEILINGS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Suspended metal grid ceiling system.
- B. Acoustical units.

**1.02 ADMINISTRATIVE REQUIREMENTS**

- A. Sequence work to ensure acoustical ceilings are not installed until building is enclosed, sufficient heat is provided, dust generating activities have terminated, and overhead work is completed, tested, and approved.
- B. Do not install acoustical units until after interior wet work is dry.

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Indicate grid layout and related dimensioning, junctions with other ceiling finishes, and mechanical and electrical items installed in the ceiling.
- C. Product Data: Provide data on suspension system components and acoustical units.
- D. Samples: Submit two full size samples illustrating material and finish of acoustical units.
- E. Samples: Submit two samples each, 12 inches (\_\_\_\_ mm) long, of suspension system main runner.
- F. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.
- G. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. See Section 01 6000 - Product Requirements, for additional provisions.
  - 2. Extra Acoustical Units: Quantity equal to 5 percent of total installed.

**1.04 QUALITY ASSURANCE**

- A. Fire-Resistive Assemblies: Complete assembly listed and classified by UL for the fire resistance indicated.
- B. Suspension System Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- C. Acoustical Unit Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.

**1.05 FIELD CONDITIONS**

- A. Maintain uniform temperature of minimum 60 degrees F (16 degrees C), and maximum humidity of 40 percent prior to, during, and after acoustical unit installation.

**PART 2 PRODUCTS**

**2.01 ACOUSTICAL UNITS**

- A. Manufacturers:
  - 1. USG; [www.usg.com/#sle](http://www.usg.com/#sle).
  - 2. Substitutions: See Section 01 6000 - Product Requirements.
- B. Acoustical Units : USG Olympia Micro #4221, Angled Tegular, 24" x 24", white.

**2.02 SUSPENSION SYSTEM(S)**

- A. Manufacturers:
  - 1. Same as for acoustical units.
  - 2. Substitutions: See Section 01 6000 - Product Requirements.

- B. Suspension Systems - General: ASTM C635; die cut and interlocking components, with stabilizer bars, clips, splices, perimeter moldings, and hold down clips as required.
- C. Exposed Steel Suspension System: Formed steel, commercial quality cold rolled; intermediate-duty.
  - 1. Profile: Tee; 15/16 inch (24 mm) wide face.
  - 2. Construction: Double web.
  - 3. Finish: White.

## **2.03 ACCESSORIES**

- A. Support Channels and Hangers: Galvanized steel; size and type to suit application and ceiling system flatness requirement specified.
- B. Perimeter Moldings:
  - 1. At Exposed Grid: Provide L-shaped molding for mounting at same elevation as face of grid unless otherwise shown on drawings.
- C. Touch-up Paint: Type and color to match acoustical and grid units.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify existing conditions before starting work.
- B. Verify that layout of hangers will not interfere with other work.

### **3.02 INSTALLATION - SUSPENSION SYSTEM**

- A. Install suspension system in accordance with manufacturer's instructions and as supplemented in this section.
- B. Rigidly secure system, including integral mechanical and electrical components, for maximum deflection of 1:360.
- C. Locate system on room axis according to reflected plan.
- D. Install after major above-ceiling work is complete. Coordinate the location of hangers with other work.
- E. Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.
- F. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.
- G. Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.
- H. Support fixture loads using supplementary hangers located within 6 inches (150 mm) of each corner, or support components independently.
- I. Do not eccentrically load system or induce rotation of runners.
- J. Perimeter Molding: Install at intersection of ceiling and vertical surfaces and at junctions with other interruptions.
  - 1. Use longest practical lengths.
  - 2. Miter corners except where manufacturers installation instructions require alternate method.

### **3.03 INSTALLATION - ACOUSTICAL UNITS**

- A. Install acoustical units in accordance with manufacturer's instructions.
- B. Fit acoustical units in place, free from damaged edges or other defects detrimental to appearance and function.
- C. Fit border trim neatly against abutting surfaces.
- D. Install units after above-ceiling work is complete.

- E. Install acoustical units level, in uniform plane, and free from twist, warp, and dents.
- F. Cutting Acoustical Units:
  - 1. Cut to fit irregular grid and perimeter edge trim.
  - 2. Make field cut edges of same profile as factory edges.
- G. Where round obstructions occur, provide preformed closures to match perimeter molding.
- H. Install hold-down clips on each panel to retain panels tight to grid system; comply with fire rating requirements.
- I. Install hold-down clips on panels within 20 ft (6 m) of an exterior door.

### **3.04 TOLERANCES**

- A. Maximum Variation from Flat and Level Surface: 1/8 inch in 10 feet (3 mm in 3 m).
- B. Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

**END OF SECTION**

**SECTION 09 6500  
RESILIENT FLOORING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Resilient base.
- B. Installation accessories.

**1.02 REFERENCE STANDARDS**

- A. ASTM F1861 - Standard Specification for Resilient Wall Base; 2016.

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on specified products, describing physical and performance characteristics; including sizes, patterns and colors available; and installation instructions.
- C. Selection Samples: Submit manufacturer's complete set of color samples for Architect's initial selection.

**1.04 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing specified flooring with minimum three years documented experience.
- B. Installer Qualifications: Company specializing in installing specified flooring with minimum three years documented experience.

**1.05 DELIVERY, STORAGE, AND HANDLING**

- A. Upon receipt, immediately remove any shrink-wrap and check materials for damage and the correct style, color, quantity and run numbers.
- B. Store all materials off of the floor in an acclimatized, weather-tight space.
- C. Maintain temperature in storage area between 55 degrees F (13 degrees C) and 90 degrees F (72 degrees C).
- D. Protect roll materials from damage by storing on end.

**1.06 FIELD CONDITIONS**

- A. Store materials for not less than 48 hours prior to installation in area of installation at a temperature of 70 degrees F (21 degrees C) to achieve temperature stability. Thereafter, maintain conditions above 55 degrees F (13 degrees C).

**PART 2 PRODUCTS**

**2.01 RESILIENT BASE**

- A. Resilient Base: ASTM F1861, Type TS rubber, vulcanized thermoset; top set Style B, Cove.
  - 1. Manufacturers:
    - a. Johnsonite, a Tarkett Company: [www.johnsonite.com/#sle](http://www.johnsonite.com/#sle).
    - b. Roppe Corp: [www.roppe.com/#sle](http://www.roppe.com/#sle).
  - 2. Height: 4 inch (100 mm).
  - 3. Thickness: 0.125 inch (3.2 mm).
  - 4. Finish: Satin.
  - 5. Length: Roll.
  - 6. Color: To be selected by Architect from manufacturer's full range.

**2.02 ACCESSORIES**

- A. Primers, Adhesives, and Seam Sealer; Waterproof; types recommended by flooring manufacturer.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that wall surfaces are smooth and flat within the tolerances specified for that type of work, are dust-free, and are ready to receive resilient base.

### **3.02 PREPARATION**

- A. Clean substrate.
- B. Apply primer as required to prevent "bleed-through" or interference with adhesion by substances that cannot be removed.

### **3.03 INSTALLATION - GENERAL**

- A. Install in accordance with manufacturer's written instructions.
- B. Adhesive-Applied Installation:
  - 1. Spread only enough adhesive to permit installation of materials before initial set.
  - 2. Fit joints and butt seams tightly.

### **3.04 INSTALLATION - RESILIENT BASE**

- A. Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches (45 mm) between joints.
- B. Install base on solid backing. Bond tightly to wall and floor surfaces.

### **3.05 CLEANING**

- A. Remove excess adhesive from floor, base, and wall surfaces without damage.
- B. Clean in accordance with manufacturer's written instructions.

**END OF SECTION**

## **SECTION 09 6813**

### **TILE CARPETING**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Carpet tile, fully adhered.
- B. PH and Adhesive Bond and Compatibility Testing.
- C. ASTM D4263 Testing.

##### **1.02 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Indicate layout of joints and location of edge moldings.
- C. Product Data: Provide data on specified products, describing physical and performance characteristics; sizes, patterns, colors available, and method of installation.
- D. Samples: Submit two carpet tiles illustrating color and pattern design for each carpet color selected.
- E. Results of all testing.
- F. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.
- G. Maintenance Data: Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning.
- H. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. See Section 01 60 00 - Product Requirements, for additional provisions.
  - 2. Extra Carpet Tiles: Quantity equal to 5 percent of total installed of each color and pattern installed.

##### **1.03 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing specified carpet tile with minimum three years documented experience.
- B. Installer Qualifications: Company specializing in installing carpet with minimum three years experience.

##### **1.04 FIELD CONDITIONS**

- A. Store materials in area of installation for minimum period of 24 hours prior to installation.

#### **PART 2 PRODUCTS**

##### **2.01 MANUFACTURERS**

- A. Product: Mohawk Group: Horsepower II GL170 Free Pass: <https://www.mohawkgroup.com>
- B. Other Acceptable Manufacturers:
  - 1. Substitutions: See Section 01 60 00 - Product Requirements.

##### **2.02 MATERIALS**

- A. Carpet Tile: Tufted, manufactured in one color dye lot.
  - 1. Tile Size: 24 x 24 inch, nominal.

##### **2.03 ACCESSORIES**

- A. Patching Compound/ Sub-Floor Filler: Floor covering manufacturer's recommended product, suitable for conditions, and compatible with adhesive and floor covering. In the absence of any recommendation from flooring manufacturer, provide a product with the following characteristics:
  - 1. Cementitious moisture-, mildew-, and alkali-resistant compound, compatible with floor, floor covering, and floor covering adhesive, and capable of being feathered to nothing at edges.



2. Latex or polyvinyl acetate additions are permitted; gypsum content is prohibited.
  3. Compressive Strength: 3000 psi, minimum, after 28 days, when tested in accordance with ASTM C109/C109M or ASTM C472, whichever is appropriate.
- B. Edge Strips: Vinyl, color as selected by Architect from manufacturers full range of standard colors.
- C. Adhesives: Type recommended by carpet tile manufacturer, compatible with materials being adhered.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify that sub-floor surfaces are smooth and flat within tolerances specified for that type of work and are ready to receive carpet tile.
- B. Verify that sub-floor surfaces are dust-free and free of substances that could impair bonding of adhesive materials to sub-floor surfaces.
- C. Cementitious Sub-floor Surfaces: Verify that substrates are ready for flooring installation by testing for pH. Moisture vapor transmission testing and relative humidity testing is not required, consistent with the concrete waterproofing admixture warranty against moisture related flooring failures specified in Section 03 30 53, Miscellaneous Cast-In-Place Concrete.
- D. Verify that required floor-mounted utilities are in correct location.

#### **3.02 ASTM D4263 TESTING**

- A. Standard Test Indicating Moisture by the Plastic Sheet Method:
1. Perform one test area per 500 s.f. or portion thereof. These tests are required for compliance with warranty requirements of the concrete waterproofing admixture manufacturers warranty against moisture related flooring failures specified in Section 03 30 53, Miscellaneous Cast-In-Place Concrete.

#### **3.03 PREPARATION**

- A. Clean floors of dust, solvents, paint, wax, oil, grease, asphalt, residual adhesive, adhesive removers, film-forming curing compounds, sealing compounds, alkaline salts, excessive laitance, mold, mildew, and other materials that might prevent adhesive bond.
- B. Do not use solvents or other chemicals for cleaning.
- C. Coordinate with concrete waterproofing admixture specified in Section 03 30 53, Miscellaneous Cast-In-Place Concrete.
- D. Prepare floor substrates for installation of flooring in accordance with requirements and recommendations of floor covering manufacturer.
- E. Fill and smooth surface cracks, grooves, depressions, control joints and other non-moving joints, and other irregularities with patching compound.
- F. Do not fill expansion joints, isolation joints, or other moving joints.

#### **3.04 ADHESIVE BOND AND COMPATIBILITY TESTING**

- A. Comply with requirements and recommendations of floor covering manufacturer.

#### **3.05 INSTALLATION**

- A. Starting installation constitutes acceptance of sub-floor conditions.
- B. Install carpet tile in accordance with manufacturer's instructions.
- C. Blend carpet from different cartons to ensure minimal variation in color match.
- D. Cut carpet tile clean. Fit carpet tight to intersection with vertical surfaces without gaps.
- E. Lay carpet tile in square pattern, with pile direction alternating to next unit (quarter turn), set parallel to building lines.
- F. Locate change of color or pattern flooring between rooms under door centerline.
- G. Fully adhere carpet tile to substrate.

- H. Trim carpet tile neatly at walls and around interruptions.
- I. Complete installation of edge strips, concealing exposed edges.

**3.06 CLEANING**

- A. Remove excess adhesive without damage, from floor, base, and wall surfaces.
- B. Clean and vacuum carpet surfaces.

**END OF SECTION**

**SECTION 09 9000**  
**PAINTING AND COATING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Surface preparation.
- B. Field application of paints and other coatings.
- C. Scope: Finish all interior and exterior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated, including the following:
  - 1. Both sides and edges of plywood backboards for electrical and telecom equipment before installing equipment.
  - 2. Exposed surfaces of primed steel building components below 11'-0" including exposed wall girts and exposed building columns.
  - 3. All guard and hand railings and exposed steel angles and steel stair components.
- D. Do Not Paint or Finish the Following Items:
  - 1. Items fully factory-finished unless specifically so indicated; materials and products having factory-applied primers are not considered factory finished.
  - 2. Items indicated to receive other finishes.
  - 3. Items indicated to remain unfinished.
  - 4. Fire rating labels, equipment serial number and capacity labels, and operating parts of equipment.
  - 5. Non-metallic roofing and flashing.
  - 6. Stainless steel, anodized aluminum, bronze, terne, and lead items.
  - 7. Floors, unless specifically so indicated.
  - 8. Exposed, primed metal building components above 11'-0".
  - 9. Glass.
  - 10. Acoustical materials, unless specifically so indicated.
  - 11. Concealed pipes, ducts, and conduits.

**1.02 REFERENCE STANDARDS**

- A. 40 CFR 59, Subpart D - National Volatile Organic Compound Emission Standards for Architectural Coatings; U.S. Environmental Protection Agency; current edition.
- B. ASTM D4442 - Standard Test Methods for Direct Moisture Content Measurement of Wood and Wood-Base Materials; 2007.

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide complete list of all products to be used, with the following information for each:
  - 1. Manufacturer's name, product name and/or catalog number, and general product category (e.g. "alkyd enamel").
  - 2. MPI product number (e.g. MPI #47).
  - 3. Cross-reference to specified paint system(s) product is to be used in; include description of each system.
  - 4. Manufacturer's installation instructions.
  - 5. If proposal of substitutions is allowed under submittal procedures, explanation of all substitutions proposed.
- C. Samples: Submit three paper "drop" samples, 8-1/2 by 11 inches (216 by 279 mm) in size, illustrating range of colors available for each finishing product specified.
  - 1. Where sheen is specified, submit samples in only that sheen.
  - 2. Where sheen is not specified, discuss sheen options with Architect before preparing samples, to eliminate sheens definitely not required.

3. Paint color submittals will not be considered until color submittals for major materials not to be painted, such as masonry, factory finished metals, wood doors, and and other like items, have been approved.
- D. Product Data: Provide data on all finishing products, including VOC content.
- E. Maintenance Data: Submit data on cleaning, touch-up, and repair of painted and coated surfaces.
- F. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  1. See Section 01 6000 - Product Requirements, for additional provisions.
  2. Extra Paint and Coatings: 1 gallon (4 L) of each color; store where directed.
  3. Label each container with color in addition to the manufacturer's label.

#### **1.04 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum five years documented experience.
- B. Applicator Qualifications: Company specializing in performing the type of work specified with minimum five years experience.

#### **1.05 MOCK-UP**

- A. See Section 01 4000 - Quality Requirements, for general requirements for mock-up.
- B. Provide panel, 4 feet (\_\_\_\_ m) long by 4 feet (\_\_\_\_ m) wide, illustrating each paint coating color, texture, and finish.
- C. Provide door and frame assembly illustrating stain and varnish and paint coating color, texture, and finish.
- D. Locate where directed.
- E. Mock-up may remain as part of the work.

#### **1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
- C. Paint Materials: Store at minimum ambient temperature of 45 degrees F (7 degrees C) and a maximum of 90 degrees F (32 degrees C), in ventilated area, and as required by manufacturer's instructions.

#### **1.07 FIELD CONDITIONS**

- A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.
- B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- C. Do not apply exterior coatings during rain or snow, or when relative humidity is outside the humidity ranges required by the paint product manufacturer.
- D. Minimum Application Temperatures for Latex Paints: 45 degrees F (7 degrees C) for interiors; 50 degrees F (10 degrees C) for exterior; unless required otherwise by manufacturer's instructions.
- E. Minimum Application Temperature for Varnish Finishes: 65 degrees F (18 degrees C) for interior or exterior, unless required otherwise by manufacturer's instructions.
- F. Provide lighting level of 80 ft candles (860 lx) measured mid-height at substrate surface.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Provide all paint and coating products used in any individual system from the same manufacturer; no exceptions.
- B. Provide all paint and coating products from the same manufacturer to the greatest extent possible.
  - 1. In the event that a single manufacturer cannot provide all specified products, minor exceptions will be permitted provided approval by Architect is obtained using the specified procedures for substitutions.
- C. Paints:
  - 1. All Coatings: Sherwin-Williams Company: [www.sherwin-williams.com](http://www.sherwin-williams.com).
- D. Substitutions: See Section 01 6000 - Product Requirements.

### **2.02 PAINTS AND COATINGS - GENERAL**

- A. Paints and Coatings: Ready mixed, unless intended to be a field-catalyzed coating.
  - 1. Provide paints and coatings of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
  - 2. Provide materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
  - 3. For opaque finishes, tint each coat including primer coat and intermediate coats, one-half shade lighter than succeeding coat, with final finish coat as base color.
  - 4. Supply each coating material in quantity required to complete entire project's work from a single production run.
  - 5. Do not reduce, thin, or dilute coatings or add materials to coatings unless such procedure is specifically described in manufacturer's product instructions.
- B. Primers: Where the manufacturer offers options on primers for a particular substrate, use primer categorized as "best" by the manufacturer.
- C. Volatile Organic Compound (VOC) Content:
  - 1. Provide coatings that comply with the most stringent requirements specified in the following:
    - a. 40 CFR 59, Subpart D--National Volatile Organic Compound Emission Standards for Architectural Coatings.
  - 2. Determination of VOC Content: Testing and calculation in accordance with 40 CFR 59, Subpart D (EPA Method 24), exclusive of colorants added to a tint base and water added at project site; or other method acceptable to authorities having jurisdiction.

### **2.03 PAINT SYSTEMS - EXTERIOR**

- A. Ferrous Metals, Primed, Latex, 2 Coat:
  - 1. Touch-up with rust-inhibitive primer recommended by top coat manufacturer.
  - 2. Semi-gloss: Two coats of latex enamel.
- B. Galvanized Metals, Latex, 3 Coat:
  - 1. One coat galvanize primer.
  - 2. Semi-gloss: Two coats of latex enamel.

### **2.04 PAINT SYSTEMS - INTERIOR**

- A. Medium Duty Vertical/Overhead: Including gypsum board, shop primed steel, and galvanized steel.
  - 1. Applications: See Finish Schedule.
  - 2. Two top coats and one coat primer.
  - 3. Eggshell: MPI gloss level 3; use this sheen for gypsum board or wood panels unless noted otherwise on drawings.

4. Semi-Gloss: MPI gloss level 5; use this sheen for all exposed steel items scheduled to be painted.
5. Top Coat Product(s):
  - a. Sherwin-Williams Harmony Low Odor Interior Latex.
6. Primer(s): As recommended by manufacturer of top coats.

## **2.05 ACCESSORY MATERIALS**

- A. Accessory Materials: Provide all primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials required to achieve the finishes specified whether specifically indicated or not; commercial quality.
- B. Patching Material: Latex filler.
- C. Fastener Head Cover Material: Latex filler.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Do not begin application of coatings until substrates have been properly prepared.
- B. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- C. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application.
- D. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- E. Test shop-applied primer for compatibility with subsequent cover materials.
- F. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below the following maximums:
  1. Gypsum Wallboard: 12 percent.
  2. Interior Wood: 15 percent, measured in accordance with ASTM D4442.

### **3.02 PREPARATION**

- A. Clean surfaces thoroughly and correct defects prior to coating application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Remove or repair existing coatings that exhibit surface defects.
- D. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
- E. Seal surfaces that might cause bleed through or staining of topcoat.
- F. Remove mildew from impervious surfaces by scrubbing with solution of tetra-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
- G. Gypsum Board Surfaces to be Painted: Fill minor defects with filler compound. Spot prime defects after repair.
- H. Galvanized Surfaces to be Painted: Remove surface contamination and oils and wash with solvent. Apply coat of etching primer.
- I. Shop-Primed Steel Surfaces to be Finish Painted: Sand and scrape to remove loose primer and rust. Feather edges to make touch-up patches inconspicuous. Clean surfaces with solvent. Prime bare steel surfaces.
- J. Interior Wood Surfaces to Receive Opaque Finish: Wipe off dust and grit prior to priming. Seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after primer has dried; sand between coats. Back prime concealed surfaces before installation.
- K. Metal Doors to be Painted: Prime metal door top and bottom edge surfaces.

### **3.03 APPLICATION**

- A. Apply products in accordance with manufacturer's instructions.

- B. Where adjacent sealant is to be painted, do not apply finish coats until sealant is applied.
- C. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
- D. Apply each coat to uniform appearance.
- E. Dark Colors and Deep Clear Colors: Regardless of number of coats specified, apply as many coats as necessary for complete hide.
- F. Sand wood and metal surfaces lightly between coats to achieve required finish.
- G. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
- H. Reinstall electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.

#### **3.04 CLEANING**

- A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

#### **3.05 PROTECTION**

- A. Protect finished coatings until completion of project.
- B. Touch-up damaged coatings after Substantial Completion.

#### **3.06 SCHEDULE - PAINT SYSTEMS**

- A. Gypsum Board: Finish all surfaces exposed to view.
- B. Wood: Finish all surfaces exposed to view.
- C. Steel Doors and Frames: Finish all surfaces exposed to view; MI-OP-3A, gloss.
- D. Steel Fabrications-Handrails, Guardrails: Finish all surfaces exposed to view.
  - 1. Interior: MI-OP-3L, gloss.
- E. Shop-Primed or Galvanized Metal Items: Finish all surfaces exposed to view, except Main Building Structure:
  - 1. Finish the following items:
    - a. Exterior: All exposed unpainted or galvanized items.
    - b. Interior: All exposed surfaces of railings, mezzanine angle edges and beams. Metal building structural components are not to be painted.
- F. Exterior Pavement Markings: Where indicated on civil drawings.

**END OF SECTION**

**SECTION 10 1425  
IDENTIFYING DEVICES**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.02 SECTION INCLUDES**

- A. Exterior Letters and numbers.
- B. Interior Room Signs (Outside of Toilet Rooms Only).

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Submittals, for submittal procedures.
- B. Product Data: Submit manufacturer's specifications, installation instructions, and general recommendations for each major product required. Include data substantiating that products to be furnished comply with requirements of the Contract Documents.
- C. Selection Samples: For initial selection of colors and textures, submit manufacturer's color charts consisting of actual product pieces, showing full range of colors and textures available.

**PART 2 - PRODUCTS**

**2.01 EXTERIOR SIGNAGE**

- A. Manufacturer/Product: Gemini Incorporated; [www.signletters.com](http://www.signletters.com)
  - 1. Sizes:
    - a. Letters: Formed Plastic letters-See drawings.
    - b. Colors/patterns:
      - 1) Letter/number style: As shown on Drawings
      - 2) Color-as selected by Architect.
    - c. Mounting: Stud, separated from surface by 1/2 inch.
  - 2. Substitutions: See-Section Section 01 6000 Product Requirements.

**2.02 INTERIOR ROOM SIGNS (OUTSIDE OF TOILET ROOMS ONLY)**

- A. Graphic Braille Signs, multi layered acrylic with raised copy and braille.
  - 1. Sign size: 8 by 8 inches.
  - 2. Graphics: International symbols for unisex use.
  - 3. Lettering: 5/8 inch high, raised 1/32 inch, with Number 2 Braille coding.
  - 4. Color: Selected by Architect.

**PART 3 - EXECUTION**

**3.01 EXAMINATION**

- A. Verify that surfaces to receive letters and signs have been finished, and that finishes are dry.

**3.02 INSTALLATION**

- A. Install letters and door signs in accordance with manufacturers printed installation instructions.
- B. Locate interior signs in accordance with ADAAG requirements.

**END OF SECTION**



**SECTION 10 2800**  
**TOILET, BATH, AND LAUNDRY ACCESSORIES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Accessories for toilet rooms.
- B. Grab bars.

**1.02 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on accessories describing size, finish, details of function, attachment methods.
- C. Manufacturer's Installation Instructions: Indicate special procedures and conditions requiring special attention.

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. Toilet Accessories: See Schedule on Drawings.
  - 1. A & J Washroom Accessories Inc: [www.ajwashroom.com](http://www.ajwashroom.com).
  - 2. American Specialties, Inc: [www.americanspecialties.com](http://www.americanspecialties.com).
  - 3. Bradley Corporation: [www.bradleycorp.com](http://www.bradleycorp.com).
  - 4. Basis of Design: Bobrick [www.bobrick.com](http://www.bobrick.com).
  - 5. Substitutions: Section 01 60 00 - Product Requirements.
- B. All items of each type to be made by the same manufacturer.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify existing conditions before starting work.
- B. Verify exact location of accessories for installation.
- C. Verify that field measurements are as indicated on product data.

**3.02 PREPARATION**

- A. Deliver inserts and rough-in frames to site for timely installation.
- B. Provide templates and rough-in measurements as required.

**3.03 INSTALLATION**

- A. Install accessories in accordance with manufacturers' instructions.
- B. Install plumb and level, securely and rigidly anchored to substrate.
- C. Mounting Heights and Locations: As required by accessibility regulations and as indicated on drawings

**3.04 SCHEDULE**

- A. See Drawings for Schedule.

**END OF SECTION**

**SECTION 10 4400**  
**FIRE PROTECTION SPECIALTIES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Fire extinguishers.
- B. Accessories.

**1.02 REFERENCE STANDARDS**

- A. NFPA 10 - Standard for Portable Fire Extinguishers; 2017.

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Indicate cabinet physical dimensions and rough-in measurements for recessed cabinets.
- C. Product Data: Provide extinguisher operational features, color and finish, and anchorage details.
- D. Manufacturer's Installation Instructions: Indicate special criteria and wall opening coordination requirements.
- E. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.
- F. Maintenance Data: Include test, refill or recharge schedules and re-certification requirements.

**1.04 FIELD CONDITIONS**

- A. Do not install extinguishers when ambient temperature may cause freezing of extinguisher ingredients.

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. Fire Extinguisher Cabinets and Accessories:
  - 1. Basis of Design Brackets: Larsen's Manufacturing Co. [www.larsensmfg.com](http://www.larsensmfg.com).:
    - a. All locations use wall brackets
  - 2. Basis of Design Fire Extinguishers: Larsen's Manufacturing Co; [www.larsensmfg.com](http://www.larsensmfg.com).:
    - a. In all locations except Demarc 103 and System Staging 106: MP10 Multi-Purpose Dry Chemical, (ABC) fire extinguisher typical.
    - b. Demarc 103 and System Staging 106: HT 11 Halotron I-EPA Approved Clean Agent.
  - 3. Substitutions: See Section 01 6000 Product Requirements.

**2.02 FIRE EXTINGUISHERS**

- A. Fire Extinguishers - General: Comply with product requirements of NFPA 10 and applicable codes, whichever is more stringent.

**2.03 ACCESSORIES**

- A. Extinguisher Brackets: Formed steel, chrome-plated.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify existing conditions before starting work.
- B. Verify rough openings for cabinet are correctly sized and located.

**3.02 INSTALLATION**

- A. Install in accordance with manufacturer's instructions.
- B. Secure rigidly in place.
- C. Place extinguishers on wall brackets.

### **3.03 SCHEDULES**

A. See drawings for locations.

**END OF SECTION**

**SECTION 13 3419**  
**METAL BUILDING SYSTEMS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Manufacturer-engineered, shop-fabricated structural steel building frame.
- B. Metal wall and roof panels including soffits and gutters and downspouts.
- C. Mezzanines and supporting steel structure

**1.02 RELATED REQUIREMENTS**

- A. Section 08 1113 - Hollow Metal Doors and Frames.
- B. Section 08 3613 - Sectional Doors.
- C. Section 08 8000 - Glazing.

**1.03 REFERENCE STANDARDS**

- A. AISC 360 - Specification for Structural Steel Buildings; 2010.
- B. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2014.
- C. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- D. ASTM A307 - Standard Specification for Carbon Steel Bolts, Studs, and Threaded Rod-60 000 PSI Tensile Strength; 2014.
- E. ASTM A490 - Standard Specification for Structural Bolts, Alloy Steel, Heat Treated, 150 ksi Minimum Tensile Strength; 2014a.
- F. ASTM A500/A500M - Standard Specification for Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes; 2013.
- G. ASTM A501/A501M - Standard Specification for Hot-Formed Welded and Seamless Carbon Steel Structural Tubing; 2014.
- H. ASTM A572/A572M - Standard Specification for High-Strength Low-Alloy Columbium-Vanadium Structural Steel; 2015.
- I. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2015.
- J. ASTM A792/A792M - Standard Specification for Steel Sheet, 55% Aluminum-Zinc Alloy-Coated by the Hot-Dip Process; 2010 (Reapproved 2015).
- K. ASTM A992/A992M - Standard Specification for Structural Steel Shapes; 2011 (Reapproved 2015).
- L. ASTM C665 - Standard Specification for Mineral-Fiber Blanket Thermal Insulation for Light Frame Construction and Manufactured Housing; 2012.
- M. ASTM C991 - Standard Specification for Flexible Glass Fiber Insulation for Metal Buildings; 2015.
- N. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2015a.
- O. AWS A2.4 - Standard Symbols for Welding, Brazing, and Nondestructive Examination; 2012.
- P. AWS D1.1/D1.1M - Structural Welding Code - Steel; 2015.
- Q. SSPC-Paint 20 - Zinc-Rich Primers (Type I, "Inorganic," and Type II, "Organic"); 2002 (Ed. 2004).
- R. UL 580 - Standard for Tests for Uplift Resistance of Roof Assemblies; Current Edition, Including All Revisions.

**1.04 DESIGN REQUIREMENTS**

- A. Installed Thermal Resistance of Wall System: R value of 19. Provide Thermal Blocks as required to meet current Energy Code requirements.
- B. Installed Thermal Resistance of Roof System: R value of 38. Provide Thermal Blocks as required to meet current Energy Code requirements.
- C. Design members to withstand dead load, applicable snow load, and design loads due to pressure and suction of wind calculated in accordance with applicable code.
- D. Design members to withstand UL 580 Uplift Class 60.
- E. Size and fabricate wall and roof systems free of distortion or defects detrimental to appearance or performance.

**1.05 ADMINISTRATIVE REQUIREMENTS**

- A. Preinstallation Meeting: Convene one week before starting work of this section.

**1.06 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on profiles, component dimensions, fasteners.
- C. Shop Drawings: Indicate assembly dimensions, locations of structural members, connections, attachments, openings, and loads; wall and roof system dimensions, panel layout, general construction details, anchorages and method of anchorage, installation ; framing anchor bolt settings, sizes, and locations from datum; indicate welded connections with AWS A2.4 welding symbols; indicate net weld lengths; provide professional seal and signature of an engineer licensed in the State of Missouri.
- D. Structural Calculations: Provide all relevant calculations for the proposed system.
- E. Samples: Submit two samples of precoated metal panels for each color selected, 4" x 4" inch in size illustrating color and texture of finish.
- F. Manufacturer's Instructions: Indicate preparation requirements, anchor bolt placement, and all erection safety requirements.
- G. Erection Drawings: Indicate members by label, assembly sequence, and temporary erection bracing.
- H. Manufacturer's Qualification Statement: Provide documentation showing metal building manufacturer is accredited under IAS AC472.
  - 1. Include statement that manufacturer designs and fabricates metal building system as integrated components and assemblies, including but not limited to primary structural members, secondary members, joints, roof, and wall cladding components specifically designed to support and transfer loads and properly assembled components form a complete or partial building shell.
- I. Erector's Qualification Statement.
- J. Project Record Documents: Record actual locations of concealed components and utilities.

**1.07 QUALITY ASSURANCE**

- A. Design structural components, develop shop drawings, and perform shop and site work under direct supervision of a Professional Structural Engineer experienced in design of this Work.
  - 1. Design Engineer Qualifications: Licensed in State of Missouri.
  - 2. Conform to applicable code for submission of design calculations as required for acquiring permits.
  - 3. Cooperate with regulatory agency or authority and provide data as requested.
- B. Perform welding in accordance with AWS D1.1.
- C. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with minimum three years documented experience.

- D. Erector Qualifications: Company specializing in performing the work of this section with minimum five years experience.

## **1.08 WARRANTY**

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective Work within a five year period after Date of Substantial Completion.
- C. Provide five year manufacturer warranty for all building components included in this section.
  - 1. Include coverage for exterior pre-finished surfaces to cover pre-finished color coat against chipping, cracking or crazing, blistering, peeling, chalking, or fading. Include coverage for weather tightness of building enclosure elements after installation.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Metal Buildings:
  - 1. Butler Manufacturing Company: [www.butlermfg.com](http://www.butlermfg.com).
  - 2. Ceco Building Systems; \_\_\_\_: [www.cecobuildings.com/#sle](http://www.cecobuildings.com/#sle).
  - 3. VP Buildings: [www.vp.com/#sle](http://www.vp.com/#sle).
  - 4. Substitutions: See Section 01 6000 - Product Requirements.

### **2.02 METAL BUILDING**

- A. Frame design as required for conditions shown including Mezzanines for loads as indicated on structural drawings.
- B. Primary Framing: Rigid frame of rafter beams and columns, end wall columns, and wind bracing.
- C. Secondary Framing: Purlins, and other items detailed and as required.
- D. Wall System: Preformed metal panels of vertical profile, with sub-girt framing/anchorage assembly, insulation, and liner sheets, and accessory components. Assume 2 colors and profiles for the East Exterior Elevation as shown on drawings. Colors and siding profiles to be selected by Architect from Manufacturer's standard available profiles and colors.
- E. Roof System: Preformed metal panels oriented parallel to slope, with sub-girt framing/anchorage assembly and insulation, and accessory components.
- F. Roof Slope: 1 inches in 12 inches (1/12).

### **2.03 MATERIALS - FRAMING**

- A. Structural Steel Members: ASTM A 572, Grade 50.
- B. Structural Tubing: ASTM A 500, Grade B cold-formed.
- C. Plate or Bar Stock: ASTM A 529/A 529M, Grade 50.
- D. Anchor Bolts: ASTM A307, galvanized to ASTM A153/A153M.
- E. Bolts, Nuts, and Washers: ASTM A325, Type 1, galvanized to ASTM A153/A153M, Class C.
- F. Welding Materials: Type required for materials being welded.
- G. Primer: SSPC-Paint 20, zinc rich.
- H. Grout: ASTM C1107, Non-shrink type, premixed compound consisting of non-metallic aggregate, cement, water reducing and plasticizing agents, capable of developing minimum compressive strength of 2400 psi in two days and 7000 psi in 28 days.

### **2.04 MATERIALS - WALLS AND ROOF**

- A. Steel Sheet: Hot-dipped galvanized steel sheet, ASTM A653, with G90/Z275 coating.
- B. Insulation: Semi-rigid glass fiber type, faced with reinforced white vinyl, ASTM E84 flame spread index of 25 or less where exposed, friction fit.
- C. Joint Seal Gaskets: Manufacturer's standard type.

- D. Fasteners: Manufacturer's standard type, galvanized to comply with requirements of ASTM A153/A153M, finish to match adjacent surfaces when exterior exposed.
- E. Bituminous Paint: Asphaltic type.
- F. Sealant: As required by the manufacturer and as specified in Section 07 9005.
- G. Trim, Closure Pieces, Caps, Flashings, Facias and Infills: Same material, thickness and finish as exterior sheets; brake formed to required profiles.

## **2.05 COMPONENTS**

- A. Doors and Frames: Specified in Section 08 1113.
- B. Overhead Doors: Specified in Section 08 3613.
- C. Windows: Manufacturer's standard.
  - 1. Glass and Glazing: Specified in Section 08 8000.

## **2.06 FABRICATION - FRAMING**

- A. Fabricate members in accordance with AISC Specification for plate, bar, tube, or rolled structural shapes.
- B. Anchor Bolts: Formed with bent shank, assembled with template for casting into concrete.

## **2.07 FABRICATION - WALL AND ROOF PANELS**

- A. Siding: Minimum 24 gage, panel ribbed profile 1-1/2 inch deep, lapped edges fitted with continuous gasket.
- B. Roofing: Minimum 24 gage, Factory roll-formed, 24 inches wide, with 2 major corrugations, 2 inches high (2-3/4 inches including seam), 24 inches on center.
- C. Interior Liner Panel: Minimum 24 gage, panel ribbed profile 1-1/2 inch deep.
- D. Girts/Purlins: Rolled formed structural shape to receive siding, roofing and liner sheet.
- E. Internal and External Corners: Same material thickness and finish as adjacent material, profile brake formed to required angles. Back brace mitered internal corners with 1/4 inch (2 mm) thick sheet.
- F. Flashings, Closure Pieces, Fascia: Same material and finish as adjacent material, profile to suit system.
- G. Fasteners: To maintain load requirements and weather tight installation, same finish as cladding, non-corrosive type.

## **2.08 FABRICATION - GUTTERS AND DOWNSPOUTS**

- A. Fabricate of same material and finish as roofing metal.
- B. Form gutters and downspouts of rectangular profile and size indicated to collect and remove water. Fabricate with connection pieces.
- C. Form sections in maximum possible lengths. Hem exposed edges. Allow for expansion at joints.
- D. Fabricate support straps of same material and finish as roofing metal, color as selected.

## **2.09 FINISHES**

- A. Framing Members: Clean, prepare, and shop prime. Do not prime surfaces to be field welded.
- B. Exterior Surfaces of Wall and Roof Components and Accessories: Precoated enamel on steel of manufacturer's standard finish over galvalume panel, color as selected from manufacturer's standard range.
- C. Interior Surfaces of Wall and Roof Components and Accessories: Manufacturer's standard finish over galvalume panel, color as selected from manufacturer's standard range.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that foundation, floor slab, mechanical and electrical utilities, and placed anchors are in correct position

### **3.02 ERECTION - FRAMING**

- A. Erect framing in accordance with AISC 360 - Specification for Structural Steel Buildings.
- B. Provide for erection and wind loads. Provide temporary bracing to maintain structure plumb and in alignment until completion of erection and installation of permanent bracing. Locate braced bays as indicated.
- C. Set column base plates with non-shrink grout to achieve full plate bearing.
- D. Do not field cut or alter structural members without approval.
- E. After erection, prime welds, abrasions, and surfaces not shop primed.

### **3.03 ERECTION - WALL AND ROOF PANELS**

- A. Install in accordance with manufacturer's instructions.
- B. Exercise care when cutting prefinished material to ensure cuttings do not remain on finish surface.
- C. Fasten cladding system to structural supports, aligned level and plumb.
- D. Locate end laps over supports. End laps minimum 2 inches (50 mm). Place side laps over bearing.
- E. Provide expansion joints where indicated.
- F. Use concealed fasteners where possible for siding, no exposed fasteners for roofing or fascias.
- G. Install sealant and gaskets to prevent weather penetration.

### **3.04 ERECTION - GUTTERS AND DOWNSPOUTS**

- A. Rigidly support and secure components. Join lengths with formed seams sealed watertight. Flash and seal gutters to downspouts.
- B. Apply bituminous paint on surfaces in contact with cementitious materials.
- C. Slope gutters minimum 1/8" inch/ft (\_\_\_\_ mm/m).
- D. Connect downspouts to Downspout boots specified in Section 05 5000.

### **3.05 INSTALLATION - ACCESSORIES**

- A. Install door frames, doors, overhead doors, and windows and glass in accordance with manufacturer's instructions.
- B. Seal wall and roof accessories watertight and weather tight with sealant .

### **3.06 TOLERANCES**

- A. Framing Members: 1/4 inch (6 mm) from level; 1/8 inch (3 mm) from plumb.
- B. Siding and Roofing: 1/8 inch (3 mm) from true position.

**END OF SECTION**



**SECTION 31 2200**

**GRADING**

**PART 1 GENERAL**

- 1.01 ALL EARTHWORK, GRADING, FILL, EXCAVATION, ETC. SHALL BE PERFORMED IN ACCORDANCE WITH THE CURRENT BOONE COUNTY SPECIFICATIONS AND STANDARDS FOUND IN APPENDIX A-1 CONSTRUCTION AND MATERIALS SPECIFICATIONS FOUND AT [HTTP://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREGS.ASP](http://www.showmeboone.com/resourcemanagement/chapterIIroadwayregs.asp) AND THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT TITLED: "BOONE COUNTY-SUPPORT SERVICES BUILDING-ECC/BCSD CAMPUS, 2145-2177 EAST COUNTY DRIVE, BOONE COUNTY, MISSOURI PREPARED BY ALLSTATE CONSULTANTS, LLC AND DATED OCTOBER 30, 2018**

**END OF SECTION**

**SECTION 32 1313  
CONCRETE PAVING**

**PART 1 GENERAL**

- 1.01 ALL CONCRETE PAVING AND BASE ROCK SHALL BE CONSTRUCTED AND INSTALLED ACCORDING TO THE CURRENT BOONE COUNTY SPECIFICATIONS AND STANDARDS FOUND IN APPENDIX A-1 CONSTRUCTION AND MATERIALS SPECIFICATIONS FOUND AT [HTTP://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREGS.ASP](http://www.showmeboone.com/resourcemanagement/chapterIIroadwayregs.asp).**
- 1.02 ALL EXTERIOR CONCRETE PAVING, SIDEWALKS, AND FLATWORK SHALL BE SEALED WITH SPECSILANE 20 WB ACCORDING TO THE MANUFACTURERS RECOMMENDATIONS.**

**END OF SECTION**

## SECTION 32 1713 PARKING BUMPERS

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Precast concrete parking bumpers and anchorage.

#### 1.02 REFERENCE STANDARDS

- A. ASTM A615/A615M - Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement; 2013.
- B. ASTM C33/C33M - Standard Specification for Concrete Aggregates; 2013.
- C. ASTM C150/C150M - Standard Specification for Portland Cement; 2012.
- D. ASTM C260/C260M - Standard Specification for Air-Entraining Admixtures for Concrete; 2010a.
- E. ASTM C330/C330M - Standard Specification for Lightweight Aggregates for Structural Concrete; 2013.

#### 1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide unit configuration, dimensions.
- C. Samples: Submit two concrete bumper units, illustrating surface finish -

### PART 2 PRODUCTS

#### 2.01 MATERIALS

- A. Parking Bumpers: Precast concrete, conforming to the following:
  1. Nominal Size: 5 inches high, 9 inches wide, 6 feet long.
  2. Profile: Manufacturer's standard.
  3. Cement: ASTM C150, Portland Type I - Normal; white color.
  4. Concrete Materials: ASTM C330/C330M aggregate, water, and sand.
  5. Reinforcing Steel: ASTM A615/A615M, deformed steel bars; unfinished finish, strength and size commensurate with precast unit design.
  6. Air Entrainment Admixture: ASTM C260/C260M.
  7. Concrete Mix: Minimum 5000 psi (34 MPa), 28 day strength, air entrained to 5 to 7 percent.
  8. Use rigid molds, constructed to maintain precast units uniform in shape, size and finish. Maintain consistent quality during manufacture.
  9. Embed reinforcing steel, and drill or sleeve for two dowels.
  10. Cure units to develop concrete quality, and to minimize appearance blemishes such as non-uniformity, pining, or surface cracking.
  11. Minor patching plan is acceptable, providing appearance of units is not impaired.

### PART 3 EXECUTION

#### 3.01 INSTALLATION

- A. Install units without regard to shape or finish. Replace or repair damaged units.
- B. Install units in alignment with adjacent work.
- C. Fasten units in place 2 dowels per unit.

**END OF SECTION**

**SECTION 32 9200  
LANDSCAPING**

**PART 1 - GENERAL**

**1.01 DESCRIPTION**

- A. Furnish all labor, materials, and equipment required to complete all landscaping work indicated on the drawings and specified herein. This includes seeding, mulching, bedding, trees and shrubs.
- B. Seeding includes:
  - 1. Preparation of seeded areas.
  - 2. Seeded areas are all disturbed areas that do not include sod or planted beds.
  - 3. Maintain seeded areas.
- C. Trees and Shrubs include:
  - 1. Furnishing trees.
  - 2. Locate and excavate planting pits.
  - 3. Guy and/or stake trees as specified.
  - 4. Mulch and fertilize beds.
  - 5. Maintain trees.
  - 6. Warranty and replacement of trees.

**1.02 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Maintenance Data: Include cutting and trimming method; types, application frequency, and recommended coverage of fertilizer.
- C. Submit list of plant life sources.

**1.03 QUALITY ASSURANCE**

- A. Nursery Qualifications: Company specializing in growing and cultivating the plants with three years documented experience.
- B. Installer Qualifications: Company specializing in installing and planting the plants with 3 years experience.
- C. Maintenance Services: Performed by installer during warranty period.

**PART 2 - PRODUCTS**

**2.01 MATERIALS**

- A. Grass Seed: Provide fresh, clean, new crop seed complying with tolerance for purity and germination established by the Association of Official Seed Analysts.
  - 1. Grass Seed Mix: Provide certified mixture as follows:
    - a. 50 percent by weight Kentucky bluegrass (*Poa pratensis*).
    - b. 25 percent by weight Red fescue (*Festuca rubra*).
    - c. 25 percent by weight Perennial ryegrass (*Lolium perenne*).
  - 2. Sowing rate: 5 pounds per 1000 square feet.
- B. Plant Materials: See drawings for schedule.
  - 1. The botanical and common names of specified plants shall conform to approved names given in "Standardized Plant Names" (latest edition) prepared by the American Joint Committee on Horticultural Nomenclature.
    - a. All plants shall be tagged with both the correct botanical and common name.
    - b. Plant grades shall be in accordance with American Standard for Nursery Stock (ANSI Z60.1) of rules and grading adapted by the American Association of Nurserymen.
    - c. All necessary state, federal and other inspection certificates shall accompany invoices showing source of origin and health of plant materials.
    - d. All plant materials shall be well branched, well proportioned and equal to or larger than specified sizes. Evergreens shall be compact and full foliated. All plants shall

be rich in color, vigorous and healthy and free from insects, their eggs and larvae. All plants shall also be free from mechanical injury, cultural injury by animals and free of noticeable after-effects of insect attack or blight.

- e. Provide freshly dug shrubs. Do not use shrubs which have been in cold storage or heeled in.
- f. Plants shall be nursery grown for at least two (2) years under similar climatic conditions to the location of this project unless otherwise specifically permitted.
- g. Container grown stock shall have been growing in the container at least ninety (90) days prior to planting. Plants shall not be root-bound or loose in the ball.
- h. All balled and burlapped plants shall be adequately balled with firm natural balls of soil of a size which will promote continued vigorous growth. Balls shall be firmly wrapped with burlap or an approved equal material. No artificial balls will be permitted.
- i. Architect reserves the right to reject at any time or place prior to acceptance of work, any and all plants which in his opinion fail to meet these specification requirements.
- j. Upon submission of proof that a plant is not obtainable, a change order may be procured without an increase in contract price, if authorized by Architect, providing for use of another variety of plant, of the same size, quality and value as the original plant.
- k. The total number of plants shall be as indicated on the landscape drawings. If this total differs from the landscape schedule, the Contractor shall notify the Architect.

**C. Fertilizer:**

1. Fertilizer shall be delivered in manufacturer's standard containers showing weight, analysis and name of manufacturer.
2. Fertilizer shall be a complete formula and conform to applicable state fertilizer laws.
3. Fertilizer shall be uniform in composition, dry and free flowing; delivered to site in original unopened containers. Any fertilizer which becomes caked or otherwise damaged making it unsuitable for use will be rejected.
4. Store fertilizer in cool, dry, ventilated place, well protected from ground moisture and elements.
5. Fertilizer shall contain the following percentages by weight:
  - a. Nitrogen 12%
  - b. Phosphorous 12%
  - c. Potash 12%
  - 1) Contractor may use a complete commercial fertilizer with different N-P-K analysis after prior acceptance from the Architect.

**D. Top mulch for trees and all planting beds:**

1. Mulch shall be fine grade shredded bark of a type that is not detrimental to specified plants.
2. Mulch shall be free of matured seeds of objectionable weeds and other foreign matter.

**E. Manure or leaf compost for trees:**

1. Compost/manure shall be well-rotted, unleached cow manure.
2. Compost/manure shall be free of chemicals used to hasten decomposition artificially or any other substance injurious to plants.
3. Compost/manure shall be not less than nine (9) months old, and not more than two (2) years old.
4. Compost/manure shall contain no lumps which will not pass a two inch (2") screen.

**2.02 MATERIAL PROTECTION**

- A.** All plant materials shall be protected from drying action of sun and wind during and after being dug, while being transported, and while awaiting planting. Balls of balled plants which cannot be planted immediately upon delivery shall be protected with soil, wood shavings or other approved material.

1. Store fertilizer in cool, dry, ventilated place well protected from ground moisture and elements.

**2.03 PLANTING SEASON**

- A. No planting shall be done in frozen or saturated soil or during an unfavorable season.
- B. Contractor shall notify Architect before proceeding with any planting operations.
- C. Planting shall be done within the following dates:
  - 1. Sod may be placed at any time when the ground is not frozen.
  - 2. Deciduous trees - March 1 to May 31 and October 1 to December 15.
- D. If special conditions exist which may warrant a variance in the above planting dates, a written request shall be submitted to the Architect stating the special conditions and the proposed variance. Permission for the variance will be given if, in the opinion of the Architect, the variance is warranted.

**PART 3 - EXECUTION****3.01 BED PREPARATION FOR SEEDING**

- A. Where new topsoil is required, place 2" of topsoil on previously scarified subsoil to a minimum depth of four inches (4"). Place approximately one-half (1/2) of the total amount of planting soil required. Work into the top of the loosened subgrade to create a transition layer and then place the remainder of the topsoil.
- B. Preparation for Planting Lawns:
  - 1. Limit preparation to areas which will be planted promptly after preparation.
  - 2. Preparation of stripped areas: Loosen subgrade of lawn areas to a minimum depth of 4 inches.
    - a. Remove stones of more than 1-1/2 inches in any dimension, sticks, roots rubbish and other extraneous matter.
    - b. Place approximately 1/2 of total amount of topsoil required. Work into top of loosened subgrade to create a transition layer.
    - c. Spread remainder of topsoil to minimum depth required to meet lines, grades, and elevations shown, allowing for light rolling and natural settlement.
  - 3. Preparation of unchanged grades: Prepare areas that have not been altered by excavating, grading, or stripping, as follows:
    - a. Remove existing grass, vegetation, and turf. Dispose of such material outside of the Owner's property; do not turn over into soil being prepared for lawns.
    - b. Till soil to a minimum depth of 6 inches.
    - c. Remove high areas and fill depressions.
    - d. Remove lumps, clods, stones, roots, and other extraneous matter, leaving fine-textured homogeneous topsoil.
  - 4. Fine-grade lawn areas to smooth, even surface with loose, fine texture. Roll, rake, and drag lawn areas, removing ridges and filling depressions, as required to meet finish grades.
  - 5. Moisten prepared lawn areas before planting if soil is dry. Water thoroughly and allow surface moisture to dry before planting lawns. Do not create a muddy soil condition.
  - 6. Prior to planting, restore to specified condition lawn areas eroded or otherwise disturbed after fine grading.

**3.02 SEED INSTALLATION**

- A. Seeding: Sow seed using a spreader or seeding machine. Do not seed when wind velocity exceeds 5 miles per hour. Distribute seed evenly over entire area by sowing equal quantities in 2 directions at right angles to each other.
  - 1. Do not use seed which is moldy, wet, or otherwise damaged in transit or storage.
  - 2. Sow not less than the quantity of seed specified.
  - 3. Rake seed lightly into top 1/8 inch of topsoil, roll lightly, and water with fine spray.
- B. Hydroseeding (Contractor's Option): Use only equipment specifically designed for hydraulic seeding application.

1. Mix seed, fertilizer, and pulverized mulch in water. Mix until uniformly blended into homogeneous slurry; continue mixing during application.
  2. Apply slurry uniformly to all areas to be seeded. Rate of application as required to obtain specified sowing rate.
- C. Recondition lawns damaged by Contractor's operations including storage of materials and equipment and movement of vehicles. Also recondition lawn areas where settlement or washouts occur or where grading has been done.
- D. Removals: Strip diseased, contaminated, or otherwise unsatisfactory lawn areas and dispose of vegetation off site; do not bury into topsoil.
1. Remove topsoil containing foreign materials resulting from Contractor's operations, including, but not limited to, oil drippings, stone, gravel, and other construction material; replace with new topsoil.
  2. Plant lawns as specified for new lawns in similar areas.

### 3.03 CONSTRUCTION BELOW GROUND FOR TREES

- A. Any rock, rubble or other underground obstructions shall be removed to depth necessary to permit proper planting according to drawings and specifications. If underground obstructions or constructions are encountered in excavation of planting areas, other locations for planting may be selected by Architect upon notification.
- B. Utilities:
1. The Landscape Contractor shall notify utility companies, ahead of construction, to locate main utilities.
  2. Utilities put in by the Contractor shall be located by the Contractor.
  3. If there is a conflict with the utilities and proposed planting, other locations for planting may be selected by the Architect upon notification.

### 3.04 TREE AND SHRUB INSTALLATION

- A. Positioning:
1. Cooperate with other contractors and trades working and adjacent to the landscape work areas. Examine drawings which show the development of the entire site and become familiar with the scope of other work.
  2. Planting shall be located and staked where shown on drawings, except where obstructions below grade or overhead are encountered, or where changes have been made in general construction of site.
  3. No plantings shall be placed closer than eighteen inches (18") to pavements or structures, unless otherwise indicated.
  4. Set plants upright in center of pit or trench and face to give the best appearance or relationship to adjacent structures.
    - a. Excavation:
      - 1) Excavation for planting shall be circular with vertical sides. Trenching may be used for planting hedges.
      - 2) Tree pits shall be a minimum of twelve inches (12") greater than diameter of shrub ball or bare-root spread.
      - 3) Notify the Architect in writing of all soil or drainage conditions which the Contractor considers detrimental to the growth of the plant material. State condition and submit proposal for correcting the condition, including any change in contract price.
    - b. Planting and backfill:
      - 1) Backfill to be clean natural soil excavated from planting pits mixed with topsoil at a ratio of three (3) parts soil to one (1) part topsoil.
      - 2) Provide manure when backfilling in amounts per standard practice.
      - 3) Rubble and debris shall be removed from backfill before placing in planting pit.
      - 4) All plants shall be planted to same depth as previously grown.
      - 5) Remove containers from all container grown plants.

- 6) The root-ball shall be placed on a bed of topsoil which has a minimum depth of six inches (6").
- 7) All balled and burlapped plant materials shall be backfill carefully placed around base and sides of ball to two-thirds depth of ball, then thoroughly soak backfill with water to allow settlement. All wire, burlap fasteners and loose burlap around base of trunk shall be removed at this time before additional backfill is added. Plants shall have burlap cut away or folded back from top one-third of ball before applying water. Remainder of pit shall then be backfilled, allowing for depth of mulch, saucer and settlement of backfill as shown on drawings. Backfill shall then be thoroughly watered. At no time shall ball or backfill be tamped or treated in manner injurious to root system.
- 8) On all slopes, soil mix shall be formed into an adequate dam or shoulder on downhill side to catch and hold water and avoid erosion; slope on uphill side shall be properly drained.
- c. Mulching
  - 1) Mulch shall be applied within two (2) days after planting.
  - 2) Mulch shall be free of extraneous material and evenly spread to a depth of three inches (3") unless otherwise specified.
- d. Pruning and repair:
  - 1) After planting is completed, prune and repair injuries to all plants.
  - 2) Prune in such a manner as not to change natural habit or shape of plant unless otherwise directed by the Architect. Make cuts flush leaving no stubs.
  - 3) Limit amount of pruning to minimum necessary to remove dead or injured twigs and branches and to compensate for the loss of roots as a result of transplanting operations.
  - 4) Cuts of three-quarter inch (3/4") or more to be painted with paint which is waterproof, adhesive and elastic, antiseptic, free from kerosine, coal tar creosote, or any other material injurious to the life of the tree.

### 3.05 PROTECTION AND MAINTENANCE OF LAWNS

- A. Provide necessary lawn care including fertilizing, weeding, erosion-repair, watering, mowing and removal of excess clippings to permit establishment of uniform-lawn coverage until acceptance. Provide maintenance of protection fences, barriers or warning signs needed to protect sodded area from damage.
- B. After grass has started, all areas greater than eight inches (8") square which fail to show a uniform stand of grass for any reason whatsoever shall be re-sodded and repeatedly until all areas are covered with a satisfactory growth of grass.
- C. In watering lawns, the quantity of water applied at one time shall be sufficient to penetrate the soil to a minimum depth of six inches (6"), and at a rate which will prevent saturation of the soil. During extremely hot weather, care must be taken to prevent over watering, and water applications shall be spaced at longer intervals, unless grass is in danger of drought damage.
- D. At time of first cutting, set mower blades two and one-half inches (2-1/2") high. All lawns shall receive at least three (3) mowings before final acceptance. No more than one inch (1") of blade to be removed at a single cutting.
- E. MAINTENANCE OF TREES
  1. Provide maintenance for all plantings, i.e. material bedding, wrapping, adjusting supports, etc., until accepted. Following acceptance, Owner will maintain all plants.
  2. Prior to acceptance, provide Owner with complete written annual maintenance instructions including: watering, fertilizing, spraying, mulching and pruning. Supply Architect with a copy at the same time.

### 3.06 CLEANING SITE

- A. Remove all trash, excess materials and other debris from site during course of landscape operation to avoid accumulation at project area. Maintain paved areas utilized for hauling equipment and materials clean of all rubble and debris at all times.



- B. At the completion of planting operations, remove all trash, excess materials and other debris. Clean and wash all walks, paving and other surfaces from any soil or dirt that accumulated during or as a result of planting operations. Leave planting beds free from litter before final acceptance.
- C. Any areas damaged as a result of the planting operations shall be restored to their original conditions.

### **3.07 INSPECTION AND ACCEPTANCE OF LANDSCAPE WORK**

- A. After completion of planting operation and upon written request for inspection from Contractor, an inspection shall be made by Architect. Condition of planting operation shall be noted and determination made whether maintenance shall continue in part with no additional cost to Owner.
- B. After inspection, Contractor shall receive written notification of acceptance of all planting work, (exclusive of plant guarantee replacement), or if any deficiencies of requirements for acceptable completion of all work. Any maintenance or other work remaining to be done shall be subject to re-inspection before acceptance.
- C. After notification of acceptance of all planting work, Contractor shall remove all tags and labels from plant materials.

### **3.08 PLANT WARRANTY AND REPLACEMENT**

- A. All new plant materials planted by Contractor shall have 100% replacement warranty for period of one year following the date of planting acceptance or substantial completion whichever is later.
- B. At end of warranty period, and upon written request from Contractor, an inspection will be made. Any plant material required under this specification that is dead or not showing satisfactory growth, as determined by Architect, shall be promptly removed from site and replaced by Contractor during normal planting season. Replacement shall be of same variety, size and character as specified for original planting.
- C. Replacement shall have same warranty as specified under "Warranty."

### **3.09 FINAL ACCEPTANCE**

- A. After replacements have been made and upon written request from Contractor, an inspection will be made by the Architect. Upon acceptance, Contractor will receive written notification of final acceptance.

**END OF SECTION**

**SECTION 33 0513  
MANHOLES AND STRUCTURES**

**PART 1 GENERAL**

- 1.01 ALL SITE SANITARY SEWER PIPING AND STRUCTURES SHALL BE CONSTRUCTED AND INSTALLED ACCORDING TO THE CURRENT CITY OF COLUMBIA SANITARY SEWER SPECIFICATIONS AND STANDARDS FOUND AT [HTTP://GOCOLUMBIAMO.COM/PUBLICWORKS/ENGINEERING/SAN\\_SEWER\\_TOC.PHP](http://GOCOLUMBIAMO.COM/PUBLICWORKS/ENGINEERING/SAN_SEWER_TOC.PHP).**
- 1.02 ALL SITE STORM SEWER PIPING AND STRUCTURES SHALL BE CONSTRUCTED AND INSTALLED ACCORDING TO THE CURRENT BOONE COUNTY SPECIFICATIONS AND STANDARDS FOUND IN APPENDIX A-1 CONSTRUCTION AND MATERIALS SPECIFICATIONS FOUND AT [HTTP://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREGS.ASP](http://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREGS.ASP).**

**END OF SECTION**

**SECTION 33 4111  
SITE STORM UTILITY DRAINAGE PIPING**

**PART 1 GENERAL**

- 1.01 ALL SITE STORM SEWER PIPING AND STRUCTURES SHALL BE CONSTRUCTED AND INSTALLED ACCORDING TO THE CURRENT BOONE COUNTY SPECIFICATIONS AND STANDARDS FOUND IN APPENDIX A-1 CONSTRUCTION AND MATERIALS SPECIFICATIONS FOUND AT  
[HTTP://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREGS.ASP.](http://www.showmeboone.com/resourcemanagement/chapterIIroadwayregs.asp)**

**END OF SECTION**

**SECTION 33 0513  
MANHOLES AND STRUCTURES**

**PART 1 GENERAL**

- 1.01 ALL SITE SANITARY SEWER PIPING AND STRUCTURES SHALL BE CONSTRUCTED AND INSTALLED ACCORDING TO THE CURRENT CITY OF COLUMBIA SANITARY SEWER SPECIFICATIONS AND STANDARDS FOUND AT [HTTP://GOCOLUMBIAMO.COM/PUBLICWORKS/ENGINEERING/SAN\\_SEWER\\_TOC.PHP](http://GOCOLUMBIAMO.COM/PUBLICWORKS/ENGINEERING/SAN_SEWER_TOC.PHP).**
- 1.02 ALL SITE STORM SEWER PIPING AND STRUCTURES SHALL BE CONSTRUCTED AND INSTALLED ACCORDING TO THE CURRENT BOONE COUNTY SPECIFICATIONS AND STANDARDS FOUND IN APPENDIX A-1 CONSTRUCTION AND MATERIALS SPECIFICATIONS FOUND AT [HTTP://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREGS.ASP](http://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREGS.ASP).**

**END OF SECTION**

**SECTION 33 3111**  
**SITE SANITARY UTILITY SEWERAGE PIPING**

**PART 1 GENERAL**

- 1.01 ALL SITE SANITARY SEWER PIPING AND STRUCTURES SHALL BE CONSTRUCTED AND INSTALLED ACCORDING TO THE CURRENT CITY OF COLUMBIA SANITARY SEWER SPECIFICATIONS AND STANDARDS FOUND AT [HTTP://GOCOLUMBIAMO.COM/PUBLICWORKS/ENGINEERING/SAN\\_SEWER\\_TOC.PHP](http://GOCOLUMBIAMO.COM/PUBLICWORKS/ENGINEERING/SAN_SEWER_TOC.PHP).**

**END OF SECTION**

**SECTION 33 4111  
SITE STORM UTILITY DRAINAGE PIPING**

**PART 1 GENERAL**

- 1.01 ALL SITE STORM SEWER PIPING AND STRUCTURES SHALL BE CONSTRUCTED AND  
INSTALLED ACCORDING TO THE CURRENT BOONE COUNTY SPECIFICATIONS AND  
STANDARDS FOUND IN APPENDIX A-1 CONSTRUCTION AND MATERIALS SPECIFICATIONS  
FOUND AT  
[HTTP://WWW.SHOWMEBOONE.COM/RESOURCEMANAGEMENT/CHAPTERIIROADWAYREG  
S.ASP.](http://www.showmeboone.com/resourcemanagement/chapterIIroadwayregS.asp)**

**END OF SECTION**

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

8th

day of

August

2019

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award bid 38-27JUN19 – Clinical Testing Services to LabOne Inc. d/b/a Quest Diagnostics.

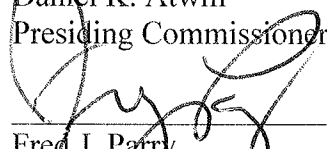
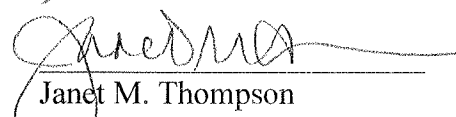
Terms of the award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 8th day of August 2019.

ATTEST:



Brianna L. Lennon  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner  
Fred J. Parry  
District I Commissioner  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Robert Wilson**  
Buyer



613 E. Ash St., Room 111  
Columbia, MO 65201  
Phone: (573) 886-4393  
Fax: (573) 886-4390

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Robert Wilson, Buyer  
DATE: July 24, 2019  
RE: 38-27JUN19 – Clinical Testing Services

The Bid for Clinical Testing Services opened on July 12, 2019. One bid was received. Purchasing recommends award to LabOne Inc. dba Quest Diagnostics for offering the lowest responsive bid.

This is a term and supply contract and invoices will be paid out of department 1255 – Corrections, account 86300 – Testing and departments 1210 – Circuit Court Services, 1241 – Juvenile Office, 1242 – Juvenile Justice Center account 71100 – Outside Services

cc: Keith Hoskins, Detention Director  
Diana Vaughan, Court Admin  
Bid File



## 38-27JUN19 - Clinical Testing Services

<b><u>Bid Tabulation</u></b>		<b>LabOne, Inc. dba Quest Diagnostics UNIT PRICE</b>	
<b>4.8. PRICING</b>			
4.8.1.	LIVER PANEL OR LFT (LIVER FUNCTION TESTS)	\$	2.30
4.8.2.	BASIC METABOLIC PANE	\$	2.40
4.8.3.	COMP METABOLIC PANEL	\$	3.00
4.8.4.	LIPID PROFILE	\$	3.00
4.8.5.	THYROID PROFILE	\$	7.00
4.8.6.	HEPATITIS PANEL (COVERING A, B, & C W/ AUTOMATIC REFLEX ON POSITIVES FOR HEPATITIS C TO PCR FOR CONFIRMATION	\$	22.00
4.8.7.	CBC (COMPLETE BLOOD COUNT)	\$	2.00
4.8.8.	VAGINAL SWAB WET PREP FOR GONORRHEA, CHLAMYDIA, GARDNERELLA VAGINALIS, TRICHOMONAS, AND YEAST	\$	39.00
4.8.9.	DNA PROBE ON URINE FOR GONORRHEA AND CHLAMYDIA	\$	12.00
4.8.10.	URIC ACID	\$	3.00
4.8.11.	URINE PREGNANCY TEST	\$	4.00
4.8.12.	SERUM QUALITATIVE HCG	\$	3.00
4.8.13.	VITAMIN D, 25-HYDROX	\$	10.00
4.8.14.	SERUM QUANTITATIVE HCG	\$	4.00
4.8.15.	PROLACTIN	\$	8.00
4.8.16.	THYROXINE (T4),FREE	\$	3.00
4.8.17.	T3,TOTAL	\$	7.00
4.8.18.	THYROID STIMULATING HORMONE	\$	3.00
4.8.19.	THYROID ANTIBODIES	\$	2.00
4.8.20.	ANEMIA PANEL, VITAMIN B12, FOLIC ACID	\$	16.82
4.8.21.	HIV-1/HIV-2 ANTIBODI	\$	8.00
4.8.22.	GLYCOHEMOGLOBIN A1C	\$	3.00
4.8.23.	RPR	\$	4.00
4.8.24.	THROAT CULTURE FOR GROUP A STREPTOCOCCUS	\$	6.00
4.8.25.	MICROSCOPIC URINE ANALYSIS WITH REFLEX TO URINE CULTURE AND SENSITIVITY	\$	2.70
4.8.26.	THIN PREP PAP SMEAR	\$	25.00
4.8.27.	SUREPATH PAP SMEAR	\$	25.00
4.8.28.	STAT LABEL (ADDITIONAL CHARGE FOR STAT SERVICE FOR LAB, IF ANY)	\$	21.00
4.8.29.	HEMATOLOGY PROFILE	\$	2.00
4.8.30.	C-PEPTIDE	\$	4.00
4.8.31.	INSULIN 1 SPECIMEN	\$	4.00
4.8.32.	CARBAMAZEPINE	\$	10.00
4.8.33.	LITHIUM	\$	7.00

### 38-27JUN19 - Clinical Testing Services

4.8.34.	PHENYTOIN	\$	8.00
4.8.35.	VALPROIC ACID	\$	10.00
4.8.36.	ALPHA-FETOPROTEIN TU	\$	10.00
4.8.37.	LUTEINIZING HORMONE	\$	3.00
4.8.38.	FOLLICLE STIMULATING	\$	3.00
4.8.39.	PROSTATE SPECIFIC AN	\$	4.00
4.8.40.	HEMOGRAM	\$	1.48
4.8.41.	PT/INR	\$	3.00
4.8.42.	PTT	\$	3.00
4.8.43.	ANTI-NUCLEAR ANTIBOD	\$	6.00
4.8.44.	HIV VIRAL LOAD WITH HIV LOG AND COPIES	\$	42.00
4.8.45.	HIV LYMPHOCYTE SUBSETS WITH CD 4%	\$	18.00
4.8.46.	RSV	\$	38.00
4.8.47.	INFLUENZAE A AND B	\$	85.00
4.8.48.	SPUTUM FOR AFB	\$	70.00
4.8.49.	SPUTUM CULTURE AND SENSITIVITY AND GRAM STAIN		
		\$	7.00
4.8.50.	STOOL FOR C-DIFF TOXIN	\$	45.00
4.8.51.	STOOL FOR NOROVIRUS	\$	25.00
4.8.52.	STOOL FOR STOOL CULTURE AND SENSITIVITY FOR STOOL PATHOGENS		
		\$	7.00
4.8.53.	SERUM SALICYLATE LEVEL	\$	15.00
4.8.54.	SERUM TYLENOL LEVEL	\$	16.00
4.8.55.	SERUM ALCOHOL LEVEL	\$	15.00
4.8.56.	ACETAMINOPHEN	\$	16.00
4.8.57.	AMMONIA	\$	7.00
4.8.58.	CITRATE, URINE	\$	29.00
4.8.59.	STANDARD EMPLOYMENT URINE DRUG SCREEN	\$	24.00
4.8.60.	URINE DRUG SCREEN (FOR JAIL USE ONLY)	\$	24.00
4.8.61.	HIV-1 RNA QT. REAL-T	\$	42.00
4.8.62.	SULFONYLUREA SCREEN	\$	351.00
4.8.63.	WOUND CULTURE AND SENSITIVITY	\$	20.00
4.8.64.	BLOOD CULTURE AND SENSITIVITY	\$	12.00
4.8.65.	PATHOLOGY FOR SKIN BIOPSY OR EXCISION	\$	58.00
4.8.66.	PERIPHERAL BLOOD SMEAR	\$	30.00
4.9.	<b>TOTALS</b>	\$	1,325.70
4.10.	<b>PERCENT OFF LIST FOR TESTS NOT LISTED</b>		30%
4.11.	<b>RENEWALS</b>		
	Maximum Increase 1st Renewal Period		3%
	Maximum Increase 2nd Renewal Period		3%
	Maximum Increase 3rd Renewal Period		3%
4.14.	<b>COOPERATIVE PURCHASING</b>		Y

**PURCHASE AGREEMENT  
FOR  
CLINICAL TESTING SERVICES TERM AND SUPPLY**

**THIS AGREEMENT** dated the 8th day of August 2019, is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **LabOne d/b/a Quest Diagnostics** herein "Contractor".

**IN CONSIDERATION** of the parties performance of the respective obligations contained herein, the parties agree as follows:

**1. Contract Documents** - This agreement shall consist of this Purchase Agreement, the County of Boone Request for Bid for **Clinical Testing Services**, bid number **38-27JUN19**, any applicable addenda, the Contractor's bid response dated **July 8, 2019** executed by **Mel Meyer** on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification, and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Bid, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on **July 1, 2019 and extend through June 30, 2020** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's Request for Bid Response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items and services as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response.

**4. Billing and Payment** - All billing shall be invoiced to the department that ordered the services, and billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response, quote, or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly invoices within thirty (30) days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

**5. Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

**6. Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

**7. Termination** - This agreement may be terminated by the County upon thirty (30) days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

Commission Order # \_\_\_\_\_

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**LAB ONE d/b/a QUEST DIAGNOSTICS**

DocuSigned by:  
By Matthew J Hamlin  
A93E0979B0684BF...

Title Vice President and General Manager**BOONE COUNTY, MISSOURI**

By: Boone County Commission

DocuSigned by:  
David J. K. [Signature]  
BA4B934CE06E4EB  
Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by:  
Charly J. [Signature]  
1159180010A564E  
County Counselor

ATTEST:

DocuSigned by:  
Brianna L. Lannon by M.T.  
1159180010A564E  
County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

DocuSigned by:  
Gene E. [Signature]  
Term + Supply - No encumbrance required  
1159180010A564E  
Signature

1255-86300 &amp; 1210/1241/1242-71100 Term/Supply

7/26/2019

Date

Appropriation Account

## **STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the *Federal Transit Administration's Best Practices Procurement Manual – Appendix A*. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **For all titled vehicles and equipment, the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO), Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

4.8. PRICING

4.8.1.	LIVER PANEL OR LFT (LIVER FUNCTION TESTS)
4.8.2.	BASIC METABOLIC PANEL
4.8.3.	COMP METABOLIC PANEL
4.8.4.	LIPID PROFILE
4.8.5.	THYROID PROFILE
	HEPATITIS PANEL (COVERING A, B, & C W/ AUTOMATIC REFLEX ON POSITIVES FOR HEPATITIS C
4.8.6.	TO PCR FOR CONFIRMATION
4.8.7.	CBC (COMPLETE BLOOD COUNT)
	VAGINAL SWAB WET PREP FOR GONORRHEA, CHLAMYDIA, GARDNERELLA V AGINALIS,
4.8.8.	TRICHOMONAS, AND YEAST
4.8.9.	DNA PROBE ON URINE FOR GONORRHEA AND CHLAMYDIA
4.8.10.	URIC ACID
4.8.11.	URINE PREGNANCY TEST
4.8.12.	SERUM QUALITATIVE HCG
4.8.13.	VITAMIN D, 25-HYDROX
4.8.14.	SERUM QUANTITATIVE HCG
4.8.15.	PROLACTIN
4.8.16.	THYROXINE (T4), FREE
4.8.17.	T3, TOTAL
4.8.18.	THYROID STIMULATING HORMONE
4.8.19.	THYROID ANTIBODIES
4.8.20.	ANEMIA PANEL, VITAMIN B12, FOLIC ACID
4.8.21.	HIV-1/HIV-2 ANTIBODI
4.8.22.	GLYCOHEMOGLOBIN A 1 C
4.8.23.	RPR
4.8.24.	THROAT CULTURE FOR GROUP A STREPTOCOCCUS
	MICROSCOPIC URINE ANALYSIS W/ REFLEX TO URINE CULTURE AND SENSITIVITY AND
4.8.25.	SENSITIVITY
4.8.26.	THIN PREP PAP SMEAR
4.8.27.	SUREPATH PAP SMEAR
4.8.28.	STAT LABEL (ADDITIONAL CHARGE FOR STAT SERVICE FOR LAB, IF ANY)
4.8.29.	HEMATOLOGY PROFILE
4.8.30.	C-PEPTIDE
4.8.31.	INSULIN 1 SPECIMEN
4.8.32.	CARBAMAZEPINE
4.8.33.	LITHIUM
4.8.34.	PHENYTOIN
4.8.35.	VALPROIC ACID
4.8.36.	ALPHA-FETOPROTEIN TU
4.8.37.	LUTEINIZING HORMONE
4.8.38.	FOLLICLE STIMULATING
4.8.39.	PROSTATE SPECIFIC AN
4.8.40.	HEMOGRAM
4.8.41.	PT/INR
4.8.42.	PTT
4.8.43.	ANTI-NUCLEAR ANTIBOD
4.8.44.	HIV VIRAL LOAD WITH HIV LOG AND COPIES
4.8.45.	HIV LYMPHOCYTE SUBSETS WITH CD 4%
4.8.46.	RSV
4.8.47.	INFLUENZA A AND B
4.8.48.	SPUTUM FOR AFB
4.8.49.	SPUTUM CULTURE AND SENSITIVITY AND GRAM STAIN
4.8.50.	STOOL FOR C-DIFF TOXIN
4.8.51.	STOOL FOR NOROVIRUS
4.8.52.	STOOL FOR STOOL CULTURE AND SENSITIVITY FOR STOOL PATHOGENS
4.8.53.	SERUM SALICYLA TE LEVEL
4.8.54.	SERUM TYLENOL LEVEL
4.8.55.	SERUM ALCOHOL LEVEL
4.8.56.	ACETAMINOPHEN
4.8.57.	AMMONIA
4.8.58.	CITRATE, URINE
4.8.59.	STANDARD EMPLOYMENT URINE DRUG SCREEN
4.8.60.	URINE DRUG SCREEN (FOR JAIL USE)
4.8.61.	HIV-1 RNA QT, REAL-T
4.8.62.	SULFONYLUREA SCREEN
4.8.63.	WOUND CULTURE AND SENSITIVITY
4.8.64.	BLOOD CULTURE AND SENSITIVITY
4.8.65.	PATHOLOGY FOR SKIN BIOPSY OR EXCISION
4.8.66.	PERIPHERAL BLOOD SMEAR
4.9.	Totals:
4.10.	Percent Off List for other tests offered not detailed above*
	<b>*Such discounts shall not apply to those Lab Testing Services which are identified as non-discountable or</b>
	<b>Test Send Outs (TSOs)</b>
4.11.	RENEWALS

Maximum Increase 1st Renewal Period 3 %  
Maximum Increase 2nd Renewal Period 3 %  
Maximum Increase 3rd Renewal Period 3 %

Quest Code	Quest Test Name	Unit Price
10256	HEPATIC FUNC PNL	\$ 2.30
10165	BASIC METAB PNL	\$ 2.40
10231	COMP METAB PNL	\$ 3.00
7600	*LIPID PANEL, STANDARD	\$ 3.00
7020	*THYROID PANEL	\$ 7.00
10306	*HEP PNL ACUTE W/REF	\$ 22.00
6399	CBC (DIFF/PLT)	\$ 2.00
	CT/GC RNA,TMA,UROGEN + BV AND	
11363+14577	VAG SCR, DNA	\$ 39.00
11363	CT/GC RNA,TMA,UROGEN	\$ 12.00
905	URIC ACID	\$ 3.00
8396	HCG, TOTAL, QN	\$ 4.00
8435	HCG TOTAL, QL	\$ 3.00
17306	VIT D,25-OH,TOTAL,IA	\$ 10.00
8396	HCG, TOTAL, QN	\$ 4.00
746	PROLACTIN	\$ 8.00
866	T-4, FREE	\$ 3.00
859	T-3, TOTAL	\$ 7.00
899	TSH	\$ 3.00
7260	*TPO & TG ABS	\$ 2.00
	IRON, TOTAL, & IBC + FERRITIN +	
7573+457+7065	*VIT B12/FOLATE, SER	\$ 16.82
91431	HIV1/2 AG/AB,4 W/RFL	\$ 8.00
496	HEMOGLOBIN A1C	\$ 3.00
36126	RPR(DX)REFL FTA	\$ 4.00
4485	CULTURE, GP, A STREP	\$ 6.00
8563	UA, MICROSCOPIC	\$ 2.70
CYIM1	CYTIC PAP & RVW	\$ 25.00
FPMI1	AUTOMATED PAP & RVW	\$ 25.00
3820	STAT ASSAY 1	\$ 21.00
6399	CBC (DIFF/PLT)	\$ 2.00
372	C-PEPTIDE	\$ 4.00
561	INSULIN	\$ 4.00
329	CARBAMAZEPINE, TOTAL	\$ 10.00
613	LITHIUM	\$ 7.00
713	PHENYTOIN	\$ 8.00
916	VALPROIC ACID	\$ 10.00
237	AFP,TUMOR (CHIRON)	\$ 10.00
615	LH	\$ 3.00
470	FSH	\$ 3.00
5363	PSA, TOTAL	\$ 4.00
1759	CBC(H/H,RBC,WBC,PLT)	\$ 1.48
8847	PRO TIME WITH INR	\$ 3.00
763	PTT, ACTIVATED	\$ 3.00
249	ANA W/REFX	\$ 6.00
40085	HIV-1 RNA,QN,RT PCR	\$ 42.00
8360	LYMPH SUBSET PNL 5	\$ 18.00
8467	RSV AG (IA)	\$ 38.00
11177	FLU A AND B AG (EIA)	\$ 85.00
4554	MYCOBACT SM CULT	\$ 70.00
4556	CULTURE,SPUTUM/LOWER RESP	\$ 7.00
16377	CLOSTRIDIUM DIF TBR QL	\$ 45.00
15544	NOROVIRUS,EIA,STOOL	\$ 25.00
10019	SALM/SHIG, CULTURE	\$ 7.00
805	SALICYLATE	\$ 15.00
201	ACETAMINOPHEN	\$ 16.00
443 or	ALCOHOL, ETHYL (B)	\$15.00
643	ALCOHOL, METHYL (B)	\$15.00
201	ACETAMINOPHEN	\$ 16.00
5509	AMMONIA (P)	\$ 7.00
11315	CITRIC ACID W/O CREAT 24H	\$ 29.00
	SUBSTANCE ABUSE PANEL 7-50 MS	
35182N	W/NITRITE	\$ 24.00 *Additional fee of \$11 if collected by Quest
	SUBSTANCE ABUSE PANEL 7-50 MS	
35182N	W/NITRITE	\$ 24.00 *Additional fee of \$11 if collected by Quest
40085	HIV-1 RNA,QN,RT PCR	\$ 42.00
19595	HYPOGLYCEMIC PAN,SP	\$ 351.00
4446	CULTURE,AEROB/ANAER	\$ 20.00
389	CULTURE, BLOOD	\$ 12.00
1FO1	IV-PATH, G&M, ISP	\$ 58.00
833	PATH REVIEW OF SMEAR	\$ 30.00

**County of Boone****Purchasing Department**

(Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.)

**4. Response Form**

4.1. Company Name:

LabOne , Inc d/b/a Quest Diagnostics

4.2. Address:

10101 Renner Blvd

4.3. City/Zip:

Lenexa, KS 66219

4.4. Phone Number:

573-881-0980

4.5. Fax Number:

610-271-3761

4.6. E-Mail Address:

Debra.A.Forsythe@QuestDiagnostics.com

4.7. Federal Tax ID:

43-10395324.7.1. ☒ Corporation☐ Partnership - Name \_\_\_\_\_☐ Individual/Proprietorship - Individual Name \_\_\_\_\_☐ Other (Specify) \_\_\_\_\_



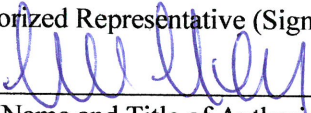
4.12. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.**

4.13. Delivery ARO: 30 days after monthly invoice is received

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

  X   Yes                      No

Authorized Representative (Sign by Hand):

 Date: 7/8/19

Print Name and Title of Authorized Representative

Mel Meyer, Executive Sales Director – Great Midwest Region

***References Sheet*****County of Boone*****Purchasing Department***

- 4.14. **References** – Bidder must provide three (3) references for services rendered to public/commercial clients which are similar in size and scope.

4.14.1. **Reference #1**

Individual Name:

Kristi Shilt, Lab Manager

Company Name:

Jordan Valley (FQHC)

Address:

440 Tampa Street; Springfield, MO 65806

Telephone:

417-831-0150

4.14.2. **Reference #2**

Individual Name:

Phil Ashley, COO

Company Name:

Family Health Center (FQHC)

Address:

1001 West Worley; Columbia, MO 65201

Telephone:

573-214-2314

4.14.3. **Reference #3**

Individual Name:

David Vrana, Lab Manager

Company Name:

Boone County Health Dept

Address:

1001 West Worley; Columbia, MO 65201

Telephone:

573-874-7360

## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**

**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of JOHNSON  
State of KANSAS)<sup>ss</sup>

My name is RITA MOHR. I am an authorized agent of QUEST DIAGNOSTICS  
(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Rita J. Mohr 6/24/2019  
Affiant Date  
Rita Mohr  
Printed Name

Subscribed and sworn to before me this 24 day of June, 20 19.

**SUSAN BLAIR**  
Notary Public-State of Kansas  
My Appt. Expires 1-18-2022

Susan Blair  
Notary Public

Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.





Company ID Number: 275531

## THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

### ARTICLE I

#### PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Quest Diagnostics (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

### ARTICLE II

#### FUNCTIONS TO BE PERFORMED

##### A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



Company ID Number:

275531

DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer

Name (Please Type or Print)

RITA Mohr

Signature

[Signature]

Title

HR Director

Date

June 7 2010

Department of Homeland Security – Verification Division

Name (Please Type or Print)

Title

Signature

Date





**ADDENDUM #1 to RFB#38-27JUN19**

**Boone County Purchasing**

613 E. Ash Street, Room 113

Columbia, MO 65201

*Robert Wilson, Buyer*

Phone: (573) 886-4393 – Fax: (573) 886-4390

Email: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)

---

**BOONE COUNTY, MISSOURI**

**Request for Bid 38-27JUN19 – Clinical Testing Services**

**ADDENDUM # 1 - Issued June 26, 2019**

**Prospective bidders are hereby notified of the following revisions to Request for Bid 38-27JUN19:**

**1. Change Bid Opening Date and Time to:**

**Monday, July 1, 2019**

**11:30 a.m. central time**

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's bid response including the *Response Form*.

**By:**

**Robert Wilson, Buyer  
Boone County Purchasing**

The BIDDER has examined **Addendum #1** to Request for Bid #**38-27JUN19 - Clinical Testing Services** receipt of which is hereby acknowledged:

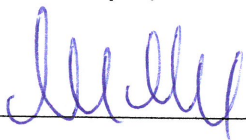
Company Name: LabOne, Inc d/b/a Quest Diagnostics

Address: 10101 Renner Blvd

Lenexa, KS 66219

Telephone: 573-881-0980 Fax: 610-271-3761

Print Name: Mel Meyer, Executive Sales Director-Great Midwest Region

Signature:  Date: 7/8/19

Contact Name and E-Mail Address to receive documents for electronic signature in **DocuSign**:

Matthew J. Hamlin, Vice President & General Manager

Email: [Matthew.J.Hamlin@questdiagnostics.com](mailto:Matthew.J.Hamlin@questdiagnostics.com)





**ADDENDUM #3 to RFB#38-27JUN19**

**Boone County Purchasing**

613 E. Ash Street, Room 113

Columbia, MO 65201

*Robert Wilson, Buyer*

Phone: (573) 886-4393 – Fax: (573) 886-4390

Email: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)

---

**BOONE COUNTY, MISSOURI**

**Request for Bid 38-27JUN19 – Clinical Testing Services**

**ADDENDUM # 3 - Issued July 8, 2019**

**Prospective bidders are hereby notified of the following revisions to Request for Bid 38-27JUN19:**

**1. Change Bid Opening Date and Time to:**

Friday, July 12, 2019

11:30 a.m. central time

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's bid response including the *Response Form*.

By: \_\_\_\_\_

**Robert Wilson, Buyer  
Boone County Purchasing**

The BIDDER has examined **Addendum #3** to Request for Bid #**38-27JUN19 - Clinical Testing Services** receipt of which is hereby acknowledged:

Company Name:

Quest Diagnostics

Address:

1010 Kennar Blvd

Lenexa, KS 66219

Telephone:

417-830-0943

Fax:

610-271-3341

Print Name:

Mel Meyer

Title:

Executive Director

Signature:

Mel Meyer

Date:

7/8/19

Contact Name and E-Mail Address to receive documents for electronic signature in **DocuSign**:

Melissa Meyer Melissa.L.Meyer@Questdiagnostics.com

**35182N - SUBSTANCE ABUSE PANEL 7-50 MS W/NITRITE**

Req Name: SAP 7-50 W/NIT

SUBMITTED URINE SPECIMENS TESTED AT THE LISTED CUTOFFS.

DRUG CLASS	INITIAL TEST LEVEL	CONFIRMATORY TEST LEVEL	CONFIRMATORY METHOD
AMPHETAMINES	1000 ng/mL		
Amphetamine		500 ng/mL	MS
Methamphetamine		500 ng/mL	MS
BARBITURATES	300 ng/mL		
Amobarbital		200 ng/mL	MS
Butalbital		200 ng/mL	MS
Pentobarbital		200 ng/mL	MS
Phenobarbital		200 ng/mL	MS
Secobarbital		200 ng/mL	MS
BENZODIAZEPINES	300 ng/mL		
Alprazolam Metabolite		200 ng/mL	MS
Oxazepam		200 ng/mL	MS
COCAINE METABOLITES	300 ng/mL	150 ng/mL	MS
MARIJUANA METABOLITES	50 ng/mL	15 ng/mL	MS
OPIATES	2000 ng/mL		
Morphine		2000 ng/mL	MS
Codeine		2000 ng/mL	MS
PHENCYCLIDINE	25 ng/mL	25 ng/mL	MS

TestSure™

**4.8. PRICING**

<b>4.8. PRICING</b>		<b>Unit Price</b>	<b>Estimated Quantity</b>	<b>Extended Price</b>	<b>Comment</b>
4.8.1	MULTI CHEM 23	\$ 21.50	7	\$ 150.50	
4.8.2	HEPATIC FUNCTION PANEL	\$ 2.30	132	\$ 303.60	
4.8.3	BAIS METABOLIC PANEL	\$ 2.40	1	\$ 2.40	
4.8.4	COMP METABOLIC PANEL	\$ 3.00	11	\$ 33.00	
4.8.5	LIPD PROFILE	\$ 3.00	65	\$ 195.00	
4.8.6	THYROID PROFILE	\$ 7.00	5	\$ 35.00	
4.8.7	HEPATITIS PANEL-ACUT	\$ 22.00	7	\$ 154.00	
4.8.8	HEPATITIS IMMUNITY P	\$ 26.00	2	\$ 52.00	
4.8.9	HEMATOLOGY PROFILE		7	\$ -	need more information
4.8.10	MEASLES, MUMPS, REBE	\$ 13.00	1	\$ 13.00	
4.8.11	GENITAL SCREEN V	\$ 47.00	1641	\$ 77,127.00	
4.8.12	GLUCOSE	\$ 1.75	124	\$ 217.00	
4.8.13	URIC ACID	\$ 3.00	2	\$ 6.00	
4.8.14	CHOLESTEROL	\$ 1.00	83	\$ 83.00	
4.8.15	HDL	\$ 1.00	81	\$ 81.00	
4.8.16	VITAMIN D, 25-HYDROX	\$ 10.00	1	\$ 10.00	
4.8.17	B-HCG QUANTITATIVE	\$ 4.00	1	\$ 4.00	
4.8.18	PROLACTIN	\$ 8.00	1	\$ 8.00	
4.8.19	THYROXINE (T4), FREE	\$ 3.00	6	\$ 18.00	
4.8.20	T3, TOTAL	\$ 7.00	3	\$ 21.00	
4.8.21	THYROID STIMULATING	\$ 3.00	37	\$ 111.00	
4.8.22	THYROID ANTIBODIES	\$ 2.00	1	\$ 2.00	
4.8.23	VITAMIN B12	\$ 4.00	2	\$ 8.00	
4.8.24	HEPATITIS B SURFACE	\$ 5.00	8	\$ 40.00	
4.8.25	HEPATITIS B CORE AB,	\$ 6.00	1	\$ 6.00	
4.8.26	HEPATITIS B SURFACE	\$ 5.00	3	\$ 15.00	

4.8.27	HEPATITIS B SURFACE	\$ 6.00	49	\$ 294.00	
4.8.28	HEPATITIS A AB, TOTA	\$ 5.00	1	\$ 5.00	
4.8.29	HEPATITIS A AB, IGM	\$ 7.00	3	\$ 21.00	
4.8.30	HEPATITIS C ANTIBODY	\$ 5.00	65	\$ 325.00	
4.8.31	HIV-1/HIV-2 ANTIBODI	\$ 8.00	136	\$ 1,088.00	
4.8.32	GLYCOHEMOGLOBIN A1C	\$ 3.00	12	\$ 36.00	
4.8.33	RPR	\$ 4.00	130	\$ 520.00	
4.8.34	RUBELLA IgG	\$ 4.00	22	\$ 88.00	
4.8.35	VARICELLA-ZOSTER VIR	\$ 3.00	216	\$ 648.00	
4.8.36	BODY FLUID CULTURE	\$ 20.00	1	\$ 20.00	
4.8.37	GC CULTURE	\$ 22.00	59	\$ 1,298.00	
4.8.38	HERPES SIMPLEX CULTU	\$ 13.00	1	\$ 13.00	
4.8.39	THROAT CULTURE	\$ 7.00	1	\$ 7.00	
4.8.40	URINE CULTURE	\$ 5.00	10	\$ 50.00	
4.8.41	SENSITIVITY 1-MIC		4	\$ -	need more information
4.8.42	ORGANISM ID 1		7	\$ -	need more information
4.8.43	SENSITIVITY REPORT 1		4	\$ -	need more information
4.8.44	SEROLOGIC ID 1		2	\$ -	need more information
4.8.45	MICRO TEST		74	\$ -	need more information
4.8.46	CHLAMYDIA TRACHOMATI	\$ 6.00	5	\$ 30.00	
4.8.47	NEISSERIA GONORRHOEA	\$ 6.00	5	\$ 30.00	
4.8.48	HUMAN PAPILLOMAVIRUS	\$ 20.00	10	\$ 200.00	
4.8.49	PAP SMEAR	\$ 20.00	889	\$ 17,780.00	
4.8.50	SUREPATH LIQUID-BASE	\$ 20.00	4	\$ 80.00	
4.8.51	ABNORMAL CYTOLOGY FO		9	\$ -	need more information
4.8.52	CYTOLOGY PATHOLOGIST		201	\$ -	need more information
4.8.53	HERPES SIMPLEX TYPE	\$ 13.00	1	\$ 13.00	
4.8.54	HSV 1&2 GLYCOPROTEIN	\$ 8.00	88	\$ 704.00	
4.8.55	LEAD, BLOOD	\$ 6.00	7	\$ 42.00	
4.8.56	MUMPS VIRUS ANTIBODY	\$ 5.00	19	\$ 95.00	



4.8.57	RABIES ANTIBODY, IGG	\$111.00	2	\$	222.00	
4.8.58	MEASLES (RUBEOLA) AB	\$ 7.00	17	\$	119.00	
4.8.59	STAT LABEL		8	\$	-	need more information
4.8.60	HOLD-PROBLEM		38	\$	-	need more information
4.8.61	DISEASE CASE REPORT		154	\$	-	need more information
4.8.62	ARUP REASON TEST NOT		1	\$	-	need more information
4.8.63	TEST AUTHORIZATION		11	\$	-	need more information
4.8.64	CANCEL-HOLD		22	\$	-	need more information
4.8.65	BASIC METABOLIC PANE	\$ 2.40	18	\$	43.20	
4.8.66	COMP METABOLIC PANEL	\$ 3.00	47	\$	141.00	
4.8.67	LIPID PROFILE	\$ 3.00	7	\$	21.00	
4.8.68	HEPATITIS PANEL I	\$ 25.00	1	\$	25.00	
4.8.69	HEMATOLOGY PROFILE		54	\$	-	need more information
4.8.70	URINALYSIS, COMPLETE	\$ 5.00	1	\$	5.00	
4.8.71	URINALYSIS	\$ 5.00	10	\$	50.00	
4.8.72	URINALYSIS PLUS CULT	\$ 7.30	1	\$	7.30	
4.8.73	URINALYSIS PLUS CULT	\$ 7.30	1	\$	7.30	
4.8.74	GENITAL SCREEN III		2	\$	-	need more information
4.8.75	GENITAL SCREEN V	\$ 47.00	37	\$	1,739.00	
4.8.76	SERUM IRON	\$ 5.82	1	\$	5.82	
4.8.77	LDH	\$ 2.50	1	\$	2.50	
4.8.78	CALCIUM-URINE	\$ 5.00	1	\$	5.00	
4.8.79	CREATININE-URINE	\$ 3.00	1	\$	3.00	
4.8.80	SODIUM-URINE	\$ 5.00	1	\$	5.00	
4.8.81	URIC ACID-URINE	\$ 5.00	1	\$	5.00	
4.8.82	AMYLASE	\$ 2.50	3	\$	7.50	
4.8.83	LIPASE	\$ 5.00	3	\$	15.00	
4.8.84	C-PEPTIDE	\$ 4.00	1	\$	4.00	
4.8.85	INSULIN 1 SPECIMEN	\$ 4.00	1	\$	4.00	
4.8.86	CARBAMAZEPINE	\$ 10.00	10	\$	100.00	

4.8.87	LITHIUM	\$ 7.00	13	\$ 91.00
4.8.88	PHENYTOIN	\$ 8.00	5	\$ 40.00
4.8.89	VALPROIC ACID	\$ 10.00	17	\$ 170.00
4.8.90	ALPHA-FETOPROTEIN TU	\$ 10.00	2	\$ 20.00
4.8.91	B-HCG QUALITATIVE	\$ 3.00	2	\$ 6.00
4.8.92	FERRITIN	\$ 3.00	1	\$ 3.00
4.8.93	LUTEINIZING HORMONE	\$ 3.00	1	\$ 3.00
4.8.94	FOLLICLE STIMULATING	\$ 3.00	1	\$ 3.00
4.8.95	PROLACTIN	\$ 8.00	2	\$ 16.00
4.8.96	PROSTATE SPECIFIC AN	\$ 4.00	5	\$ 20.00
4.8.97	T4,TOTAL	\$ 3.00	2	\$ 6.00
4.8.98	THYROXINE (T4),FREE	\$ 3.00	8	\$ 24.00
4.8.99	T3,TOTAL	\$ 7.00	2	\$ 14.00
4.8.100	THYROID STIMULATING	\$ 3.00	21	\$ 63.00
4.8.101	VITAMIN B12	\$ 4.00	2	\$ 8.00
4.8.102	RBC FOLATE	\$ 13.25	1	\$ 13.25
4.8.103	HEPATITIS B SURFACE	\$ 5.00	3	\$ 15.00
4.8.104	HEPATITIS B SURFACE	\$ 5.00	2	\$ 10.00
4.8.105	HEPATITIS A AB, IGM	\$ 7.00	1	\$ 7.00
4.8.106	HEPATITIS C ANTIBODY	\$ 5.00	5	\$ 25.00
4.8.107	HIV-1/HIV-2 ANTIBODI	\$ 8.00	5	\$ 40.00
4.8.108	COMPLEMENT C3	\$ 6.00	1	\$ 6.00
4.8.109	GLYCOHEMOGLOBIN A1C	\$ 3.00	5	\$ 15.00
4.8.110	AMMONIA, PLASMA (EDT	\$ 7.00	1	\$ 7.00
4.8.111	HEMOGRAM	\$ 1.48	4	\$ 5.92
4.8.112	MANUAL DIFFERENTIAL	\$ 30.00	11	\$ 330.00
4.8.113	SED RATE WESTERGREN	\$ 3.00	3	\$ 9.00
4.8.114	PROTHROMBIN TIME (PT	\$ 3.00	11	\$ 33.00
4.8.115	PTT	\$ 3.00	2	\$ 6.00
4.8.116	URINALYSIS, BILL COM	\$ 5.00	5	\$ 25.00

4.8.117	URINALYSIS, BILL MAC	\$ 3.50	6	\$ 21.00	
4.8.118	ANTI-NUCLEAR ANTIBOD	\$ 6.00	1	\$ 6.00	
4.8.119	ANA PROFILE	\$ 78.50	1	\$ 78.50	
4.8.120	RHEUMATOID FACTOR	\$ 4.00	1	\$ 4.00	
4.8.121	HELICOBACTER PYLORI		2	\$ -	need more information
4.8.122	BETA STREP CULTURE -	\$ 6.00	2	\$ 12.00	
4.8.123	CLOSTRIDIUM DIFF TOX	\$ 45.00	1	\$ 45.00	
4.8.124	TRICHOMONAS PREP		1	\$ -	need more information
4.8.125	GENITAL CULTURE	\$ 6.00	1	\$ 6.00	
4.8.126	STOOL CULTURE	\$ 7.00	1	\$ 7.00	
4.8.127	THROAT CULTURE	\$ 7.00	1	\$ 7.00	
4.8.128	URINE CULTURE	\$ 5.00	12	\$ 60.00	
4.8.129	WOUND CULTURE	\$ 20.00	3	\$ 60.00	
4.8.130	YEAST SCREEN	\$ 40.00	1	\$ 40.00	
4.8.131	SENSITIVITY 1-MIC		2	\$ -	need more information
4.8.132	ORGANISM ID 1		3	\$ -	need more information
4.8.133	SENSITIVITY REPORT 1		2	\$ -	need more information
4.8.134	MICRO TEST		26	\$ -	need more information
4.8.135	LYMPHOCYTE SUBSETS,		1	\$ -	need more information
4.8.136	LYMPHOCYTE SUBSETS,		1	\$ -	need more information
4.8.137	HEPATITIS C RNA, QUA	\$ 95.00	2	\$ 190.00	
4.8.138	PAP SMEAR	\$ 20.00	2	\$ 40.00	
4.8.139	CYTOLOGY PATHOLOGIST		1	\$ -	need more information
4.8.140	HISTOPATHOLOGY REPOR		3	\$ -	need more information
4.8.141	ACETAMINOPHEN	\$ 16.00	1	\$ 16.00	
4.8.142	ACETAMINOPHEN	\$ 16.00	1	\$ 16.00	
4.8.143	AMMONIA, PLASMA (EDT	\$ 7.00	2	\$ 14.00	
4.8.144	CITRATE, URINE	\$ 29.00	1	\$ 29.00	
4.8.145	DRUG ABUSE SCREEN 8		3	\$ -	need more information
4.8.146	HIV-1 RNA QT. REAL-T	\$ 42.00	4	\$ 168.00	



4.8.147	NOROVIRUS GROUP 1&2	\$ 50.00	1	\$ 50.00	
4.8.148	OXALTE, URINE	\$ 13.00	1	\$ 13.00	
4.8.149	SALICYLATE	\$ 15.00	1	\$ 15.00	
4.8.150	SULFONYLUREA HYPOGLY		1	\$ -	need more information
4.8.151	STAT LABEL		16	\$ -	need more information
4.8.152	HOLD-PROBLEM		16	\$ -	need more information
4.8.153	DISEASE CAES REPORT		9	\$ -	need more information
4.8.154	DISEASE CASE REPORT		4	\$ -	need more information
4.8.155	CANCEL-HOLD		10	\$ -	need more information
ON SITE COLLECTION AS PER					
4.8.156	SECTION 2.2.2	\$ 4.00	35	\$ 140.00	
4.9	<b>TOTAL: pending resolution of open items listed above</b>	\$ -		\$ -	
4.10	<b>Percent Off List for other tests offered not detailed above</b>	____30____%			<b>Such discounts shall not apply to those Lab Testing Services which are identified as non-discountable or Test Send Outs (TSOs)</b>
4.11	<b>RENEWALS</b>				
	Maximum Increase 1st Renewal Period	____3____%			
	Maximum Increase 2nd Renewal Period	____3____%			
	Maximum Increase 3th Renewal Period	____3____%			



**Boone County Purchasing**  
613 East Ash Street, Room 109  
Columbia, MO 65201

***Request for Bid (RFB)***

***Robert Wilson, Buyer***  
(573) 886-4393 – Fax: (573) 886-4390  
Email: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)

---

***Bid Data***

Bid Number: **38-27JUN19**  
Commodity Title: **Clinical Testing Services**

**DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

---

***Bid Submission Address and Deadline***

Day / Date: **THURSDAY, JUNE 27, 2019**  
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash, Room 109  
Columbia, MO 65201**  
Directions: The Boone County Annex Building is located at the corner of 7<sup>th</sup> Street and Ash Street.

---

***Bid Opening***

Day / Date: **THURSDAY, JUNE 27, 2019**  
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**  
Location / Address: **Boone County Annex Building  
613 E. Ash, Conference Room  
Columbia, MO 65201**

---

***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
  - Attachment A**
  - References Sheet**
  - E-Verify**
    - **Work Authorization Certification**
    - **Certification of Individual Bidder**
    - **Individual Bidder Affidavit**
  - Debarment Form**
  - Standard Terms and Conditions**

***County of Boone******Purchasing Department*****1. *Introduction and General Conditions of Bidding***

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
  - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
  - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
  - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
  - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
  - 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com). Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
  - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
  - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
  - 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County. The County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.

- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid shall have an initial term from **July 1, 2019** through **June 30, 2020** and may be automatically renewed for up to an additional three (3) one-year periods unless cancelled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

***County of Boone******Purchasing Department*****2. *Primary Specifications***

- 
- 2.1. **ITEMS TO BE PROVIDED** – For the provision of a Term and Supply contract for **Clinical Chemical Testing Service** for the County of Boone – Missouri as specified herein.
- 2.1.1. **Quantity** – Attachment A shows a reflection of usage over the past year for the previous contract. The amount of usage specified herein is an estimate and as such does not constitute a guarantee on the part of the County for anticipated future requirements. Orders will be made on an “as needed basis”. The County reserves the right to increase or decrease quantities as requirements dictate.
- 2.2. **Contract Extension** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.3. **Contract Documents** – The successful bidder(s) shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.4. **General Requirements:**
- 2.4.1. All prices for quantities described in Section 4 of this request must also include ANY AND ALL fees associated with set-up, clean-up, labor, delivery of completed test results, and any other fee associated with completing the requirements for completing testing service.
- 2.4.2. The Contractor shall be responsible for collecting specimens at their own facilities. These rules must be followed when collecting specimens:
- The bathroom toilet shall have bluing (or equivalent) in the toilet bowl or have a shut off valve.
  - All chemicals including soap shall be removed from the bathroom.
  - Contractor shall make sure that the donor empties pockets in the presence of the collector before the test.
  - Contractor shall make sure donor leaves all outerwear as well as purse outside of the bathroom during the test.
  - Contractor shall make sure donor provides photo identification (drivers license or state identification card.)
  - Contractor shall make sure the donor remains at the collection site until the entire process is completed and the bag is sealed.
- 2.5. **Miscellaneous Testing Service** – The bidder may submit with the bid price lists for additional testing services offered which may be required by the County but are not covered in this Request for Bid. Bidders may also indicate on a price list, any volume discounts for any items detailed in this Request for Bid.
- 2.6. **Vendor Qualifications** – The Bidder shall have a minimum of three years experience in testing services.
- 2.7. **References** – Bidder shall submit a minimum of three references for which the bidder has provided clinical testing services within the preceding 24 months. References may be checked prior to award. Any negative responses received may result in disqualification of the bid. Failure to submit references with the bid response may disqualify the bid from further consideration for award.
- 2.8. **Designee** – All County departments. Locations for pickup and delivery are as follows:  
 Boone County Government Center Offices, 801 E. Walnut, Columbia, MO 65201  
 Boone County Annex Building, 613 E. Ash, Room 109, Columbia, MO 65201  
 Boone County Courthouse, 705 E. Walnut, Columbia, MO 65201  
 Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202  
 Boone County Juvenile Justice Center, 5665 N. Roger I Wilson Memorial Drive, Columbia, MO 65202
- 2.9. **Bid/Clarification Contact** – Robert Wilson, Buyer, Boone County Purchasing Department, 613 E. Ash Street, Room 113, Columbia, MO 65201.  
 Telephone: (573) 886-4393, e-mail: [rwilson@boonecountymmo.org](mailto:rwilson@boonecountymmo.org).

- 2.10. **Billing** – Contractor shall provide a receipt itemizing description and cost of the service performed per request. Each department shall be invoiced separately for all orders placed. County agrees to pay all correct monthly statements within thirty (30) days from the date of receipt.
- 2.11. **Delivery** – FOB Destination – Inside Delivery to the Boone County requesting department. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.12. **Descriptive Literature** – Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.13. **Or Equal** – Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County's responsibility.
- 2.14. **Quality of Work** – Contractor shall maintain a high standard of quality work on all testing jobs. Boone County reserves the right to refuse poor quality work and will require the Contractor to reproduce the work at no additional cost to the County.

**3. *Response Presentation and Review***

- 
- 3.1 **RESPONSE CONTENT** – In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain “N/A.”
- 3.2 **SUBMITTAL OF RESPONSES** – Responses **MUST** be received by the date and time noted on the title page under “Bid Submission Information and Deadline”. **NO EXCEPTIONS**. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Submittal Package** – Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
- 3.2.2. The County’s Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at [www.showmeboone.com/purchasing/bids](http://www.showmeboone.com/purchasing/bids)
- 3.2.3. If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our vendor list for this bid.
- 3.3. **BID OPENING** – On the date and time and at the location specified on the title page under “Bid Opening”, all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1. **Removal from Vendor Database** – If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder’s name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County’s best interest.
- 3.5. **EVALUATION PROCESS** – The County’s sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
- 3.5.3. **Endurance of Pricing** – Bidder’s pricing must be held until award or 90 days, whichever comes first.
- 3.5.4. **Award**: Boone County reserves the right to award this bid on an item by item basis, or an “all or none” basis, whichever is in the best interest of the County. The County reserves the right to award to one or multiple respondents. In addition, the resulting contract from this RFB will be considered “Non-Exclusive”. The County reserves the right to purchase this service from other suppliers.

**County of Boone****Purchasing Department**

(Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.)

**4. Response Form**

4.1. Company Name: \_\_\_\_\_

4.2. Address: \_\_\_\_\_

4.3. City/Zip: \_\_\_\_\_

4.4. Phone Number: \_\_\_\_\_

4.5. Fax Number: \_\_\_\_\_

4.6. E-Mail Address: \_\_\_\_\_

4.7. Federal Tax ID: \_\_\_\_\_

4.7.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

**4.8. PRICING**

		<u>Unit Price</u>	<u>Estimated Quantity</u>	<u>Extended Total</u>
4.8.1.	MULTI CHEM 23	\$ _____	7	\$ _____
4.8.2.	HEPATIC FUNCTION PAN	\$ _____	132	\$ _____
4.8.3.	BASIC METABOLIC PANE	\$ _____	1	\$ _____
4.8.4.	COMP METABOLIC PANEL	\$ _____	11	\$ _____
4.8.5.	LIPID PROFILE	\$ _____	65	\$ _____
4.8.6.	THYROID PROFILE	\$ _____	5	\$ _____
4.8.7.	HEPATITIS PANEL-ACUT	\$ _____	7	\$ _____
4.8.8.	HEPATITIS IMMUNITY P	\$ _____	2	\$ _____
4.8.9.	HEMATOLOGY PROFILE	\$ _____	7	\$ _____
4.8.10.	MEASLES, MUMPS, RUBE	\$ _____	1	\$ _____
4.8.11	GENITAL SCREEN V	\$ _____	1641	\$ _____
4.8.12.	GLUCOSE	\$ _____	124	\$ _____



4.8.13.	URIC ACID	\$ _____	2	\$ _____
4.8.14.	CHOLESTEROL	\$ _____	83	\$ _____
4.8.15.	HDL	\$ _____	81	\$ _____
4.8.16.	VITAMIN D, 25-HYDROX	\$ _____	1	\$ _____
4.8.17.	B-HCG QUANTITATIVE	\$ _____	1	\$ _____
4.8.18.	PROLACTIN	\$ _____	1	\$ _____
4.8.19.	THYROXINE (T4), FREE	\$ _____	6	\$ _____
4.8.20.	T3, TOTAL	\$ _____	3	\$ _____
4.8.21.	THYROID STIMULATING	\$ _____	37	\$ _____
4.8.22.	THYROID ANTIBODIES	\$ _____	1	\$ _____
4.8.23.	VITAMIN B12	\$ _____	2	\$ _____
4.8.24.	HEPATITIS B SURFACE	\$ _____	8	\$ _____
4.8.25.	HEPATITIS B CORE AB,	\$ _____	1	\$ _____
4.8.26.	HEPATITIS B SURFACE	\$ _____	3	\$ _____
4.8.27.	HEPATITIS B SURFACE	\$ _____	49	\$ _____
4.8.28.	HEPATITIS A AB, TOTA	\$ _____	1	\$ _____
4.8.29.	HEPATITIS A AB, IGM	\$ _____	3	\$ _____
4.8.30.	HEPATITIS C ANTIBODY	\$ _____	65	\$ _____
4.8.31.	HIV-1/HIV-2 ANTIBODI	\$ _____	136	\$ _____
4.8.32.	GLYCOHEMOGLOBIN A1C	\$ _____	12	\$ _____
4.8.33.	RPR	\$ _____	130	\$ _____
4.8.34.	RUBELLA IgG	\$ _____	22	\$ _____
4.8.35.	VARICELLA-ZOSTER VIR	\$ _____	216	\$ _____
4.8.36.	BODY FLUID CULTURE	\$ _____	1	\$ _____
4.8.37.	GC CULTURE	\$ _____	59	\$ _____
4.8.38.	HERPES SIMPLEX CULTU	\$ _____	1	\$ _____

4.8.39.	THROAT CULTURE	\$ _____	1	\$ _____
4.8.40.	URINE CULTURE	\$ _____	10	\$ _____
4.8.41.	SENSITIVITY 1-MIC	\$ _____	4	\$ _____
4.8.42.	ORGANISM ID 1	\$ _____	7	\$ _____
4.8.43.	SENSITIVITY REPORT 1	\$ _____	4	\$ _____
4.8.44.	SEROLOGIC ID 1	\$ _____	2	\$ _____
4.8.45.	MICRO TEST	\$ _____	74	\$ _____
4.8.46.	CHLAMYDIA TRACHOMATI	\$ _____	5	\$ _____
4.8.47.	NEISSERIA GONORRHOEA	\$ _____	5	\$ _____
4.8.48.	HUMAN PAPILLOMAVIRUS	\$ _____	10	\$ _____
4.8.49.	PAP SMEAR	\$ _____	889	\$ _____
4.8.50.	SUREPATH LIQUID-BASE	\$ _____	4	\$ _____
4.8.51.	ABNORMAL CYTOLOGY FO	\$ _____	9	\$ _____
4.8.52.	CYTOLOGY PATHOLOGIST	\$ _____	201	\$ _____
4.8.53.	HERPES SIMPLEX TYPE	\$ _____	1	\$ _____
4.8.54.	HSV 1&2 GLYCOPROTEIN	\$ _____	88	\$ _____
4.8.55.	LEAD, BLOOD	\$ _____	7	\$ _____
4.8.56.	MUMPS VIRUS ANTIBODY	\$ _____	19	\$ _____
4.8.57.	RABIES ANTIBODY, IGG	\$ _____	2	\$ _____
4.8.58.	MEASLES (RUBEOLA) AB	\$ _____	17	\$ _____
4.8.59.	STAT LABEL	\$ _____	8	\$ _____
4.8.60.	HOLD-PROBLEM	\$ _____	38	\$ _____
4.8.61.	DISEASE CASE REPORT	\$ _____	154	\$ _____
4.8.62.	ARUP REASON TEST NOT	\$ _____	1	\$ _____
4.8.63.	TEST AUTHORIZATION	\$ _____	11	\$ _____

4.8.64.	CANCEL-HOLD	\$ _____	22	\$ _____
4.8.65.	BASIC METABOLIC PANE	\$ _____	18	\$ _____
4.8.66.	COMP METABOLIC PANEL	\$ _____	47	\$ _____
4.8.67.	LIPID PROFILE	\$ _____	7	\$ _____
4.8.68.	HEPATITIS PANEL I	\$ _____	1	\$ _____
4.8.69.	HEMATOLOGY PROFILE	\$ _____	54	\$ _____
4.8.70.	URINALYSIS, COMPLETE	\$ _____	1	\$ _____
4.8.71.	URINALYSIS	\$ _____	10	\$ _____
4.8.72.	URINALYSIS PLUS CULT	\$ _____	1	\$ _____
4.8.73.	URINALYSIS PLUS CULT	\$ _____	1	\$ _____
4.8.74.	GENITAL SCREEN III	\$ _____	2	\$ _____
4.8.75.	GENITAL SCREEN V	\$ _____	37	\$ _____
4.8.76.	SERUM IRON	\$ _____	1	\$ _____
4.8.77.	LDH	\$ _____	1	\$ _____
4.8.78.	CALCIUM-URINE	\$ _____	1	\$ _____
4.8.79.	CREATININE-URINE	\$ _____	1	\$ _____
4.8.80.	SODIUM-URINE	\$ _____	1	\$ _____
4.8.81.	URIC ACID-URINE	\$ _____	1	\$ _____
4.8.82.	AMYLASE	\$ _____	3	\$ _____
4.8.83.	LIPASE	\$ _____	3	\$ _____
4.8.84.	C-PEPTIDE	\$ _____	1	\$ _____
4.8.85.	INSULIN 1 SPECIMEN	\$ _____	1	\$ _____
4.8.86.	CARBAMAZEPINE	\$ _____	10	\$ _____
4.8.87.	LITHIUM	\$ _____	13	\$ _____
4.8.88.	PHENYTOIN	\$ _____	5	\$ _____
4.8.89.	VALPROIC ACID	\$ _____	17	\$ _____

4.8.90.	ALPHA-FETOPROTEIN TU	\$ _____	2	\$ _____
4.8.91.	B-HCG QUALITATIVE	\$ _____	2	\$ _____
4.8.92.	FERRITIN	\$ _____	1	\$ _____
4.8.93.	LUTEINIZING HORMONE	\$ _____	1	\$ _____
4.8.94.	FOLLICLE STIMULATING	\$ _____	1	\$ _____
4.8.95.	PROLACTIN	\$ _____	2	\$ _____
4.8.96.	PROSTATE SPECIFIC AN	\$ _____	5	\$ _____
4.8.97.	T4,TOTAL	\$ _____	2	\$ _____
4.8.98.	THYROXINE (T4),FREE	\$ _____	8	\$ _____
4.8.99.	T3,TOTAL	\$ _____	2	\$ _____
4.8.100.	THYROID STIMULATING	\$ _____	21	\$ _____
4.8.101.	VITAMIN B12	\$ _____	2	\$ _____
4.8.102.	RBC FOLATE	\$ _____	1	\$ _____
4.8.103.	HEPATITIS B SURFACE	\$ _____	3	\$ _____
4.8.104.	HEPATITIS B SURFACE	\$ _____	2	\$ _____
4.8.105.	HEPATITIS A AB, IGM	\$ _____	1	\$ _____
4.8.106.	HEPATITIS C ANTIBODY	\$ _____	5	\$ _____
4.8.107.	HIV-1/HIV-2 ANTIBODI	\$ _____	5	\$ _____
4.8.108.	COMPLEMENT C3	\$ _____	1	\$ _____
4.8.109.	GLYCOHEMOGLOBIN A1C	\$ _____	5	\$ _____
4.8.110.	AMMONIA, PLASMA (EDT	\$ _____	1	\$ _____
4.8.111.	HEMOGRAM	\$ _____	4	\$ _____
4.8.112.	MANUAL DIFFERENTIAL	\$ _____	11	\$ _____
4.8.113.	SED RATE WESTERGREN	\$ _____	3	\$ _____
4.8.114.	PROTHROMBIN TIME (PT	\$ _____	11	\$ _____
4.8.115.	PTT	\$ _____	2	\$ _____

4.8.116.	URINALYSIS, BILL COM	\$ _____	5	\$ _____
4.8.117.	URINALYSIS, BILL MAC	\$ _____	6	\$ _____
4.8.118.	ANTI-NUCLEAR ANTIBOD	\$ _____	1	\$ _____
4.8.119.	ANA PROFILE	\$ _____	1	\$ _____
4.8.120.	RHEUMATOID FACTOR	\$ _____	1	\$ _____
4.8.121.	HELICOBACTER PYLORI	\$ _____	2	\$ _____
4.8.122.	BETA STREP CULTURE -	\$ _____	2	\$ _____
4.8.123.	CLOSTRIDIUM DIFF TOX	\$ _____	1	\$ _____
4.8.124.	TRICHOMONAS PREP	\$ _____	1	\$ _____
4.8.125.	GENITAL CULTURE	\$ _____	1	\$ _____
4.8.126.	STOOL CULTURE	\$ _____	1	\$ _____
4.8.127.	THROAT CULTURE	\$ _____	1	\$ _____
4.8.128.	URINE CULTURE	\$ _____	12	\$ _____
4.8.129.	WOUND CULTURE	\$ _____	3	\$ _____
4.8.130.	YEAST SCREEN	\$ _____	1	\$ _____
4.8.131.	SENSITIVITY 1-MIC	\$ _____	2	\$ _____
4.8.132.	ORGANISM ID 1	\$ _____	3	\$ _____
4.8.133.	SENSITIVITY REPORT 1	\$ _____	2	\$ _____
4.8.134.	MICRO TEST	\$ _____	26	\$ _____
4.8.135.	LYMPHOCYTE SUBSETS,	\$ _____	1	\$ _____
4.8.136.	LYMPHOCYTE SUBSETS,	\$ _____	1	\$ _____
4.8.137.	HEPATITIS C RNA, QUA	\$ _____	2	\$ _____
4.8.138.	PAP SMEAR	\$ _____	2	\$ _____
4.8.139.	CYTOLOGY PATHOLOGIST	\$ _____	1	\$ _____
4.8.140.	HISTOPATHOLOGY REPOR	\$ _____	3	\$ _____
4.8.141.	ACETAMINOPHEN	\$ _____	1	\$ _____

4.8.142.	ACETAMINOPHEN	\$ _____	1	\$ _____
4.8.143.	AMMONIA	\$ _____ \$ _____	2	\$ _____
4.8.144.	CITRATE, URINE		1	\$ _____
4.8.145.	DRUG ABUSE SCREEN 8	\$ _____	3	\$ _____
4.8.146.	HIV-1 RNA QT. REAL-T	\$ _____	4	\$ _____
4.8.147.	NOROVIRUS GROUP 1&2	\$ _____	1	\$ _____
4.8.148.	OXALATE, URINE	\$ _____	1	\$ _____
4.8.149.	SALICYLATE	\$ _____	1	\$ _____
4.8.150.	SULFONYLUREA HYPOGLY	\$ _____	1	\$ _____
4.8.151.	STAT LABEL	\$ _____	16	\$ _____
4.8.152.	HOLD-PROBLEM	\$ _____	16	\$ _____
4.8.153.	DISEASE CASE REPORT	\$ _____	9	\$ _____
4.8.154.	DISEASE CASE REPORT	\$ _____	4	\$ _____
4.8.155.	CANCEL-HOLD	\$ _____	10	\$ _____
4.8.156.	ON SITE COLLECTION AS PER SECTION 2.2.2.	\$ _____	35	\$ _____
4.9.	<b>Totals:</b>	\$ _____		\$ _____

4.10. **Percent Off List for other tests offered  
not detailed above** \_\_\_\_\_ %

4.11. RENEWALS

Maximum Increase 1<sup>st</sup> Renewal Period \_\_\_\_\_ %

Maximum Increase 2<sup>nd</sup> Renewal Period \_\_\_\_\_ %

Maximum Increase 3<sup>rd</sup> Renewal Period \_\_\_\_\_ %

4.12. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.**

4.13. Delivery ARO: \_\_\_\_\_

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Authorized Representative (Sign by Hand):

\_\_\_\_\_ Date: \_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_

## Attachment A

## Report Boone County Health Department

UNIT CODE NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
MULTI CHEM 23		1		1	1		2	1			1		7
HEPATIC FUNCTION PAN	6	6	12	10	9	4	11	16	14	14	18	12	132
BASIC METABOLIC PANE											1		1
COMP METABOLIC PANEL		3	2		1		1	2			2		11
LIPID PROFILE	2	5	7	33	4	3	1	1	1	2	5	1	65
THYROID PROFILE				1	1	1		1			1		5
HEPATITIS PANEL-ACUT				1	2			2			2		7
HEPATITIS IMMUNITY P											2		2
HEMATOLOGY PROFILE			2	2		1					2		7
MEASLES, MUMPS, RUBE						1							1
GENITAL SCREEN V	163	125	138	138	154	153	121	135	141	129	119	125	1641
GLUCOSE	10	12	12	41	6	4	5	4	5	6	11	8	124
URIC ACID	1			1									2
CHOLESTEROL	8	7	9	11	6	2	5	4	5	6	12	8	83
HDL	8	6	9	11	5	2	5	4	5	6	12	8	81
VITAMIN D, 25-HYDROX								1					1
B-HCG QUANTITATIVE								1					1
PROLACTIN	1												1
THYROXINE (T4),FREE		1						1		3		1	6
T3,TOTAL			1				1			1			3
THYROID STIMULATING	5	5	4	3	4	5	3	2	1	1	4		37
THYROID ANTIBODIES								1					1
VITAMIN B12								1		1			2
HEPATITIS B SURFACE			1	4				1	2				8
HEPATITIS B CORE AB,								1					1
HEPATITIS B SURFACE			1						1		1		3
HEPATITIS B SURFACE	2	4	9	10	4	4	3	2	3	4	2	2	49
HEPATITIS A AB, TOTA								1					1
HEPATITIS A AB, IGM								1		2			3
HEPATITIS C ANTIBODY	5	9	5	11	1	3	4	6	1	10	6	4	65
HIV-1/HIV-2 ANTIBODI	5	9	19	16	10	5	13	7	12	13	15	12	136
GLYCOHEMOGLOBIN A1C		1	2		2	1	1		1	3	1		12
RPR	5	8	18	14	10	5	13	7	12	13	14	11	130
RUBELLA IgG	1	1	7	2	2	2	3	1		2	1		22
VARICELLA-ZOSTER VIR	6	10	22	22	16	16	32	16	17	21	19	19	216
BODY FLUID CULTURE	1												1
UNIT CODE NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
GC CULTURE	4	5	8	7	7	6	3	4	2		5	8	59
HERPES SIMPLEX CULTU	1												1
THROAT CULTURE				1									1
URINE CULTURE	1	1	2	1	1	2		2					10
SENSITIVITY 1-MIC	1		1		1			1					4
ORGANISM ID 1	1		1	1	1			2				1	7
SENSITIVITY REPORT 1	1		1		1			1					4
SEROLOGIC ID 1				1		1							2



MICRO TEST	7	6	12	9	8	8	3	6	2		5	8	74
CHLAMYDIA TRACHOMATI		3	2										5
NEISSERIA GONORRHOEA		2	3										5
HUMAN PAPILLOMAVIRUS	1	1	2	1	2				2		1		10
PAP SMEAR	75	71	97	60	66	82	53	69	79	74	91	72	889
SUREPATH LIQUID-BASE	1		1			1			1				4
ABNORMAL CYTOLOGY FO		1	1		3				2		2		9
CYTOLOGY PATHOLOGIST	7	11	21	10	21	12	12	21	24	15	29	18	201
HERPES SIMPLEX TYPE								1					1
HSV 1&2 GLYCOPROTEIN	4	12	9	5	7	10	10	3	9	6	6	7	88
LEAD, BLOOD		1	1		1		2	1			1		7
MUMPS VIRUS ANTIBODY	2	1	8	2	1			2			2	1	19
RABIES ANTIBODY, IGG								1			1		2
MEASLES (RUBEOLA) AB	1	1	7	2	1		2	1			2		17
STAT LABEL	1	1		1	1			1			1	2	8
HOLD-PROBLEM	4	2	2	7	3	1	3	5	3	3	3	2	38
DISEASE CASE REPORT	18	7	18	7	18	11	6	20	15	13	11	10	154
ARUP REASON TEST NOT											1		1
TEST AUTHORIZATION		2	4	2	2						1		11
CANCEL-HOLD	1	2	7	2	2	1		2	1	1	2	1	22
<b>TOTALS:</b>	360	343	488	451	385	347	318	363	361	349	415	341	4521

## Client Usage Report Boone County Jail

UNIT CODE NAME	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
BASIC METABOLIC PANE	2		4	1		1	2	3		2	1	2	18
COMP METABOLIC PANEL	9	2	2	6	1	8			5	2	9	3	47
LIPID PROFILE	1			2	2	1				1			7
HEPATITIS PANEL I												1	1
HEMATOLOGY PROFILE	12	3	4	4	3	9	1	4	3	2	6	3	54
URINALYSIS, COMPLETE										1			1
URINALYSIS		1		2		1		2		2	2		10
URINALYSIS PLUS CULT	1												1
URINALYSIS PLUS CULT											1		1
GENITAL SCREEN III		1							1				2
GENITAL SCREEN V	4	1	3	4	2	4	3		3	3	3	7	37
SERUM IRON								1					1
LDH								1					1
CALCIUM-URINE					1								1
CREATININE-URINE					1								1
SODIUM-URINE					1								1
URIC ACID-URINE					1								1
AMYLASE	1			1	1								3
LIPASE	1			1	1								3
C-PEPTIDE								1					1
INSULIN 1 SPECIMEN								1					1
CARBAMAZEPINE						1		1	3	3	2		10
LITHIUM	1	1		1		2		1	3	2	2		13
PHENYTOIN	1				1				1	2			5
VALPROIC ACID	1		1			4			1	1	3	6	17
ALPHA-FETOPROTEIN TU									2				2
B-HCG QUALITATIVE	2												2
FERRITIN								1					1
LUTEINIZING HORMONE	1												1
FOLLICLE STIMULATING	1												1
PROLACTIN	2												2
PROSTATE SPECIFIC AN	2		1			1						1	5
T4,TOTAL											1	1	2
THYROXINE (T4),FREE				1		1		1	2		2	1	8
T3,TOTAL								1	1				2

UNIT CODE NAME	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
THYROID STIMULATING	6	1	1	2		1		1	3		5	1	21
VITAMIN B12								1		1			2
RBC FOLATE								1					1
HEPATITIS B SURFACE			3										3
HEPATITIS B SURFACE				1								1	2
HEPATITIS A AB, IGM			1										1
HEPATITIS C ANTIBODY			3	1								1	5
HIV-1/HIV-2 ANTIBODI			2				2					1	5
COMPLEMENT C3		1											1
GLYCOHEMOGLOBIN A1C	1					1		1		2			5
AMMONIA, PLASMA (EDT									1				1
HEMOGRAM					1				3				4
MANUAL DIFFERENTIAL	2	2	2		2		1	2					11

SED RATE WESTERGREN		1								1	1		3
PROTHROMBIN TIME (PT PTT)			3		1			2	3	2			11
URINALYSIS, BILL COM		1		1				1	1				2
URINALYSIS, BILL MAC	1			1		1		2			1		6
ANTI-NUCLEAR ANTIBOD											1		1
ANA PROFILE		1											1
RHEUMATOID FACTOR											1		1
HELICOBACTER PYLORI				1	1								2
BETA STREP CULTURE -									2				2
CLOSTRIDIUM DIFF TOX	1												1
TRICHOMONAS PREP									1				1
GENITAL CULTURE									1				1
STOOL CULTURE	1												1
THROAT CULTURE		1											1
URINE CULTURE		1				1	1	1	1	3	3	1	12
WOUND CULTURE										1	2		3
YEAST SCREEN		1											1
SENSITIVITY 1-MIC										1	1		2
ORGANISM ID 1										1	2		3
SENSITIVITY REPORT 1										1	1		2
MICRO TEST	2	4				1	1	1	6	4	6	1	26
LYMPHOCYTE SUBSETS,					1								1
LYMPHOCYTE SUBSETS,					1								1
HEPATITIS C RNA, QUA			1	1									2
PAP SMEAR		1							1				2
CYTOLOGY PATHOLOGIST									1				1

UNIT CODE NAME	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
HISTOPATHOLOGY REPOR			1				1				1		3
ACETAMINOPHEN	1												1
ACETAMINOPHEN	1												1
AMMONIA									1	1			2
CITRATE, URINE					1								1
DRUG ABUSE SCREEN 8	1		1								1		3
HIV-1 RNA QT. REAL-T			1	1	2								4
NOROVIRUS GROUP 1&2	1												1
OXALATE, URINE					1								1
SALICYLATE	1												1
SULFONYLUREA													
HYPOGLY								1					1
STAT LABEL	1		4	1	1			2	3	3		1	16
HOLD-PROBLEM	2	2	1	2		2			2	1	3	1	16
DISEASE CASE REPORT			3	3	1		1			1			9
DISEASE CASE REPORT			1	1	2								4
CANCEL-HOLD	1	1	1	1		1			2		2	1	10
	65	27	44	40	30	41	13	34	57	46	64	34	495

***References Sheet*****County of Boone****Purchasing Department**

- 4.14. **References** – Bidder must provide three (3) references for services rendered to public/commercial clients which are similar in size and scope.

4.14.1. **Reference #1**

Individual Name:

Company Name:

Address:

Telephone:

4.14.2. **Reference #2**

Individual Name:

Company Name:

Address:

Telephone:

4.14.3. **Reference #3**

Individual Name:

Company Name:

Address:

Telephone:

## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**



### CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- \_\_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
- \_\_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
- \_\_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**AFFIDAVIT**  
**(Only Required for Individual Bidder Certification Option #2)**

State of Missouri                    )  
  )SS.  
County of \_\_\_\_\_            )

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

On the date above written \_\_\_\_\_ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:



**(Please complete and return with Contract)**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date



### *Standard Terms and Conditions*

### **Boone County Purchasing**

613 E. Ash, Room 109  
Columbia, MO 65201

Robert Wilson, Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.

14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the *Federal Transit Administration's Best Practices Procurement Manual – Appendix A*. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



**Boone County Purchasing**  
613 E. Ash, Room 109  
Columbia, MO 65201  
Robert Wilson, Buyer  
Phone: (573) 886-4393 – Fax: (573) 886-4390

---

**“NO BID RESPONSE FORM”**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A  
BID**

If you do not wish to respond to this bid request but would like to remain on the Boone County vendor list **for  
this service/commodity**, please remove form and return to the Purchasing Department by mail, e-mail, or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

**Bid 38-27JUN19 – Clinical Testing Services**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_



**ADDENDUM #1 to RFB#38-27JUN19**

**Boone County Purchasing**

613 E. Ash Street, Room 113

Columbia, MO 65201

*Robert Wilson, Buyer*

Phone: (573) 886-4393 – Fax: (573) 886-4390

Email: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)

---

**BOONE COUNTY, MISSOURI**

**Request for Bid 38-27JUN19 – Clinical Testing Services**

**ADDENDUM # 1 - Issued June 26, 2019**

**Prospective bidders are hereby notified of the following revisions to Request for Bid 38-27JUN19:**

**1. Change Bid Opening Date and Time to:**

Monday, July 1, 2019  
11:30 a.m. central time

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's bid response including the *Response Form*.

**By:**

**Robert Wilson, Buyer  
Boone County Purchasing**

The BIDDER has examined **Addendum #1** to Request for Bid #**38-27JUN19 - Clinical Testing Services** receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name and E-Mail Address to receive documents for electronic signature in ***DocuSign***:

\_\_\_\_\_



***ADDENDUM #2 to RFB#38-27JUN19***

**Boone County Purchasing**

613 E. Ash Street, Room 113

Columbia, MO 65201

*Robert Wilson, Buyer*

Phone: (573) 886-4393 – Fax: (573) 886-4390

Email: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)

---

**BOONE COUNTY, MISSOURI**

**Request for Bid 38-27JUN19 – Clinical Testing Services**

**ADDENDUM # 2 - Issued July 1, 2019**

**Prospective bidders are hereby notified of the following revisions to Request for Bid 38-27JUN19:**

**1. Change Bid Opening Date and Time to:**

Monday, July 8, 2019

11:30 a.m. central time

**2. REPLACE the Response Form with the attached Revised Response Form:**

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's bid response including the *Response Form*.

**By:**

**Robert Wilson, Buyer  
Boone County Purchasing**

The BIDDER has examined **Addendum #2** to Request for Bid **#38-27JUN19 - Clinical Testing Services** receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name and E-Mail Address to receive documents for electronic signature in ***DocuSign***:

\_\_\_\_\_



County of BoonePurchasing Department

(Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.)

**4. Revised Response Form**

4.1. Company Name: \_\_\_\_\_

4.2. Address: \_\_\_\_\_

4.3. City/Zip: \_\_\_\_\_

4.4. Phone Number: \_\_\_\_\_

4.5. Fax Number: \_\_\_\_\_

4.6. E-Mail Address: \_\_\_\_\_

4.7. Federal Tax ID: \_\_\_\_\_

4.7.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

**4.8. PRICING**

		<u>Unit Price</u>
4.8.1.	LIVER PANEL OR LFT (LIVER FUNCTION TESTS)	\$ _____
4.8.2.	BASIC METABOLIC PANEL	\$ _____
4.8.3.	COMP METABOLIC PANEL	\$ _____
4.8.4.	LIPID PROFILE	\$ _____
4.8.5.	THYROID PROFILE	\$ _____
4.8.6.	HEPATITIS PANEL (COVERING A, B, & C W/ AUTOMATIC REFLEX ON POSITIVES FOR HEPATITIS C TO PCR FOR CONFIRMATION)	\$ _____
4.8.7.	CBC (COMPLETE BLOOD COUNT)	\$ _____
4.8.8.	VAGINAL SWAB WET PREP FOR GONORRHEA, CHLAMYDIA, GARDNERELLA VAGINALIS, TRICHOMONAS, AND YEAST	\$ _____
4.8.9.	DNA PROBE ON URINE FOR GONORRHEA AND CHLAMYDIA	\$ _____
4.8.10.	URIC ACID	\$ _____
4.8.11.	URINE PREGNANCY TEST	\$ _____
4.8.12.	SERUM QUALITATIVE HCG	\$ _____

4.8.13.	VITAMIN D, 25-HYDROX	\$ _____
4.8.14.	SERUM QUANTITATIVE	\$ _____
4.8.15.	PROLACTIN	\$ _____
4.8.16.	THYROXINE (T4), FREE	\$ _____
4.8.17.	T3, TOTAL	\$ _____
4.8.18.	THYROID STIMULATING HORMONE	\$ _____
4.8.19.	THYROID ANTIBODIES	\$ _____
4.8.20.	ANEMIA PANEL, VITAMIN B12, FOLIC ACID	\$ _____
4.8.21.	HIV-1/HIV-2 ANTIBODI	\$ _____
4.8.22.	GLYCOHEMOGLOBIN A1C	\$ _____
4.8.23.	RPR	\$ _____
4.8.24.	THROAT CULTURE FOR GROUP A STREPTOCOCCUS	\$ _____
4.8.25.	MICROSCOPIC URINE ANALYSIS W/ REFLEX TO URINE CULTURE AND SENSITIVITY	\$ _____
4.8.26.	THIN PREP PAP SMEAR	\$ _____
4.8.27.	SUREPATH PAP SMEAR	\$ _____
4.8.28.	STAT LABEL (ADDITIONAL CHARGE FOR STAT SERVICE FOR LAB, IF ANY)	\$ _____
4.8.29.	HEMATOLOGY PROFILE	\$ _____
4.8.30.	C-PEPTIDE	\$ _____
4.8.31.	INSULIN 1 SPECIMEN	\$ _____
4.8.32.	CARBAMAZEPINE	\$ _____
4.8.33.	LITHIUM	\$ _____
4.8.34.	PHENYTOIN	\$ _____
4.8.35.	VALPROIC ACID	\$ _____
4.8.36.	ALPHA-FETOPROTEIN TU	\$ _____
4.8.37.	LUTEINIZING HORMONE	\$ _____
4.8.38.	FOLLICLE STIMULATING	\$ _____

4.8.39.	PROSTATE SPECIFIC AN	\$ _____
4.8.40.	HEMOGRAM	\$ _____
4.8.41.	PT/INR	\$ _____
4.8.42.	PTT	\$ _____
4.8.43.	ANTI-NUCLEAR ANTIBOD	\$ _____
4.8.44.	HIV VIRAL LOAD WITH HIV LOG AND COPIES	\$ _____
4.8.45.	HIV LYMPHOCYTE SUBSETS WITH CD 4%	\$ _____
4.8.46.	RSV	\$ _____
4.8.47.	INFLUENZA A AND B	\$ _____
4.8.48.	SPUTUM FOR AFB	\$ _____
4.8.49.	SPUTUM CULTURE AND SENSITIVITY AND GRAM STAIN	\$ _____
4.8.50.	STOOL FOR C-DIFF TOXIN	\$ _____
4.8.51.	STOOL FOR NOROVIRUS	\$ _____
4.8.52.	STOOL FOR STOOL CULTURE AND SENSITIVITY FOR STOOL PATHOGENS	\$ _____
4.8.53.	SERUM SALICYLATE LEVEL	\$ _____
4.8.54.	SERUM TYLENOL LEVEL	\$ _____
4.8.55.	SERUM ALCOHOL LEVEL	\$ _____
4.8.56.	ACETAMINOPHEN	\$ _____
4.8.57.	AMMONIA	\$ _____
4.8.58.	CITRATE, URINE	\$ _____
4.8.59.	STANDARD EMPLOYMENT URINE DRUG SCREEN	\$ _____
4.8.60.	URINE DRUG SCREEN (FOR JAIL USE)	\$ _____
4.8.61.	HIV-1 RNA QT. REAL-T	\$ _____
4.8.62.	SULFONYLUREA SCREEN	\$ _____
4.8.63.	WOUND CULTURE AND SENSITIVITY	\$ _____

4.8.64. BLOOD CULTURE AND SENSITIVITY \$ \_\_\_\_\_

4.8.65. PATHOLOGY FOR SKIN BIOPSY OR EXCISION \$ \_\_\_\_\_

4.8.66. PERIPHERAL BLOOD SMEAR \$ \_\_\_\_\_

4.9. Totals: \$ \_\_\_\_\_

4.10. Percent Off List for other tests offered not detailed above \_\_\_\_\_ %

4.11. RENEWALS

Maximum Increase 1<sup>st</sup> Renewal Period \_\_\_\_\_ %

Maximum Increase 2<sup>nd</sup> Renewal Period \_\_\_\_\_ %

Maximum Increase 3<sup>rd</sup> Renewal Period \_\_\_\_\_ %

4.12. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.**

4.13. Delivery ARO: \_\_\_\_\_

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

4.15. Authorized Representative (Sign by Hand):

\_\_\_\_\_  
Print Name and Title of Authorized Representative

Date: \_\_\_\_\_

\_\_\_\_\_



***ADDENDUM #3 to RFB#38-27JUN19***

**Boone County Purchasing**

613 E. Ash Street, Room 113

Columbia, MO 65201

*Robert Wilson, Buyer*

Phone: (573) 886-4393 – Fax: (573) 886-4390

Email: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)

---

**BOONE COUNTY, MISSOURI**

**Request for Bid 38-27JUN19 – Clinical Testing Services**

**ADDENDUM # 3 - Issued July 8, 2019**

**Prospective bidders are hereby notified of the following revisions to Request for Bid 38-27JUN19:**

1. Change Bid Opening Date and Time to:

Friday, July 12, 2019  
11:30 a.m. central time

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's bid response including the *Response Form*.

By:

**Robert Wilson, Buyer  
Boone County Purchasing**

The BIDDER has examined **Addendum #3** to Request for Bid #**38-27JUN19 - Clinical Testing Services** receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name and E-Mail Address to receive documents for electronic signature in ***DocuSign***:

\_\_\_\_\_

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

8th

day of

August

2019

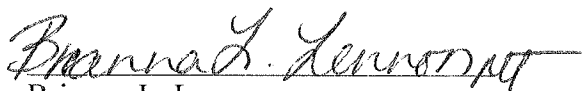
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award bid 42-17JUL19 – Inspection, Welding, and Coating Work on Elevated Water Tank to Ozark Applicators, L.L.C. of Van Buren, Missouri.


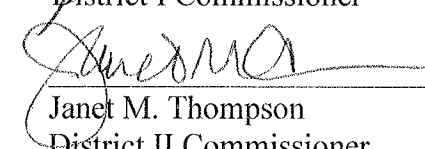
Terms of the award are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Done this 8th day of August 2019.

ATTEST:



Brianna L. Lennon  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner  
Fred J. Parry  
District I Commissioner  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: July 23, 2019  
RE: Bid Award Recommendation: *42-17JUL19 - Inspection, Welding, and Coating Work on Elevated Water Tank*

Request for Bid *42-17JUL19 - Inspection, Welding, and Coating Work on Elevated Water Tank* closed on July 17, 2019. Three bids were received. Dave Dunford, our Radio Consultant, recommends award by lowest and best bid to Ozark Applicators, L.L.C. of Van Buren, Missouri.

Total cost of contract is \$22,500.00 and invoice will be paid from department 2704 – Radio Network Improvements, account 60200 – Equipment Repairs/Maintenance. \$29,300 was budgeted.

ATT: Bid Tab

cc: Bid File  
Chad Martin, Pat Schreiner, Dave Dunford, Joint Communications



<b>BID TABULATION: 42-17JUL19 - Inspection, Welding, and Coating Work on Elevated Water Tank</b>				
<u>Description</u>	Allstate Tower	Viking Industrial Painting	Ozark Applicators, LLC	
Inspection, Welding, and Coating Work on Elevated Water Tank - lump sum bid	\$68,000.00	\$29,200.00	\$22,500.00	
How many days after Notice to Proceed will work begin?	60	30	60	
How many days after Notice to Proceed will work be completed?	10	14	120	
List Subcontractors Name, Address, and Work Assigned.	n/a	n/a	n/a	
Statement of Bidder's Qualifications Returned	Yes	Yes	Yes	
Work Authorization Returned	Yes	Yes	Yes	
Debarment Certification Returned	Yes	Yes	Yes	
Anti-Collusion Statement Returned	Yes	Yes	Yes	
Signature and Identity of Bidder Returned	Yes	Yes	Yes	
Bidder's Acknowledgment Returned	Yes	Yes	Yes	
<u>No Bids</u>				
<b>Central States Fitness</b>				
<b>A-Z Janitorial Service</b>				
<b>Kone</b>				

**CONTRACT AGREEMENT**

THIS AGREEMENT, made and entered into by and between the County of Boone through the Boone County Commission (hereinafter referred to as the Owner), and **Ozark Applicators, L.L.C.** (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's bid and the award of this contract to said Contractor by the Owner and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

The Contractor at his own Expense hereby agrees to do or furnish all labor, materials, and equipment called for in the bid designated and marked:

**BID NUMBER 42-17JUL19 - Inspection, Welding, and Coating Work on Elevated Water Tank**

and agrees to perform all the work required by the contract as detailed in the bid specifications, for the items and quantities for Boone County as listed within the Request for Bid for the amount of **\$22,500.00**.

The following contract documents and any applicable Addenda are made a part hereof as fully as if set out herein: Change orders issued subsequent to this contract shall be subject to the terms and conditions of the agreement unless otherwise specified in writing.

Introduction and General Conditions of Bidding  
Primary Specifications  
Response Presentation and Review  
Response Form  
Statement of Bidders Qualifications  
Standard Terms and Conditions  
Work Authorization Certification  
Certification Regarding Debarment  
Anti-Collusion Statement  
Signature and Identity of Bidder  
Bidders Acknowledgment  
Insurance Requirements  
Affidavit - OSHA Requirements  
Contractor Bid Response

The Contractor agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this contract, and that his information was secured by personal investigation and research and not from any estimates of the Owner; and that he will make no claim against the Owner by reason of estimates, tests, or representation of any officer, agent, or employees of the Owner.

The said Contractor agrees further to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within the time specified in the contract documents or such additional time as may be allowed by the Owner under the contract.

The work shall be done to complete satisfaction of the Owner and, in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or officials of such government agency.

The parties hereto agree that this contract in all things shall be governed by the laws of the State of Missouri.

The contractor agrees that he will comply with all federal, state, and local laws and regulations and ordinances and that he/she will comply and cause each of his/her subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.

The Contractor expressly warrants that he/she has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demand by him, included any sum by reason of such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the Owner, and that the Owner may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

The Owner agrees to pay the Contractor in the amount: **Twenty-Two Thousand, Five Hundred Dollars, and Zero Cents (\$22,500.00)** as full compensation for the performance of work embraced in this contract, subject to the terms of payment as provided in the contract documents and subject to adjustment as provided for changes in quantities and approved change orders.

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on \_\_\_\_\_  
at Columbia, Missouri. (Date)

**OZARK APPLICATORS, L.L.C.**

DocuSigned by:  
by Penny S. Treadway  
00D986D72D4A45D...  
title Owner

**BOONE COUNTY, MISSOURI**

by: Boone County Commission

DocuSigned by:  
Donna K. Hall  
BA4B934CED6E4EB...  
Presiding Commissioner

**APPROVED AS TO FORM:**

DocuSigned by:  
Charley J. Duffner  
by: Charley J. Duffner  
56E0A0QDB0AC445...  
County Counselor

**ATTEST:**

DocuSigned by:  
Brianna L. Lennon by MT  
7D82DA986BF6495...  
County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create a measurable county obligation at this time.)

DocuSigned by: <u>June E Pitchford by JF</u> 8C24BD84EE7A483...	<u>7/25/2019</u>	<u>2704 / 60200 - \$81,750.00</u>
Signature	Date	Appropriation Account

County of BoonePurchasing Department**4. Response Form**

Company Name: Ozark Applicators, LLC  
 Address: 2309 Carter Road N  
 City/Zip: Van Buren, MO 63965  
 Phone Number: 573-323-6450  
 E-Mail: tanKpainters@yahoo.com  
 Fax Number: 573-323-0055  
 Federal Tax I.D. 43-1911446  
☐ Corporation  
☐ Partnership – Name \_\_\_\_\_  
☐ Individual/Proprietorship – Individual Name \_\_\_\_\_  
☒ Other (Specify) LLC

**4.00 PRICING**

4.01. Inspection, Welding, and Coating Work on Elevated Water Tank per the requirements stated herein:

\$ 22,500<sup>00</sup> /LUMP SUM

4.02. Work will begin on project 60 days after receipt of Notice to Proceed.

4.03. Work will be completed 120 days after receipt of Notice to Proceed.

4.04. **Subcontracting:** If Vendor proposes to use subcontractors for this work, list the names of the firms and the work to be assigned in spaces below.

Subcontractor Name/Address

Work Assigned

N/A

4.05. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign by Hand):

Penny S. Treadway

Date: 7-10-19

Print Name and Time of Authorized Representative:

Penny S. Treadway 7-10-19 10:42 a.m.

## STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: Ozark Applicators, LLC
2. Business Address: 2309 Carter Route M, Van Buren, MO 63965
3. When Organized: 1/1/2001
4. When Incorporated: \_\_\_\_\_ 5. List federal tax identification number: 43-1911446  
If not incorporated, state type of business (sole proprietor, partnership, or other) LLC
6. Number of years engaged in business under present firm name: 18
7. If you have done business under a different name, please give name and business location under that name: \_\_\_\_\_
8. Percent of work done by own staff: 100%
9. Have you ever failed to complete any work awarded to your company? If so, where and why?  
NO.
10. Have you ever defaulted on a contract? NO If so, give \_\_\_\_\_
11. List of contracts completed within the last three years for work similar in scope to that described in this bid, including value of each. See attached
12. List of projects currently in progress: 500,000 Elevated, Marion, MO  
200,000 Elevated Cole Camp, MO  
\* Attach additional sheets as necessary \*

**BIDDER'S ACKNOWLEDGMENT**

(Complete and fill out all parts applicable and strike out all parts not applicable.)

State of Missouri County of CarterOn this 10<sup>th</sup> day of July, 20 19

before me appeared Penny S. Treadway to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and (if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that his executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

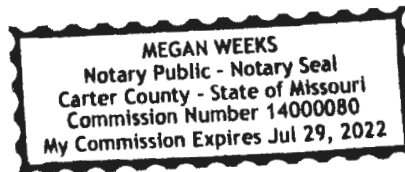
(if a corporation) that ~~he~~<sup>she</sup> is the Owner  
President or other agent

of Ozark Applicators, LLC; that the above Proposal was signed and sealed in behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at Van Buren MO the day and year first above written. (SEAL).

Megan Weeks Notary Public

My Commission expires July 29, 20 19.



**SIGNATURE AND IDENTITY OF BIDDER**

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

( ) sole individual LLC partnership ( ) joint venture  
 ( ) corporation, incorporated under laws of the state of \_\_\_\_\_

Dated July 10, 20 19

Name of individual, all partners, or joint venturers:

Penny S Treadway  
Darrin Treadway

Address of each:

2309 Carter Route M, Van Buren, MO  
2309 Carter Route M, Van Buren, MO

Address of principal place of business in doing business under the name of:

(If using a fictitious name, show this name above in addition to legal names.)

(If a corporation – show its name above)

Megan Webb  
 (Secretary)

Office Manager  
 (Title)

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint venturers, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY

TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Engineer.



## ANTI-COLLUSION STATEMENT

STATE OF MISSOURI

COUNTY OF

CarterPenny S. Treadway, being first duly sworn, deposes andsays that <sup>She</sup>~~he~~ isOwner

(Title of Person Signing)

of

Ozark Applicators, LLC

(Name of Bidder)

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project

By

Penny S. Treadway

By

By

Sworn to before me this 10<sup>th</sup> day of July, 20 19

Notary Public

Megan Weeks

My Commission Expires

July 29, 2022

MEGAN WEEKS  
Notary Public - Notary Seal  
Carter County - State of Missouri  
Commission Number 14000080  
My Commission Expires Jul 29, 2022

**(Please complete and return with Bid)**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Penny S. Treadway  
Name and Title of Authorized Representative

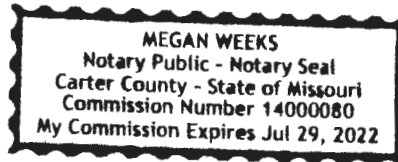
Penny Treadway 7-10-19  
Signature Date

**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Carter )

State of Missouri )

)ss



My name is Penny S. Treadway. I am an authorized agent of Ozark Applicators, LLC (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Penny S. Treadway 7-10-19  
Affiant Date

Penny S. Treadway  
Printed Name

Subscribed and sworn to before me this 10<sup>th</sup> day of July, 2019.

Megan Weeks  
Notary Public

**Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.**



Company ID Number: 230496

## THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

### ARTICLE I

#### PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **Ozark Applicators, LLC** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

### ARTICLE II

#### FUNCTIONS TO BE PERFORMED

##### A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



Company ID Number: 230496

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

## **B. RESPONSIBILITIES OF DHS**

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative



Company ID Number: 230496

nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### **C. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 230496

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking



Company ID Number: 230496

adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(i)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as





Company ID Number: 230496

authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

#### **D. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the



Company ID Number: 230496

contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.



Company ID Number: 230496

### **ARTICLE III**

#### **REFERRAL OF INDIVIDUALS TO SSA AND DHS**

##### **A. REFERRAL TO SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

##### **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible



Company ID Number: 230496

after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

#### **ARTICLE IV**

##### **SERVICE PROVISIONS**

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

#### **ARTICLE V**

##### **PARTIES**

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 230496

mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 230496

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Ozark Applicators, LLC

**Penny S Treadway**

Name (Please Type or Print)

Title

*Penny S Treadway*

07/14/2008  
Date

Department of Homeland Security – Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Shirley Ann Smith*

07/15/2008  
Date



E-VERIFY IS A SERVICE OF DSHS

Company ID Number: 230496

## Information Required for the E-Verify Program

### Information relating to your Company:

Company Name: Grant Appliances, LLC

Company Address: State Highway 1

Van Buren, MO 65565

Company Website:

Address: P.O. Box 368

Van Buren, MO 65565

County or Parish: CANTER

Employer Identification

Number: 319-1418

North American Industry

Classification Systems

Code: 291

Parent Company:

Number of Employees: 2 to 19

Number of Sites Verified:

Per 1

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

- MISSOURI 1 site(s)



Company ID Number: 230496

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name:	Connie L Dotten	Fax Number:	(573) 323 - 0055
Telephone Number:	(573) 323 - 6450		
E-mail Address:	tankpainters@yahoo.com		
Name:	Penny S Treadway	Fax Number:	(573) 323 - 0055
Telephone Number:	(573) 323 - 6450		
E-mail Address:	tankpainters@yahoo.com		



**OSHA** Occupational Safety and Health Administration 36-031408149

This card acknowledges that the recipient has successfully completed a 30-hour Occupational Safety and Health Training Course in **Construction Safety and Health**

**Megan Weeks**

**Peter Rice 97357** **6/29/2016**

(Trainer name - print or type) (Course end date)

**OSHA** Occupational Safety and Health Administration

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in **Construction Safety and Health**

**Chad Grant**

**Mike Thurlow** **5-11-11**

(Trainer name - print or type) (Course end date)

**OSHA** Occupational Safety and Health Administration 36-005364168

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in **Construction Safety and Health**

**CODY NEAL**

**Taylor Sikes** **Taylor Allen Sikes** **09/10/2015**

(Trainer name - print or type) (Course end date)

**OSHA** 002573608

U.S. Department of Labor  
Occupational Safety and Health Administration

**Steven Harner**

has successfully completed a 10-hour Occupational Safety and Health Training Course in **Construction Safety & Health**

**Scott J. Harner** **10/11/09**

Safety Technologies & Solutions STS, Inc. 6520 Manchester  
St. Louis, MO 63119 Ph: 314-644-3323 Fax: 314-644-3303  
(Trainer) (Date)

**OSHA** Occupational Safety and Health Administration 36-003693796

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in **Construction Safety and Health**

**MEGAN WEEKS**

**Luis Quintanar** **4/13/2012**

(Trainer name - print or type) (Course end date)

**OSHA** 002574246

U.S. Department of Labor  
Occupational Safety and Health Administration

**JEREMY BAILEY**

has successfully completed a 10-hour Occupational Safety and Health Training Course in **Construction Safety & Health**

**CHRIS BURGONE** **25 SEPT 2009**

(Trainer) (Date)

**OSHA** Occupational Safety and Health Administration

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in **Construction Safety and Health**

**ROGER BLAND**

**Taylor Sikes** **Taylor Allen Sikes** **03/28/2012**

(Trainer name - print or type) (Course end date)

**OSHA** 002573592

U.S. Department of Labor  
Occupational Safety and Health Administration

**Gary Towner**

has successfully completed a 10-hour Occupational Safety and Health Training Course in **Construction Safety & Health**

**Scott J. Harner** **10/11/09**

Safety Technologies & Solutions STS, Inc. 6520 Manchester  
St. Louis, MO 63119 Ph: 314-644-3323 Fax: 314-644-3303  
(Trainer) (Date)

**OSHA** Occupational Safety and Health Administration  
38-701005078

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**General Industry Safety and Health**

**JOBY SANDERS**

Taylor Sikes *Taylor Alan Sikes* 10/16/2011  
(Trainer name - print or type) (Course end date)

**OSHA** Occupational Safety and Health Administration  
36-003686513

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**Construction Safety and Health**

**MATT CRAFTON**

(Trainer name - print or type) (Course end date)

**OSHA** 002573602

U.S. Department of Labor  
Occupational Safety and Health Administration

**John Hampton**

has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**Construction Safety & Health**

Scott J. Horner  
Safety Technologies & Solutions STS, Inc. 6520 Manchester  
St. Louis, MO 63139 Ph: 314-644-3323 Fax: 314-644-3303 *Scott J. Horner* 10/11/09  
(Trainer) (Date)

**OSHA** 002573603

U.S. Department of Labor  
Occupational Safety and Health Administration

**Jared Henson**

has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**Construction Safety & Health**

Scott J. Horner  
Safety Technologies & Solutions STS, Inc. 6520 Manchester  
St. Louis, MO 63139 Ph: 314-644-3323 Fax: 314-644-3303 *Scott J. Horner* 10/11/09  
(Trainer) (Date)

**OSHA** Occupational Safety and Health Administration  
35-003686512

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**Construction Safety and Health**

**JOBY SANDERS**

Taylor Sikes *Taylor Alan Sikes* 12/09/2011  
(Trainer name - print or type) (Course end date)

**OSHA** Occupational Safety and Health Administration  
36-003686513

This card acknowledges that the recipient has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**Construction Safety and Health**

**RYAN MADDOX**

Linda Birnzel *Linda Birnzel* 11/25/09  
(Trainer name - print or type) (Course end date)

**OSHA** 002573617

U.S. Department of Labor  
Occupational Safety and Health Administration

**William Orr**

has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**Construction Safety & Health**

Scott J. Horner  
Safety Technologies & Solutions STS, Inc. 6520 Manchester  
St. Louis, MO 63139 Ph: 314-644-3323 Fax: 314-644-3303 *Scott J. Horner* 10/11/09  
(Trainer) (Date)

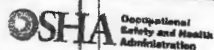
**OSHA** 002573598

U.S. Department of Labor  
Occupational Safety and Health Administration

**Tony Towner**

has successfully completed a 10-hour Occupational Safety and Health Training Course in  
**Construction Safety & Health**

Scott J. Horner  
Safety Technologies & Solutions STS, Inc. 6520 Manchester  
St. Louis, MO 63139 Ph: 314-644-3323 Fax: 314-644-3303 *Scott J. Horner* 10/11/09  
(Trainer) (Date)



36-004542253

This card acknowledges that the recipient has successfully completed a  
10-hour Occupational Safety and Health Training Course in  
**Construction Safety and Health**

ROGER BISHOP

Marie Athey

(Trainer name - print or type)

4/18/2013

(Course end date)

OSHA

002573597

U.S. Department of Labor  
Occupational Safety and Health Administration

**Billy Towner**

has successfully completed a 10-hour Occupational Safety and Health  
Training Course in

**Construction Safety & Health**

Scott J. Moore

Safety Technology Solutions, LLC, 6520 Manchester  
St. Louis, MO 63113 Tel. 314-644-1123 Fax 314-644-1301

Signature

## References for Ozark Applicators, LLC Sandblasting & Painting

**Adair County PWSD #1**

660-665-8378

## Renovations:

2001-24'x27' Ground Storage

2001-28.6'x32' Ground Storage

2006-24'x27' Ground Storage

2006-20'x24.9 Ground Storage

2007-Positive Retention System

2006-2018 Annual Inspection Program

**Birch Tree, City of**

Kristi Shields

573-292-3414

## Renovations:

2014-50,000 Gallon Elevated

2010-2018 Annual Inspection Program

**Bloomfield, City of**

Kari Standley

573-568-3464

## Renovations:

2006-100,000 Gallon Spheroid

2007-150,000 Gallon Elevated

2006-2018 Annual Inspection Program

**Boone County PWSD #4**

Kenny Wise

573-696-3511

## Renovations

2002-500,000 Gallon Elevated

2006-500,000 Gallon Elevated

2006-2018 Annual Inspection Program

**Butler County PWSD #3**

Jarred Slusher

573-785-5571

## Renovations:

2004-250,000 Gallon Elevated

2007-250,000 Gallon Elevated

2008-250,000 Gallon Elevated

## Inspections:

2002-250,000 Gallon Elevated

2004-250,000 Gallon Elevated

2009-30,000 Gallon Elevated

2009-30,000 Gallon Elevated

2015-30,000 Gallon Elevated

**Canton, City of**

Cindy Kell

660-216-5100

## Renovations:

2007-100,000 Gallon Elevated

2007-200,000 Gallon Ground Storage

2007-250,000 Gallon Spheroid

2009-2018 Annual Inspection Program

**Carroll County PWSD #1**

Deandra Germann

660-542-1700

## Renovations:

2011-12'x100' Standpipe

2011-47'x16' Ground Storage

2011-75,000 Gallon Elevated

2015-75,000 Gallon Elevated

2011-2018 Annual Inspection Program

**Cass County PWSD #9**

Daryl Kohler

816-881-5744

## Renovations:

2009-1,000,000 Gallon Elevated

2005-2018 Annual Inspection Program

**Cass-Bates PWSD #12**

Shelly

816-657-4706

## Renovations:

2001-70,000 Gallon Standpipe

2003-70,000 Gallon Standpipe

2005-70,000 Gallon Standpipe

2005-2018 Annual Inspection Program

**Centralia, City of**

Mike Forsee

573-682-2139

## Renovations:

2001-200,000 Gallon Spheroid

2004-500,000 Gallon Elevated

2006-Water Clarifier

2007-Water Clarifier

2010-250,000 Gallon Spheroid

**Clarence Cannon Wholesale Water**

Mark McNally

573-672-3221

## Renovations:

2015-1,000,000 Gallon Elevated

2015-10' x 120' Standpipe

2016-60' x 48' Ground Storage

2016-8' x 120' Standpipe

2018-500,000 Gallon Elevated

2018-750,000 Gallon Elevated

## **References for Ozark Applicators, LLC Sandblasting & Painting**

### **Cole County PWSD #1**

David Kempf  
573-893-2848  
Renovations:  
2016-1,000,000 Gallon Elevated

### **Cole County PWSD #2**

Randy Kay  
573-893-2848  
Renovations:  
2017-200,000 Gallon Elevated  
2017-250,000 Gallon Elevated

### **Cole County PWSD #4**

Will Humphrey  
573-395-4578  
Renovations:  
2011-250,000 Gallon Elevated  
2011-42'x100' Ground Storage  
2005-2018 Annual Inspection Program

### **Flynn Drilling**

Danny Flynn  
636-528-6137  
Renovations:  
2007-500,000 Gallon Elevated

### **Kirksville, City of**

Todd Barnes  
660-627-1272  
Renovations:  
2009-1 Million Gallon Elevated  
2013-500,000 Gallon Elevated

### **Harrison County PWSD #2**

Randy  
660-425-7414  
Renovations:  
2010-10'x85' Standpipe  
2010-10'x148' Standpipe  
2011-40'x25' Ground Storage  
2013-10'x100' Standpipe  
2006-2018 Annual Inspection Program

### **Hayti, City of**

Mayor Richard Ashbaugh  
573-359-0632  
2013-150,000 Gallon Elevated  
2007-2018 Annual Inspection Program

### **Howell-Oregon PWSD #2**

417-256-8871  
Renovations:  
2005-41,000 Gallon Standpipe  
2006-56,000 Gallon Standpipe  
2011-13'x110' Standpipe  
2013-150,000 Gallon Elevated  
2005-2018 Annual Inspection Program

### **Howell County PWSD #3**

417-252-0067  
Renovations:  
2005-110,000 Gallon Standpipe  
2005-2018 Annual Inspection Program

### **Jefferson C-1 Water District**

Lynne Edwards  
636-948-2500  
Renovations:  
2009-90'x34' Ground Storage  
2015-500,000 Gallon Elevated  
2006-2018 Annual Inspection Program

### **Laclede County #3**

Greg Lawson  
417-532-4525  
Renovations:  
2014- 200,000 Gallon Elevated  
2015-11' x 130' Standpipe  
2015-11' x 98' Standpipe  
2017-

### **Lafayette County #1**

Jeannete Nickels  
816-230-7313  
Renovations:  
2017- 300,000 Gallon Elevated  
2018- 150,000 Gallon Elevated

### **Lebanon, City of**

Eric Mork  
417-588-6090 x 1091  
Renovations:  
2005-500,000 Gallon Elevated  
2014-500,000 Gallon Elevated\*Won  
Tnemec 2014 People's Choice Tank of  
the Year!  
2014-500,00 Gallon Spheroid\*Named  
Runner Up for 2015 Tnemec Tank of  
the Year!



**Boone County Purchasing**  
613 E. Ash Street, Room 110  
Columbia, MO 65201

## **REQUEST FOR BID (RFB)**

Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing  
(573) 886-4391 – Fax: (573) 886-4390  
Email: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org)

---

### ***Bid Data***

Bid Number: **42-17JUL19**  
Commodity Title: **Inspection, Welding, and Coating Work on Elevated Water Tank in Ashland, Missouri**

**DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO PURCHASING DEPT.**

### ***Bid Submission Address and Deadline***

Day/Date: Wednesday, July 17, 2019  
Time: 2:00 p.m. (Bids received after this time will be returned unopened)  
Location/Mail Address: Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash, Room 110  
Columbia, MO 65201  
Directions: Annex Building is located at corner of 7<sup>th</sup> & Ash St.

### ***Bid Opening***

Day/Date: Wednesday, July 17, 2019  
Time: 2:00 p.m., Central Time  
Location/Address: Boone County Annex Building  
Conference Room  
613 E. Ash Street  
Columbia, MO 65201

### ***Bid Contents***

1.0: Introduction and General Conditions of Bidding  
2.0: Primary Specifications  
3.0: Response Presentation and Review  
4.0: Response Form  
Attachments: Statement of Bidder's Qualifications  
Standard Terms and Conditions  
Instructions for House Bill 1549  
Work Authorization Certification  
Individual Bidder Affidavits  
Debarment Form  
Anti-Collusion Statement

***Bid Contents, continued***

---

Signature & Identify of Bidder  
Bidder's Acknowledgement  
Affidavit of Compliance with OSHA  
"No Bid" Response Form

County of BoonePurchasing Department**1. Introduction and General Conditions of Bidding**

**1.1. INVITATION** – The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.

**1.2. DEFINITIONS**

**County** – This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:

*Purchasing* – The Purchasing Department, including its Purchasing Director and staff.

*Department/s or Office/s* – The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.

*Designee* – The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.

**Bidder / Contractor / Supplier** – These terms refer generally to businesses having some sort of relations to or with us. The term may apply differently to different classes of entities, as the context will indicate.

*Bidder* – Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.

*Contractor* – The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award and will enter into a Contract for provision of the goods and/or services described in the Bid.

*Supplier* – All business/entities which may provide the subject goods and/or services.

**Bid** – This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A “Request for Bid” is used when the need is well defined. A “Request for Proposal” is used when the County will consider solutions, which may vary significantly from each other or from the County’s initial expectations.

**Response** – The written, sealed document submitted according to the Bid instructions.

**1.3. BID CLARIFICATION** – Questions regarding this Bid should be directed in writing, preferably by e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Addenda are binding, but any oral communications between County and Bidder are not.

**1.4. Bidder Responsibility** – The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder’s failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.

**1.5. Bid Addendum** – If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.

**1.6. AWARD** – Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

**1.7. CONTRACT EXECUTION** – This Bid and the Contractor’s Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.



**Precedence** – In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the Bid;
- 3) the provisions of the Bidder's Response.

**1.8. COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** – Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

*County of Boone**Purchasing Department*

---

## **2. Primary Specifications**

---

### **ITEMS TO BE PROVIDED**

#### **1.0 GENERAL:**

1.01. These specifications describe work to remove an existing 'stick-built' welded steel antenna structure ("corral") and replace it with a factory fabricated unit atop an elevated water tank in Ashland, MO. The antennas are part of County's public safety radio network.

1.02. The work will include removing all components of the existing welded structure, grinding and smoothing the welded areas on the tank, and re-coating all of the affected areas, on inside and outside tank surfaces.

1.03. Work will also include installing the new antenna support structure and welding attachment plates to the tank, all as shown on the attached drawings, and smoothing then re-coating, the affected areas on inside and outside tank surfaces.

1.04. County will provide, at its own expense, crane service to assist Contractor in removing any scrap material or parts from the decommissioned corral as well as lifting the new antenna structure onto the tower.

1.05. The new antenna structure was fabricated by Sabre Industries and has been assembled on the ground at the base of the elevated tank and will be lifted in one piece.

1.06. County will also provide, at its expense, a tower crew to remove and re-install antennas and feedlines. This crew will work concurrently and cooperatively with Contractor during the project to help ensure Contractor's work can progress steadily and to maintain the continuity of critical communications for County.

1.07. The Contractor shall furnish all labor, tools, supplies, and technical and professional resources to complete the work as described.

1.08. County expects a close working relationship with Contractor. County's representative will be on site during project and will be available to assist with site access and project coordination.

1.09. County will provide, at its own expense, a Special Inspector from Terracon who will climb and inspect all welds and the decommission work after Contractor completion, but while Contractor is still at site so Contractor can correct any weld imperfections or issues without a return trip.

1.10. The bid award will be based on proposed price and the demonstrated ability and experience of the Contractor to undertake and accomplish the work in the specified manner.

1.11. Two technical drawings labeled S2.1 and S2.2 contain detailed information about the proposed work and represent the technical authority for fabrication and installation detail. **These drawings are posted on the County web site to make viewing easier at [www.showmeboone.com](http://www.showmeboone.com) / Purchasing / Bid Opportunities / 42-17JUL19.**

1.12. A series of twenty-one photographs are included to provide Vendor with a perspective on the existing "corral" to be removed. Note: The original corral was built with the water tank in 2010. The photographs were taken in 2013 as part of antenna work and inspection by County's tower crew. Based on antenna damage since that time it is anticipated by County that the existing corral has deteriorated. These photos are provided for perspective only and do not represent the current conditions of the corral or tower-top weldments. **These pictures are posted on the County web site to make viewing easier at [www.showmeboone.com](http://www.showmeboone.com) / Purchasing / Bid Opportunities / 42-17JUL19.**

## **2.0 SITE:**

2.01. Work will occur at the elevated water tank located at 5260 W. Red Tail Drive which is near the intersection of Red Tail Drive and South Henry Clay Boulevard in Ashland, Missouri. County refers to this as the RED site in the radio network.

## **3.00 GENERAL WORK SEQUENCE:**

3.01. Work will generally proceed in the following sequence; however Bidder is welcome to offer alternate work plan.

3.02. Tower crew will remove fasteners on antenna feedlines and will raise one temporary antenna and make temporary connections. The temporary antenna will be located near the top of the climbing ladder, generally on the south side of the tank. The tower crew will remove remaining antennas and move the feedlines and hardware clear of the Contractor work area.

3.03. Contractor will remove components of the existing corral. Contractor may remove individual steel components or the entire corral, but at least one upright must remain to hold the temporary antenna.

3.04. After the Contractor removes existing corral and/or corral parts, Contractor may begin work on the new antenna support structure or grind and smooth attachment points of existing corral. Support pads for the new antenna structure may not be placed over existing corral attachment points without grinding and coating those areas first.

3.05. Crane will raise new antenna structure along with necessary corner and mid-span plates and angles as needed by Contractor.

3.06. Contractor will center the new structure, mark the pad areas below corner pipes, mid-span support pipes, and the three mid-span angle supports. Following marking, Contractor may move or rotate new antenna structure to provide work area for surface prep of the tank surface.

3.07. Following surface prep, Contractor will place new structure back to original designated spot. Before welding, Contractor will make certain platform is level by adjusting U-bolts on corner pipes and support legs. Contractor will then perform welding of attachment plates and support angles as shown on the detailed drawings.

3.08. After welding is complete, Special Inspector will climb tank and check welds. If welds are satisfactory, Contractor will proceed to grind smooth any sharp points and apply coating on the inside and outside of tank surfaces. If welds are found unsatisfactory, Contractor will correct the deficient areas and then proceed with grinding and coating.

3.09. After coating has cured, tower crew will remove the temporary antenna and begin making permanent antenna and bracket attachments to the new support structure. Contractor will remove the temporary antenna support bracketing, grind the areas smooth, prep for coating and apply coating on inside and outside of tank surfaces.

3.10. Following completion of work, Contractor shall take photos of completed work and forward them to County's representative.

3.11. It is expected that tower crew will complete their work to outfit the new antenna structure following completion of work by Contractor.

#### **4.00 QUALIFICATIONS:**

4.01, In addition to other required documentation, Bidder shall submit a detailed list of qualifications and examples of similar work for (1) Vendor's firm and (2) individual crew members who will be performing the on-site work.

4.02. Qualifications for individual crew members shall list licenses, certifications, and permits from entities that regulate at least the following work on elevated water tanks:

- Tank Inspections
- Cathodic Protection
- Welding
- Re-Coating
- Safety Practices and Procedures

Entities include, but are not limited to:

- NACE
- AWS
- OSHA
- MO DNR (if applicable)

4.03. Bidder shall verify that crew members qualified in section 4.01 and 4.02 will actually be performing the described work on-site.

4.04. Bidder shall submit examples of work similar in complexity to this project including owner name, address, and reference contact information.

**5.00 Debarment and Suspension:** By submission of its Bid Response, Vendor agrees to comply with the provisions of Executive Order 12549, regarding Debarment and Suspension. Specifically, the Vendor certifies that neither he/she nor their principals are 1.) presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal department or agency, 2) have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; 3.) are not presently indicted for or otherwise criminal or civilly charged by a government entity with commission of any of the offenses stated above and 4.) have not within a three year period preceding this bid had one or more public transactions terminated for cause or default.

**6.00 Certification of Non-Resident/Foreign Contractors:** If the Contractor is a foreign corporation or nonresident Contractor, it is agreed that the Contractor shall procure and maintain during the life of this contract:

- A. A certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.572 RSMo.
- B. A certificate from the Missouri Director of Revenue evidencing compliance with transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

**7.00 Insurance Requirements** - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- A. Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- B. Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- C.** Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- D. Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit

for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

- E. Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.
- F. Proof of Carriage of Insurance -** The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.
- G. INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- H.** Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

**8.00 Sales/Use Tax Exemption:** County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized subcontractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to insure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. Not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify



and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.

**9.00 Warranty & Guarantee** - Contractor warrants and guarantees to Owner that all work will be in accordance with the Contract Documents and will not be defective. All materials provided by the Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail. Prompt notice of all defects shall be given to Contractor. All defective work, whether or not in place, may be rejected, corrected, or accepted as follows:

*Correction or Removal of Defective Work*- If required by Owner, Contractor shall promptly, as directed, either correct all defective Work, whether or not fabricated, installed or completed, or if the Work has been rejected by County Department Designee, remove it from the site and replace it with non-defective Work. Contractor shall bear all direct, indirect, and consequential costs of such correction or removal (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals made necessary thereby).

*One Year Correction Period*- If within one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee required by the Contract Documents or by any specific provision of the Contract Documents, any Work is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions, either correct such defective Work, or if it has been rejected by Owner, remove it from the site and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work removed and replaced and all direct, indirect, and consequential costs of removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals) will be paid by the Contractor. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications or by Written Amendment.

**10.00 Prevailing Wage and Bonding Requirements:** Because project is less than \$75,000, prevailing wage does not apply. Because project is less than \$50,000, bid bond and payment bonds are not required.

**11.00 EXTRA AND/OR ADDITIONAL WORK AND CHANGES:** If any extra and/or additional work is to be done or any change in the plans and specifications is deemed necessary, the County may issue to the Contractor a written change order directing that such extra and/or additional work be done or that such change be made, and the Contract shall be modified accordingly. Compensation to the Contractor will be calculated as an addition to or deduction from the Contract price, based upon such written terms as may be established by the owner, either (a) by an acceptable lump sum proposal of the Contractor, (b) on a cost-plus limited basis not to exceed a specified limit, or (c) on basis of bid or mutually agreed upon unit prices. In the event that none of the foregoing methods are agreed upon with the Contractor, the County may perform the work with its own forces or under separate contract with another contractor.

**12.00 DISCHARGE OF EMPLOYEES:** Any employee of the Contractor who is stationed at the site of the work and should prove to be quarrelsome, dishonest, incompetent or inexperienced, or should not work for the good of the job shall, upon written notice from the County, be removed by the Contractor and replaced by an employee with proper qualifications.

**13.00 SUBCONTRACTORS, SUPPLIERS AND OTHERS-** Contractor shall not employ any Subcontractor, Supplier, or other person or organization (including those acceptable to Owner as indicated below), whether initially or as a substitute, against whom Owner may have reasonable

objection. Contractor shall not be required to employ any Subcontractor, Supplier, or other person or organization to furnish or perform any of the Work against whom the Contractor has a reasonable objection.

If the Owner requires identity of certain Subcontractors, Suppliers, or other persons or organizations (including those who are to furnish the principal items of material and equipment) to be submitted to Owner in advance of the specified date prior to the Effective Date of the Agreement for acceptance by Owner and if Contractor has submitted a list thereof in accordance with the project Specifications, Owner's acceptance (either in writing or by failing to make written objection thereto by the date indicated for acceptance or objection in the bidding documents or the Contract Documents) of any such Subcontractor, Supplier, or other person or organization so identified may be revoked on the basis of reasonable objection after due investigation, in which case Contractor shall submit an acceptable substitute, the Contract Price will be increased by the difference in the cost occasioned by such substitution and an appropriate Change Order will be issued or Written Amendment signed. No acceptance by Owner of any such Subcontractor, Supplier, or other person or organization shall constitute a waiver of any right of Owner to reject defective Work.

**14.00 ACCIDENT PREVENTION:** Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, 8th Edition, 1999, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. Current standards of the Occupational Safety and Health Act shall be applied, as well as the requirements contained within the current MUTCD.

**15.00 LEGAL REQUIREMENTS:** The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.

**16.00 EQUAL OPPORTUNITY:** The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.

The Contractor agrees that he will comply with all federal and state laws and regulations and local ordinances and that he will comply and cause each of his subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this Contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.

**17.00 DOMESTIC PURCHASING POLICY:** Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods. By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri, 1987.

**18.00 TRANSIENT EMPLOYERS:** Every transient employer, as defined in Section 285.230 RSMo, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) the notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers'



compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under Section 285.234 RSMo, be liable for a penalty of five hundred dollars per day until the notices required by this section are posted as required by law.

**19.00 PROTECTION OF WORK:** The Contractor shall take all necessary steps to protect his own workers, the utility personnel, and the public from unnecessary danger or hazard during the prosecution of this work. Danger signs, warning signs, flares, lanterns, railings, barriers, sheeting, shoring, etc, shall be erected to prevent accidents from construction, falling objects, rotating machinery, electric lines and other conditions which might prevent unusual hazard.

**20.00 OVERHEAD LINE PROTECTION:** The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

**21.00 OSHA PROGRAM REQUIREMENTS:** The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors, or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.

The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program, and certify compliance by affidavit at the conclusion of the project.

The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.

**22.00 PAYMENT:** This will be a lump sum payment contract upon acceptance by Boone County. Contractor must submit an invoice and charges must only include prices listed in the vendor's bid response. No additional fees or taxes shall be included as additional charges. The County's purchase order must appear on the invoice. The County agrees to pay the invoice within thirty (30) days from receipt of a correct invoice and all other required documents.

**23.00 INVOICES:** Invoices should be submitted to Boone County Joint Communications, Attn: Pat Schreiner for payment 30 days after receipt of a correct and valid invoice. The billing address is Boone County Joint Communications, 2145 E. County Drive, Columbia, MO 65201.

**24.00 Bid Clarification:** Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Melinda Bobbitt, Director of Purchasing, 613 E. Ash Street, Room 110, Columbia, Missouri 65201. Phone: (573) 886-4391; Fax: (573) 886-4390 or Email: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

### **3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** – In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** – Responses **MUST** be received by the date and time notes on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS.** The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.3. **Advice of Award** – If you wish to be advised of the outcome of this Bid, the results may be viewed on the County's web page at [www.showmeboone.com](http://www.showmeboone.com).
- 3.4. **BID OPENING** – On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response. In the event only one bid is received by the date and time of the bid opening, County reserves the right to not open the bid and extend the Closing Date for the purpose of inviting bid responses from more vendors in the interest of establishing competition.
- 3.5. **Removal from Vendor Database** – If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reason for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.6. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.7. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.8. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

County of BoonePurchasing Department**4. Response Form**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Federal Tax I.D. \_\_\_\_\_  
☐ Corporation  
☐ Partnership – Name \_\_\_\_\_  
☐ Individual/Proprietorship – Individual Name \_\_\_\_\_  
☐ Other (Specify) \_\_\_\_\_

**4.00 PRICING**

4.01. Inspection, Welding, and Coating Work on Elevated Water Tank per the requirements stated herein:

\$ \_\_\_\_\_ /LUMP SUM

4.02. Work will begin on project \_\_\_\_\_ days after receipt of Notice to Proceed.

4.03. Work will be completed \_\_\_\_\_ days after receipt of Notice to Proceed.

4.04. **Subcontracting:** If Vendor proposes to use subcontractors for this work, list the names of the firms and the work to be assigned in spaces below.

Subcontractor Name/Address

Work Assigned

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

4.05. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign by Hand):

\_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative:

\_\_\_\_\_

## STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. When Organized: \_\_\_\_\_
4. When Incorporated: \_\_\_\_\_
5. List federal tax identification number: \_\_\_\_\_  
If not incorporated, state type of business (sole proprietor, partnership, or other) \_\_\_\_\_
6. Number of years engaged in business under present firm name: \_\_\_\_\_
7. If you have done business under a different name, please give name and business location under that name: \_\_\_\_\_
8. Percent of work done by own staff: \_\_\_\_\_
9. Have you ever failed to complete any work awarded to your company? If so, where and why?  
\_\_\_\_\_
10. Have you ever defaulted on a contract? \_\_\_\_\_ If so, give \_\_\_\_\_
11. List of contracts completed within the last three years for work similar in scope to that described in this bid, including value of each. \_\_\_\_\_
12. List of projects currently in progress: \_\_\_\_\_

**\* Attach additional sheets as necessary \***



**Boone County Purchasing**  
613 E. Ash, Room 110  
Columbia, MO 65201

### ***Standard Terms and Conditions***

Melinda Bobbitt, CPPO, CPPB, Director of Purchasing  
Phone: (573) 886-4391 – Fax: (573) 886-4390

---

#### **STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

---

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.

12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the *Federal Transit Administration's Best Practices Procurement Manual – Appendix A*. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **For all titled vehicles and equipment, the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO), Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

*Revised 1/17/2018*



## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**





**CERTIFICATION OF INDIVIDUAL BIDDER**

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- \_\_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
- \_\_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
- \_\_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant\_\_\_\_\_  
Date\_\_\_\_\_  
Printed Name



**(Please complete and return with Bid)**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

## ANTI-COLLUSION STATEMENT

STATE OF MISSOURI

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and

says that he is \_\_\_\_\_

(Title of Person Signing)

of \_\_\_\_\_

(Name of Bidder)

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project

By \_\_\_\_\_ By \_\_\_\_\_

By \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**SIGNATURE AND IDENTITY OF BIDDER**

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

( ) sole individual                      ( ) partnership                      ( ) joint venture  
 ( ) corporation, incorporated under laws of the state of \_\_\_\_\_

Dated \_\_\_\_\_, 20 \_\_\_\_\_

Name of individual, all partners, or joint venturers:

Address of each:

_____	_____
_____	_____
_____	_____
_____	_____

Address of principal place of business in doing business under the name of:

\_\_\_\_\_  
 (If using a fictitious name, show this name above in addition to legal names.)

\_\_\_\_\_  
 (If a corporation – show its name above)

\_\_\_\_\_  
 (Secretary)

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

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint venturers, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY

TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Engineer.

## BIDDER'S ACKNOWLEDGMENT

(Complete and fill out all parts applicable and strike out all parts not applicable.)

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

before me appeared \_\_\_\_\_ to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and

(if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that his executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

(if a corporation) that he is the \_\_\_\_\_  
President or other agent

of \_\_\_\_\_; that the above Proposal was signed and sealed in behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at \_\_\_\_\_ the day and year first above written. (SEAL)

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_, 20 \_\_\_\_\_.

**AFFIDAVIT OF COMPLIANCE WITH OSHA  
TRAINING REQUIREMENTS PURSUANT TO §292.675 RSMo  
(FOR ALL PUBLIC WORKS PROJECTS AFTER 8/28/2009)**

County of \_\_\_\_\_ )  
State of \_\_\_\_\_ )ss

My name is \_\_\_\_\_. I am an authorized agent of \_\_\_\_\_  
\_\_\_\_\_ (Company). I am aware of the requirements for OSHA training set out in  
§292.675 Revised Statutes of Missouri for those working on public works. All requirements of said  
statute have been fully satisfied and there has been no exception to the full and complete compliance with  
said provisions relating to the required OSHA training for all those who performed services on this public  
works contract for Boone County, Missouri.

NAME OF PROJECT: \_\_\_\_\_

\_\_\_\_\_  
Affiant Date

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

NOTE: Failure to return this Affidavit with project close-out documents may result in referral of this project to the  
Department of Labor and Industrial Relations for further action to determine compliance with RSMo Sec. 292.675.





***"No Bid" Response Form***

**Boone County Purchasing**  
613 E. Ash, Room 110  
Columbia, MO 65201

Melinda Bobbitt, Director of Purchasing  
(573) 886-4391 – Fax: (573) 886-4390

---

**"NO BID RESPONSE FORM"**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

**Bid: 42-17JUL19 – Inspection, Welding, and Coating Work on Elevated Water Tank**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Drawings and Pictures are posted on  
County web page:***

***[www.showmeboone.com](http://www.showmeboone.com) / Purchasing /  
Bid Opportunities / 42-17JUL19***



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
**7/22/2019**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Morse Harwell Jiles Ins. Agency 603 S. Westwood Blvd. Poplar Bluff, MO 63901	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): <b>(573) 785-3138</b> FAX (A/C, No): <b>(866) 593-7295</b> E-MAIL ADDRESS:  <table style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : <b>Burlington Insurance Company</b></td> <td></td> </tr> <tr> <td>INSURER B : <b>United Fire &amp; Casualty Ins. Co</b></td> <td><b>13021</b></td> </tr> <tr> <td>INSURER C : <b>American Interstate Insurance</b></td> <td><b>31895</b></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : <b>Burlington Insurance Company</b>		INSURER B : <b>United Fire &amp; Casualty Ins. Co</b>	<b>13021</b>	INSURER C : <b>American Interstate Insurance</b>	<b>31895</b>	INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : <b>Burlington Insurance Company</b>															
INSURER B : <b>United Fire &amp; Casualty Ins. Co</b>	<b>13021</b>														
INSURER C : <b>American Interstate Insurance</b>	<b>31895</b>														
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b>  Ozark Applicators, LLC HCR 2 Box 2259A Van Buren, MO 63965															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>582BW51588</b>	<b>5/16/2019</b>	<b>5/16/2020</b>	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
							MED EXP (Any one person) \$ <b>5,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ <b>2,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>B</b>	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>60474132</b>	<b>3/14/2019</b>	<b>3/14/2020</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
<b>A</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>HFF0009419</b>	<b>5/16/2019</b>	<b>5/16/2020</b>	EACH OCCURRENCE \$ <b>4,000,000</b>
	<input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						<b>Aggregate</b> \$ <b>4,000,000</b>
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<input type="checkbox"/>	<b>N/A</b>	<b>AVWCMO2780002019</b>	<b>3/29/2019</b>	<b>3/29/2020</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$ <b>1,000,000</b>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

County of Boone, Missouri C/O Purchasing Department 613 E. Ash Street Columbia, MO 65201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

8th

day of

August

2019

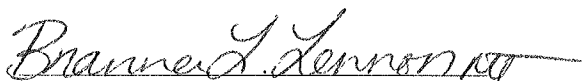
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the request by the Sheriff's Department to dispose of one (1) 2014 Ford Interceptor Utility (Explorer), fixed asset tag 19309 through the insurance carrier.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal Form.

Done this 8th day of August 2019.

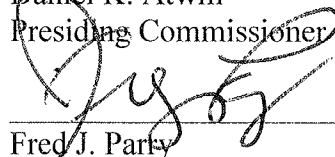
ATTEST:



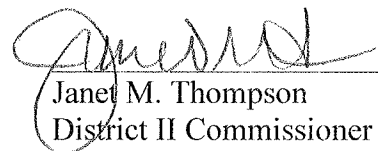
Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
**Director of Purchasing**



613 E. Ash Street, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

---

TO: Boone County Commission

FROM: Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing

DATE: July 29, 2019

RE: Vehicle Surplus Disposal

Following is a vehicle that has been wrecked and will be turned over to our insurance carrier.

Year	Description	Approximate Mileage	VIN #	Condition
2014	Ford Interceptor Utility (Explorer)	145,521	1FM5K8AR0EGC38498	Vehicle struck on front end on 6/17/19. Totaled by insurance carrier.

cc: Disposal File; Gary German, Leasa Quick, David Alexander, Sheriff; Greg Edington, PW;  
Angela Wehmeyer, Risk Manager; Heather Acton, Auditor

## BOONE COUNTY

## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 06-25-2019

Fixed Asset Tag Number: 19309

JUL 18 2019

Description of Asset: 2014 Ford Interceptor Utility (Explorer)

BOONE COUNTY  
AUDITORRequested Means of Disposal: ☐ Sell ☐ Trade-In ☐ Recycle/Trash ☒ Other, Explain: Crashed

Other Information (Serial number, etc.):

Color: White, Odometer: 145,521

Condition of Asset: Poor.

VIN = 1FM5K8AR0EGC38498

Reason for Disposition: Vehicle was struck on front end on/about 06/17/2019. Subsequently totaled by insurance company.

Location of Asset and Desired Date for Removal to Storage: 06/25/2019

Was asset purchased with grant funding? ☐ YES ☒ NOIf "YES", does the grant impose restriction and/or requirements pertaining to disposal? ☐ YES ☐ NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number &amp; Name: 1255 Corrections

Signature David Alexander 6/25/19 D. Alexander**To be Completed by: AUDITOR**Original Acquisition Date 6/5/14G/L Account for Proceeds 1195-3946 NAOriginal Acquisition Amount 27,085.Original Funding Source 2731Account Group 1605**To be Completed by: COUNTY COMMISSION / COUNTY CLERK**

Approved Disposal Method:

☐ Transfer Department Name \_\_\_\_\_ Number \_\_\_\_\_

Location within Department \_\_\_\_\_

Individual \_\_\_\_\_

☐ Trade ☐ Auction ☐ Sealed Bids☐ Other Explain \_\_\_\_\_Commission Order Number 333-2019Date Approved 8.8.19Signature [Signature]

# CERTIFICATE OF TITLE

03317DA791

ORIGINAL

TITLE NUMBER  
TMK66076



VEHICLE IDENTIFICATION NUMBER  
**IFM5K8AR0EGC38498**

YEAR  
**2014**

MAKE  
**FORD**

BODY STYLE  
**UTILI**

CYL  
**34**

PREVIOUS STATE

MILEAGE AT TIME OF TRANSFER  
**6\***

TAX  
**EX 08**

PURCHASE DATE  
**06/09/2014**

DATE SIGNED  
**07/16/2014**

OWNER  
**BOONE COUNTY SHERIFF  
613 E ASH ST  
COLUMBIA MO 65201**

MAIL TO

**BOONE COUNTY SHERIFF  
613 E ASH ST  
COLUMBIA MO 65201-4432**

VEHICLE SUBJECT TO FOLLOWING LIEN(S)

FIRST LIEN

LIEN DATE

Lien release - To release any lien shown on the face of this title, the purchaser must complete a notarized lien release (OCR-1000) to be presented to the state before the purchase of a Certificate of Title.

SECOND LIEN

LIEN DATE

Any person who knowingly and intentionally submits a separate document releasing a lien of another without authority to do so shall be guilty of a class C felony. (KRS 160.050)

BUYER ON REVERSE SIDE MUST TITLE IN 30 DAYS TO AVOID PENALTY

DISCLOSURE STATEMENT

**\*ACTUAL MILEAGE.  
ANNUAL ODOMETER UPDATES MAY BE AVAILABLE FROM THE  
DEPARTMENT OF REVENUE.  
EFFECTIVE 1/1/06 YOU MUST SUBMIT A NOTICE OF SALE  
TO THE DEPARTMENT OF REVENUE WITHIN 30 DAYS OF  
SELLING THIS VEHICLE.**

DO NOT SIGN HERE

16351007

ACTING DIRECTOR OF REVENUE

*John R. Mollenberg*

MAINSCR. BOONE

Fixed Asset - View Only

BCPUBLIC

12:01:32

6/25/19

Trns N Tag 19308 Tagged Y Tag Replaced N To        From        Last Posted  
Description 2014 FORD EXPLORER Adjustments in Process 5 2019  
Acquired 6/05/2014 Acq Amt 32,219.00 Useful Life Months 84  
Acct Grp 1605 VEHICLES 6,443.80  
Category 10 AUTOMOBILES Res Val % 20  
Location 1251 SHERIFF Tag in Book N  
Purch Dept 2901 SHERIFF OPERATIONS-LE SALES TX Book ID         
Inventory Date 12/01/2018 Inv Status Found - No Change  
Site Loc Boone County Sheriff/Corrections  
Site Detl Fleet  
Make FORD 80 82 Model EXPLORER (INTERCEPTOR UT)  
Serial 1FM5K8A2XEGC3849 Note         
Invoice F14-BNCNTY Check 180811  
Vendor 14971 LOU FUSZ FORD INC  
Bid# C114088003  
User       

Calculated Fields Book Value

Dep St Dt        7,364.80Adj Total        18,410.40- Acn Dep Ytd 1,534.20Total Cost 32,219.00

F2=Key Scr F3=Exit

F11=Grant

F23=Bid F22=Hist F24=More

6/25/19  
Incorrect VIN;  
digits 8, 9, + 17



# MFD. BY FORD MOTOR CO.

DATE: 04/14

FRONT GAWR:

1452 KG ( 3200 LB)

245/55R18 103V

18X8.0J

AT 250 kPa/ 36 PSI COLD

GVWR: 2858 KG ( 6300 LB)

REAR GAWR:

1520 KG ( 3350 LB)

245/55R18 103V

18X8.0J

AT 250 kPa/ 36 PSI COLD

WITH

TIRES

RIMS

WITH

TIRES

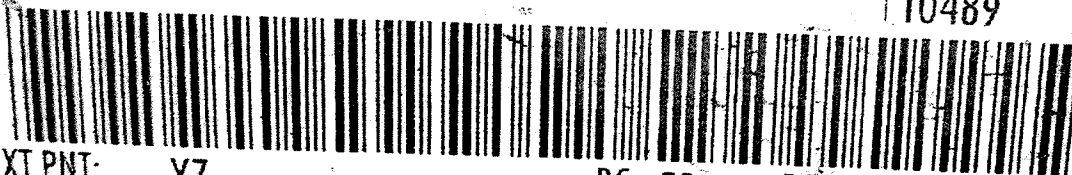
RIMS

THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR  
VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF  
MANUFACTURE SHOWN ABOVE.

VIN: 1FM5K8AR0EGC38498

TYPE: MPV

F0328  
T0489



EXT PNT:

YZ

WB

INT TR

TP/PS

R

AXLE

TR

RC: 53

DSO:

SPR

EEEE

113

9W

A

3J

C

1201404306695

UTC

▽5U5A-1520472-BA

7/29/19

Trns N Tag 19309 Tagged Y Tag Replaced N To \_\_\_\_\_ From \_\_\_\_\_ Last Posted  
Description 2014 FORD EXPLORER Adjustments in Process 6 2019  
Acquired 6/05/2014 Acq Amt 27,085.00 Useful Life Months 84  
Acct Grp 1605 VEHICLES 5,417.00  
Category 10 AUTOMOBILES Res Val % 20  
Location 8999 ASSETS PENDING DISPOSAL Tag in Book N  
Purch Dept 1255 CORRECTIONS Book ID \_\_\_\_\_  
Inventory Date 12/01/2018 Inv Status Found - No Change  
Site Loc Assets Pending Disposal  
Site Detl None  
Make FORD Model EXPLORER (INTERCEPTOR UT)  
Serial 1FM5K8AR0EGC38498 Note \_\_\_\_\_  
Invoice F14-BNCNTY Check 180811  
Vendor 14971 LOU FUSZ FORD INC  
Bid# C114088003  
User \_\_\_\_\_

Calculated Fields Book Value

Dep St Dt 5,933.05  
Adj Total 15,734.95- Acum Dep Ytd 1,547.70

Total Cost 27,085.00

F2=Key Scr F3=Exit

F11=Grant

F23=Bid F22=Hist F24=More

Correct VIN

167 of 553  
Records

Save

19309: 2014 Ford Interceptor Utility

Print This

Add-Hoc Report

## Editing Equipment: 19309: 2014 Ford Interceptor Utility

Meters	Purchase Info	Tools	Scheduling	Details	Documents	Pictures	Tires	Driver	Depreciation	Release Info	Comments
Equipment No:	19309										
Filed Asset No:	19309										
Year:	2014						Age:	5.00			
Make:	Ford						Model:	Interceptor Utility			
Miles:	✓ 145,810.0						Miles Logged:	06/17/2019			
License Plate No:	48-1						Alt:	1FNUZK34F0B0033400			
Location:	00-Benefits Department and Lab						Department:	1055-Corrections			
Equip Type:	00-Passenger SUV						Sub Type:				
GVW:	0										
Equip Condition:											
Equip Status:											
Assign To:											
Fuel Type:	101						Fuel Tank Size:	✓ 35			
Fuel Class:	0,740.4										

This is a Tab

# Work Order Detail

19309: 2014 Ford Interceptor Utility									
VIN: 1FMSK8AR0C031800 Mile: 5,810.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF									
License Plate: Jaf 2 Department: 1255-Corrections Date: Inv: 135504 PO#:									
Recall: External WO:									
WO #	Open Date	Close Date	Status	Overline	Accident				
112748	12/01/2014	12/01/2014	Closed	0.00					
Detail									
Service A									
Light Check									
Brake Lights Pass									
Headlights Pass									
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Lube, Oil & Filter									
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Tire Rotation									
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Total									
19309: 2014 Ford Interceptor Utility									
VIN: 1FMSK8AR0C031800 Mile: 12,382.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF									
License Plate: Jaf 2 Department: 1255-Corrections Date: Inv: 141504 PO#:									
Recall: External WO:									
WO #	Open Date	Close Date	Status	Overline	Accident				
112992	02/27/2015	02/27/2015	Closed	0.00					
Detail									
Service A									
Light Check									
Brake Lights Pass									
Headlights Pass									
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Lube, Oil & Filter									
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Tire Rotation									
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Total									
19309: 2014 Ford Interceptor Utility									
VIN: 1FMSK8AR0C031800 Mile: 19,526.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF									
License Plate: Jaf 2 Department: 1255-Corrections Date: Inv: 141504 PO#:									
Recall: External WO:									
WO #	Open Date	Close Date	Status	Overline	Accident				
112614	05/15/2015	05/15/2015	Closed	0.00					
Detail									
Description: APN BPM									
Discounts Parts Labor Taxes Other Total									

Report Created by collective Shop 5.3

06/25/2016 14:03:47

Report Created by collectShop 5.3

06/25/2019 12:03 PM

Page 1 of 19

# Work Order Detail

Service A						
Light Check		\$0	\$17.00		\$17.00	
Brake Lights Pass	Discontinued Lights Pass			\$10.00		\$17.00
Headlights Pass	Reverse Lights Pass			Come Light Pass		
Miscellaneous Parts				Turn Signals Pass		
M0053 - Knight, Terry (0.50)		\$0	\$17.00			
Miscellaneous Labor			\$0			
Other						
Lube, Oil & Filter		\$27.57	\$17.00		\$0	\$44.57
OIL: 5W/20: ENG OIL		\$16.74				
SYNTHETIC Blend (6.000)						
Muff. GF22000 Oil FILTER		\$1.72			\$0	
(1.000)						
OIL: DRUM GREASE: DRUM		\$0.55				
GREASE: SUPER (5.000)						
MAIN. AF 10242: AIR FLYR		\$5.31				
INTERCEPT (1.500)						
TF. SHOP SUPPLIES: MISC		\$2.85				
SHOP SUPPLIES (1.000)						
Miscellaneous Parts		\$0				
M0053 - Knight, Terry (0.50)			\$17.00			
Miscellaneous Labor			\$0			
Other					\$0	
Tire Rotation		\$0	\$13.60		\$0	\$13.60
Miscellaneous Parts		\$0				
M0053 - Knight, Terry (0.40)			\$13.60			
Miscellaneous Labor			\$0			
Other					\$0	
Service B						
Check Brakes		\$0	\$0		\$0.00	\$0.00
Miscellaneous Parts						
M0053 - Knight, Terry (0.05)			\$0.50			
Miscellaneous Labor			\$0			
Other						
Replace Fuel Filter		\$16.00	\$3.40		\$0	\$19.40
PG. 44K. INJ. CLEANER		\$16.00			\$3.60	
(1.000)						
Miscellaneous Parts		\$0				
M0053 - Knight, Terry (0.10)			\$3.40			
Miscellaneous Labor			\$0			
Other					\$0	
C&G PRVT MAINT		\$3.43	\$17.00		\$3.00	\$20.43
Maint. GF1230 CABIN FILTER		\$3.13				
(1.000)						
Miscellaneous Parts		\$0				
M0053 - Knight, Terry (0.50)			\$17.00			
Miscellaneous Labor			\$0			
Other					\$0	
		\$0	\$47.40	\$66.00	\$0	\$114.40
19309: 2014 Ford Interceptor Utility						
		VIN: 1FMSK8AR0C031800		License Plate: Jaf 2		
		Mile: 24,201.0				
		Location: 02-Sheriff's		Department: 1255-Corrections		
		Campaign #		Date: Inv: 141504		
		Vendor: V7000 - SHERIFF		PO#:		
Recall:						
External WO:						
WO#	Open Date	Close Date	Status	Remains	Accident	
114103	06/29/2015	06/29/2015	Closed	0.00		
Description: APN BPM						
Discounts Parts Labor Taxes Other Total						
Service A						
Light Check						
Brake Lights Pass						
Headlights Pass						
Miscellaneous Parts						
Miscellaneous Labor						
Other						
Lube, Oil & Filter						
Miscellaneous Parts						
Miscellaneous Labor						
Other						
Tire Rotation						
Miscellaneous Parts						
Miscellaneous Labor						
Other						
Total						
19309: 2014 Ford Interceptor Utility						
VIN: 1FMSK8AR0C031800						
Mile: 24,201.0						
Location: 02-Sheriff's						
Campaign #						
Vendor: V7000 - SHERIFF						
Department: 1255-Corrections						
Date: Inv: 141504						
PO#:						
License Plate: Jaf 2						
Recall: External WO:						
WO#	Open Date	Close Date	Status	Overline	Accident	
13751	06/25/2015	06/25/2015	Closed	0.00		
Description: APN BPM						
Discounts Parts Labor Taxes Other Total						
Service A						
Light Check						
Brake Lights Pass						
Headlights Pass						
Miscellaneous Parts						
Miscellaneous Labor						
Other						
Lube, Oil & Filter						
Miscellaneous Parts						
Miscellaneous Labor						
Other						
Tire Rotation						
Miscellaneous Parts						
Miscellaneous Labor						
Other						
Total						

Report Created by: DetectiveSnap 6.5

06/25/2019 17:03 PM

Page 2 of 2

# Work Order Detail

Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$0	\$3.40	\$0	\$0	\$0	\$0	\$0
Service C Replica Wiper Blades Miscellaneous Parts MO253 - Knight, Terry (0.00) Labor Comments: WIPERS OK Miscellaneous Labor Other	\$0	\$0	\$0.00	\$0.00	\$0	\$0	\$0
Change Transmission Fluid SHOP 6902E: LUBE GAURO (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$5.80 \$5.00	\$2.40	\$0.00	\$0.20	\$0	\$0	\$0
C40-PRVT MAINT Main CF 1230 CABIN FILTER (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$3.40 \$3.40	\$17.00	\$0.00	\$10.93	\$0	\$0	\$0
19300: 2014 Ford Interceptor Utility	10	\$24.56	\$51.00	10	10	\$15.55	
VIN: 1FMSK8AR6GCG38 Miles: 42,081.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF Department: 1255-Corrections Date: Inv# 170577 License Plate: Jol 2 PO#							
W.O.# 138970	Open Date 03/02/2016	Close Date 03/02/2016	Status Closed	OverTime 0.00	Accident		
Detail Service A Light Check Brake Lights Pass Headlights Pass Miscellaneous Parts Miscellaneous Labor Other	Discounts \$0	Parts \$0	Labor \$0	Miles \$0	Other \$0.00	Total \$0.00	
Lube, Oil & Filter Miscellaneous Parts Miscellaneous Labor Other	\$25.50 \$25.50	\$0	\$0	\$0	\$0	\$25.50	
Tire Rotation Miscellaneous Parts Miscellaneous Labor Other	\$0	\$0	\$0	\$0	\$0	\$0	
19309: 2014 Ford Interceptor Utility	10	\$25.50	\$0	\$0	\$0	\$25.50	
VIN: 1FMSK8AR6GCG38 Miles: 48,000							

Report Created by collectiveshop 5.5

06/25/2019 12:03 PM

# Work Order Detail

Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$0	\$3.40	\$0	\$0	\$0	\$0	\$0
Service C Replica Wiper Blades Miscellaneous Parts MO253 - Knight, Terry (0.00) Labor Comments: WIPERS OK Miscellaneous Labor Other	\$0	\$0	\$0.00	\$0.00	\$0	\$0	\$0
Change Transmission Fluid SHOP 6902E: LUBE GAURO (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$5.80 \$5.00	\$2.40	\$0.00	\$0.20	\$0	\$0	\$0
C40-PRVT MAINT Main CF 1230 CABIN FILTER (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$3.40 \$3.40	\$17.00	\$0.00	\$10.93	\$0	\$0	\$0
19300: 2014 Ford Interceptor Utility	10	\$24.56	\$51.00	10	10	\$15.55	
VIN: 1FMSK8AR6GCG38 Miles: 42,081.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF Department: 1255-Corrections Date: Inv# 170577 License Plate: Jol 2 PO#							
W.O.# 138970	Open Date 03/02/2016	Close Date 03/02/2016	Status Closed	OverTime 0.00	Accident		
Detail Service A Light Check Brake Lights Pass Headlights Pass Miscellaneous Parts Miscellaneous Labor Other	Discounts \$0	Parts \$0	Labor \$0	Miles \$0	Other \$0.00	Total \$0.00	
Lube, Oil & Filter Miscellaneous Parts Miscellaneous Labor Other	\$25.50 \$25.50	\$0	\$0	\$0	\$0	\$25.50	
Tire Rotation Miscellaneous Parts Miscellaneous Labor Other	\$0	\$0	\$0	\$0	\$0	\$0	
19309: 2014 Ford Interceptor Utility	10	\$25.50	\$0	\$0	\$0	\$25.50	
VIN: 1FMSK8AR6GCG38 Miles: 48,000							

Report Created by collectiveshop 5.5

06/25/2019 12:03 PM

# Work Order Detail

Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service B Check Brakes Miscellaneous Parts MO253 - Knight, Terry (0.00) Labor Comments: BRAKES OK Miscellaneous Labor Other	\$0 \$0	\$0 \$0.00	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0
Replace Fuel Filter B3 44K INJ CLEANER (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$16.00 \$16.00	\$2.40	\$0	\$0	\$0	\$18.40	
C18-WIPERS Main 11-G WIPER BLADE (1.000) MO: SP22 WIPERS (1.000) IG: SP76 26" CONTOUR (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.23) Miscellaneous Labor Other	\$20.20 \$10.07	\$6.80	\$0.00	\$27.09	\$0	\$27.09	
C40-PRVT MAINT Main CF 1230 CABIN FILTER (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$3.40 \$3.40	\$17.00	\$0.00	\$10.93	\$0	\$10.93	
19300: 2014 Ford Interceptor Utility	10	\$66.67	\$74.80	10	10	\$142.52	
VIN: 1FMSK8AR6GCG38 Miles: 50,451.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF Department: 1255-Corrections Date: Inv# 170577 License Plate: Jol 2 PO#							
W.O.# 13897	Open Date 03/02/2016	Close Date 03/02/2016	Status Closed	OverTime 0.00	Accident		
Detail Service A Light Check Brake Lights Pass Headlights Pass Miscellaneous Parts Miscellaneous Labor Other	Discounts \$0	Parts \$0	Labor \$0	Miles \$0	Other \$0.00	Total \$0.00	
Lube, Oil & Filter Miscellaneous Parts Miscellaneous Labor Other	\$25.50 \$25.50	\$0	\$0	\$0	\$0	\$25.50	
Tire Rotation Miscellaneous Parts Miscellaneous Labor Other	\$0	\$0	\$0	\$0	\$0	\$0	
19309: 2014 Ford Interceptor Utility	10	\$66.67	\$74.80	10	10	\$142.52	
VIN: 1FMSK8AR6GCG38 Miles: 50,451.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF Department: 1255-Corrections Date: Inv# 170577 License Plate: Jol 2 PO#							

Report Created by collectiveshop 5.5

06/25/2019 12:03 PM

# Work Order Detail

Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tire Service Miscellaneous Parts MO253 - Knight, Terry (0.00) Labor Comments: BRAKES OK Miscellaneous Labor Other	\$641.63 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$641.63 \$0	\$641.63 \$0
19300: 2014 Ford Interceptor Utility	10	\$641.63	\$0	10	10	\$641.63	
VIN: 1FMSK8AR6GCG38 Miles: 65,539.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF Department: 1255-Corrections Date: Inv# 180583 License Plate: Jol 2 PO#							
W.O.# 13897	Open Date 10/19/2016	Close Date 10/19/2016	Status Closed	OverTime 0.00	Accident		
Detail Service A Light Check Brake Lights Pass Headlights Pass Miscellaneous Parts Miscellaneous Labor Other	Discounts \$0	Parts \$0	Labor \$0	Miles \$0	Other \$0.00	Total \$0.00	
Lube, Oil & Filter Miscellaneous Parts Miscellaneous Labor Other	\$25.50 \$25.50	\$0	\$0	\$0	\$0	\$25.50	
Tire Rotation Miscellaneous Parts Miscellaneous Labor Other	\$0	\$0	\$0	\$0	\$0	\$0	
19309: 2014 Ford Interceptor Utility	10	\$25.50	\$0	10	10	\$25.50	
VIN: 1FMSK8AR6GCG38 Miles: 73,074.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF Department: 1255-Corrections Date: Inv# 180583 License Plate: Jol 2 PO#							
W.O.# 13897	Open Date 12/16/2016	Close Date 12/16/2016	Status Closed	OverTime 0.00	Accident		
Detail Service B Check Brakes Miscellaneous Parts MO253 - Knight, Terry (0.00) Labor Comments: BRAKES OK Miscellaneous Labor Other	Discounts \$0	Parts \$0	Labor \$0	Miles \$0	Other \$0.00	Total \$0.00	
Replace Fuel Filter B3 44K INJ CLEANER (1.000) Miscellaneous Parts MO253 - Knight, Terry (0.10) Miscellaneous Labor Other	\$16.00 \$16.00	\$2.40	\$0	\$0	\$0	\$18.40	
Service A Light Check Brake Lights Pass Headlights Pass Miscellaneous Parts Miscellaneous Labor Other	Discounts \$0	Parts \$0	Labor \$0	Miles \$0	Other \$0.00	Total \$0.00	
19309: 2014 Ford Interceptor Utility	10	\$18.40	\$0	10	10	\$18.40	
VIN: 1FMSK8AR6GCG38 Miles: 73,074.0 Location: 02-Sheriff's Campaign # Vendor: V7000 - SHERIFF Department: 1255-Corrections Date: Inv# 180583 License Plate: Jol 2 PO#							

Report Created by collectiveshop 5.5

06/25/2019 12:03 PM

# Work Order Detail

W.O.#	Open Date	Close Date	Status	Discontinue	Accident
140033	04/12/2017	04/13/2017	Closed	0.00	
<b>Detail</b> <b>Service A</b> Light Check Brake Lights Pass Headlights Pass Miscellaneous Parts M0053 - Knight, Terry (0.50) Miscellaneous Labor Other Lube, Oil & Filter Man: 5W20 SYN SYNTHETIC ENGINE OIL (6.000) Man: 0F25500 OIL FILTER (1.000) Oil: DRUM GREASE DRUM GREASE SUPER (5.000) Man: AF10242 AIR FLTR INTERCEPTO (1.000) 2F: SHOP SUPPLIES /MISC SHOP SUPPLIES (1.000) Miscellaneous Parts M0053 - Knight, Terry (0.50) Miscellaneous Labor Other Tire Rotation Miscellaneous Parts M0053 - Knight, Terry (0.40) Miscellaneous Labor Other Service C Replace wiper blades 1G: SP22 WIPERS (1.000) 1G: SP26-20" CONTOUR (1.000) Miscellaneous Parts M0053 - Knight, Terry (0.20) Miscellaneous Labor Other Change Transmission Fluid SHOP: 60902E LUBE OIL (1.000) Miscellaneous Parts M0053 - Knight, Terry (0.10) Miscellaneous Labor Other Service D Change Spark Plugs SP20 SPARK PLUGS (6.000) Miscellaneous Parts M0053 - Knight, Terry (1.50) Miscellaneous Labor Other CAR/ROAD TEST Miscellaneous Parts M0053 - Knight, Terry (0.32) Miscellaneous Labor Other					
10109: 2014 Ford Interceptor Utility	VIN: 1FV5H8AR6C36- Miles: 77,923.0	License Plate: Jai 2			
Recall:	External W.O.				
W.O.#	Open Date	Close Date	Status	Discontinue	Accident
140033	04/12/2017	04/13/2017	Closed	0.00	
10109: 2014 Ford Interceptor Utility	VIN: 1FV5H8AR6C36- Miles: 77,923.0	License Plate: Jai 2			
Recall:	External W.O.				

# Work Order Detail

Recall:			Location: 02-Snowfl Campbell #		Department: 1255-Corrections			
External W.O.:			Vendor: V7000-S-ENHFF		Date Invt: 461562			
<u>W.O.#</u>	<u>Open Date</u>	<u>Close Date</u>	<u>Status</u>	<u>Discontinue</u>	<u>Accident</u>			
140037	01/16/2017	01/19/2017	Closed	0.00				
<u>Detail</u>								
<u>Service A</u>			<u>Discards</u>	<u>Parts</u>	<u>Labor</u>	<u>Miles</u>	<u>Other</u>	<u>Total</u>
Light Check				\$0	\$0		\$0.00	\$0.00
Brake Lights Pass			Dashboard Lights Pass		dome Light Pass			
Headlights Pass			Reverse Lights Pass		Turn Signals Pass			
Miscellaneous Parts				\$0				
Miscellaneous Labor								
Other					\$0			
Lube, Oil & Filter				\$10.95	\$0		\$0	
Miscellaneous Parts				\$10.95	\$0		\$0.00	\$10.95
Miscellaneous Labor								
Other								
Tire Rotation				\$0	\$0		\$0.00	\$0.00
Miscellaneous Parts				\$0				
Miscellaneous Labor					\$0			
Other							\$0	
			\$0	\$20.95	\$0	\$0	\$0	\$10.95
10109: 2014 Ford Interceptor Utility								
			VIN: 1FV5H8AR6C36- Miles: 74,133.0		License Plate: Jai 2			
Recall:			Location: 02-Snowfl Campbell #		Department: 1255-Corrections			
External W.O.			Vendor: V7000-S-ENHFF		Date Invt: 465400			
P.O.:								
<u>W.O.#</u>	<u>Open Date</u>	<u>Close Date</u>	<u>Status</u>	<u>Discontinue</u>	<u>Accident</u>			
140044	02/14/2017	02/24/2017	Closed	0.00				
<u>Detail</u>								
<u>Service A</u>			<u>Discards</u>	<u>Parts</u>	<u>Labor</u>	<u>Miles</u>	<u>Other</u>	<u>Total</u>
Light Check				\$0	\$0		\$10.00	\$0.00
Brake Lights Pass			Dashboard Lights Pass		dome Light Pass			
Headlights Pass			Reverse Lights Pass		Turn Signals Pass			
Miscellaneous Parts				\$0				
Miscellaneous Labor								
Other					\$0			
Lube, Oil & Filter				\$30.95			\$0	
Miscellaneous Parts				\$30.95			\$10.00	\$10.95
Miscellaneous Labor								
Other					\$0			
Tire Rotation				\$6.25			\$0.00	\$0.25
Miscellaneous Parts				\$6.25				
Miscellaneous Labor					\$0			
Other							\$0	
			\$0	\$37.10	\$0	\$0	\$0	\$17.20
10100: 2014 Ford Interceptor Utility								
			VIN: 1FV5H8AR6C36- Miles: 93,000.0		License Plate: Jai 2			
Recall:			Location: 02-Snowfl Campbell #		Department: 1255-Corrections			
<u>W.O.#</u>	<u>Open Date</u>	<u>Close Date</u>	<u>Status</u>	<u>Discontinue</u>	<u>Accident</u>			

# Work Order Detail

W.O.#	Open Date	Close Date	Status	Discontinue	Accident
140033	04/12/2017	04/13/2017	Closed	0.00	
<b>Detail</b> <b>Service A</b> Light Check Brake Lights Pass Headlights Pass Miscellaneous Parts M0053 - Knight, Terry (0.50) Miscellaneous Labor Other Lube, Oil & Filter Man: 5W20 SYN SYNTHETIC ENGINE OIL (6.000) Man: 0F25500 OIL FILTER (1.000) Oil: DRUM GREASE DRUM GREASE SUPER (5.000) Man: AF10242 AIR FLTR INTERCEPTO (1.000) 2F: SHOP SUPPLIES /MISC SHOP SUPPLIES (1.000) Miscellaneous Parts M0053 - Knight, Terry (0.50) Miscellaneous Labor Other Tire Rotation Miscellaneous Parts M0053 - Knight, Terry (0.40) Miscellaneous Labor Other Service B Check Brakes Miscellaneous Parts M0053 - Knight, Terry (0.00) Labor Comments: brakes ok Miscellaneous Labor Other Replace Fuel Filter FC: 4K: FUEL CLEANER (1.000) Miscellaneous Parts M0053 - Knight, Terry (0.10) Miscellaneous Labor Other					
10109: 2014 Ford Interceptor Utility	VIN: 1FV5H8AR6C36- Miles: 77,923.0	License Plate: Jai 2			
Recall:	External W.O.				
W.O.#	Open Date	Close Date	Status	Discontinue	Accident
140033	04/12/2017	04/13/2017	Closed	0.00	
10109: 2014 Ford Interceptor Utility	VIN: 1FV5H8AR6C36- Miles: 77,923.0	License Plate: Jai 2			
Recall:	External W.O.				

# Work Order Detail

Service A									
Light Check									
Brake Lights Pass	Dashboard Lights Pass	\$0						\$0.00	10.00
Headlights Pass	Reverse Lights Pass								
Miscellaneous Parts		\$0							
Miscellaneous Labor									
Other									
Lube, Oil & Filter								\$0	
Miscellaneous Parts		\$30.95						\$2.00	\$30.95
Miscellaneous Labor		\$10.00							
Other									
Tire Rotation		\$0.25						\$0	
Miscellaneous Parts		\$5.75						\$0.00	\$6.25
Miscellaneous Labor									
Other								\$0	
		\$0	\$37.20	\$0	\$0	\$0			\$37.20
10309: 2014 Ford Interceptor Utility									
		VIN: 1FV5H8AR6C36-				License Plate: Jai 2			
		Miles: 102,463.0							
		Location: G2-Sheriff				Department: 1255-Corrections			
		Campaign #				Date:			
		Vendor: V7000 - SHERIFF				Inv#: 16970857			
						PO#:			
W.O.#	Open Date	Close Date	Status	Discontinue	Accident				
141053	10/04/2017	10/03/2017	Closed	0.00					
Detail									
Service A									
Light Check									
Brake Lights Pass	Dashboard Lights Pass	\$0						\$0.00	\$2.00
Headlights Pass	Reverse Lights Pass								
Miscellaneous Parts		\$0							
Miscellaneous Labor									
Other									
Lube, Oil & Filter		\$39.25						\$0	
Miscellaneous Parts		\$20.95						\$0.00	\$39.95
Miscellaneous Labor									
Other		\$0							
Tire Rotation		\$0						\$0	
Miscellaneous Parts		\$0						\$0.00	\$2.00
Miscellaneous Labor									
Other								\$0	
		\$0	\$30.91	\$0	\$0	\$0			\$32.15
10309: 2014 Ford Interceptor Utility									
		VIN: 1FV5H8AR6C36-				License Plate: Jai 2			
		Miles: 109,578.0							
		Location: G2-Sheriff				Department: 255-Corrections			
		Campaign #				Date:			
		Vendor: V7000 - SHERIFF							
W.O.#	Open Date	Close Date	Status	Discontinue	Accident				
141056	10/20/2017	10/20/2017	Closed	0.00					
Description: apnshym.com									
Discontinue									
Light Check									
Brake Lights Pass	Dashboard Lights Pass	\$0						\$0.00	\$17.00
Headlights Pass	Reverse Lights Pass								
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Lube, Oil & Filter									
Miscellaneous Parts									
Miscellaneous Labor									
Other									
Tire Rotation									
Miscellaneous Parts									
Miscellaneous Labor									
Other									

RESOL Created by collectshop.5.5

06/25/2019 12:03 PM

Page 12 of 19

# Work Order Detail

Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.50)		\$17.00					
LABOR COMMENTS: null							
Miscellaneous Labor		\$0					
Other							
Lube, Oil & Filter		\$35.15	\$17.00	\$0.00	\$52.15		
Main: SYN20 SYN		\$26.16					
SYNTHETIC ENGINE OIL (6.000)							
Main: OF22503 OIL FILTER (1.000)		\$2.50					
Oil: DRUM GREASE: DRUM GREASE SUPER (0.000)		\$0.85					
Main: AF10242: AIR FLTR INTERCEPTO (1.000)		\$4.64					
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.50)		\$17.00					
Miscellaneous Labor		\$0					
Other							
Tire Rotation		\$0	\$12.60	\$0.00	\$12.60		
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.40)		\$12.60					
Miscellaneous Labor		\$0					
Other							
Service B							
Check Brakes		\$0	\$0	\$0.00	\$0.00		
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.60)		\$0.00					
LABOR COMMENTS: brakes ok							
Miscellaneous Labor		\$0					
Other							
Replace Fuel Filter		\$35.40	\$34.00	\$0.00	\$69.40		
BO: 2902 IND CLEAN (1.000)		\$35.40					
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (1.00)		\$34.00					
LABOR COMMENTS: Ind clean							
Miscellaneous Labor		\$0					
Other							
Service C							
Replace wiper blades		\$11.42	\$6.80	\$0.00	\$18.22		
1G SP22: XOPEN (1.000)		\$5.17					
1G SP26 26" CONTOUR (1.000)		\$6.25					
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.70)		\$6.80					
Miscellaneous Labor		\$0					
Other							
Change Transmission Fluid		\$74.64	\$34.00	\$0.00	\$108.64		
BO: 310 PWSATC (1.000)		\$11.00					
OIL: RCM: GLOBAL/TRANS: SYNATF (16.000)		\$63.64					
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (1.00)		\$34.00					
Miscellaneous Labor		\$0					
Other							
C14:ROAD TEST		\$0	\$10.20	\$0.00	\$10.20		
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.30)		\$10.20					
Miscellaneous Labor		\$0					
Other							

Report Created by collectiveShop 5.5

06/25/2019 12:05 PM

Page 13 of 19

# Work Order Detail

C40:PRVT MAINT		\$4.80	\$17.00	\$0.00	\$21.80		
Main: CF1230: CABIN FILTER (1.000)		\$4.80					
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.50)		\$17.00					
Miscellaneous Labor		\$0					
Other							
19309: 2014 Ford Interceptor Utility		\$0.00	\$161.81	\$149.80	\$0	\$0	\$311.61
VIN: 1FMSK1A0EGC36							
Miles: 115,350.0							
Location: 02-Sheriff's							
Campaign #							
Vendor: V7000 - SHERIFF							
Recall:							
External WO:							
W.O.#	Open Date	Close Date	Status	Downline	Accident		
141691	02/22/2018	02/22/2018	Closed	0.00			
Description:	Discounts	Parts	Labor	Tires	Other	Total	
Detail:							
Service A							
Light Check		\$0	\$0	\$0.00	\$0.00	\$0.00	
Brake Lights Pass							
Headlights Pass							
Miscellaneous Parts		\$0					
Miscellaneous Labor		\$0					
Other							
Lube, Oil & Filter		\$29.95	\$0	\$0	\$0	\$29.95	
Miscellaneous Parts		\$29.95					
Miscellaneous Labor		\$0					
Other							
Tire Rotation		\$12.65	\$0	\$0	\$0	\$12.65	
Miscellaneous Parts		\$12.65					
Miscellaneous Labor		\$0					
Other							
19309: 2014 Ford Interceptor Utility		\$0	\$42.80	\$0	\$0	\$0	\$42.80
VIN: 1FMSK1A0EGC36							
Miles: 120,516.0							
Location: 02-Sheriff's							
Campaign #							
Vendor: V7000 - SHERIFF							
Recall:							
External WO:							
W.O.#	Open Date	Close Date	Status	Downline	Accident		
141819	04/13/2018	04/13/2018	Closed	0.00			
Description:	Discounts	Parts	Labor	Tires	Other	Total	
Detail:							
Service A							
Light Check		\$0	\$0	\$0.00	\$0.00	\$0.00	
Brake Lights Pass							
Headlights Pass							
Miscellaneous Parts		\$0					
Miscellaneous Labor		\$0					
Other							
Lube, Oil & Filter		\$28.05	\$0	\$0	\$0	\$28.05	
Miscellaneous Parts		\$28.05					
Miscellaneous Labor		\$0					
Other							
Tire Rotation		\$12.65	\$0	\$0.00	\$0.00	\$12.65	

Report Created by collectiveShop 5.5

06/25/2019 12:03 PM

Page 14 of 19

# Work Order Detail

Miscellaneous Parts		\$12.05					
Miscellaneous Labor		\$0					
Other							
19309: 2014 Ford Interceptor Utility		\$0	\$42.80	\$0	\$0	\$0	\$42.80
VIN: 1FMSK1A0EGC36							
Miles: 128,721.0							
Location: 02-Sheriff's							
Campaign #							
Vendor: V7000 - SHERIFF							
Recall:							
External WO:							
W.O.#	Open Date	Close Date	Status	Downline	Accident		
142082	06/20/2018	06/20/2018	Closed	0.00			
Description:	Discounts	Parts	Labor	Tires	Other	Total	
Detail:							
Service A							
Light Check		\$0	\$0	\$0.00	\$0.00	\$0.00	
Brake Lights Pass							
Headlights Pass							
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.00)		\$0.00					
Miscellaneous Labor		\$0					
Other							
Lube, Oil & Filter		\$33.08	\$17.00	\$0.00	\$50.08		
Main: SYN20 SYN		\$26.16					
SYNTHETIC ENGINE OIL (6.000)							
Main: OF22503 OIL FILTER (1.000)		\$1.36					
Oil: DRUM GREASE: DRUM GREASE SUPER (0.000)		\$0.00					
Main: AF10242: AIR FLTR INTERCEPTO (1.000)		\$4.64					
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.50)		\$17.00					
Miscellaneous Labor		\$0					
Other							
Tire Rotation		\$0	\$13.60	\$0.00	\$13.60		
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.40)		\$13.60					
Miscellaneous Labor		\$0					
Other							
Service B							
Check Brakes		\$0	\$0	\$0.00	\$0.00		
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.00)		\$0.00					
LABOR COMMENTS: BRAKES OK							
Miscellaneous Labor		\$0					
Other							
Replace Fuel Filter		\$16.00	\$14.40	\$0.00	\$30.40		
BO: 44K IND CLEANER (1.000)		\$16.00					
Miscellaneous Parts		\$0					
M0053 - Knight, Terry (0.10)		\$3.40					
Miscellaneous Labor		\$0					
Other							
C40:PRVT MAINT		\$4.80	\$17.00	\$0.00	\$21.80		
Main: CF1230: CABIN FILTER (1.000)		\$4.80					

Report Created by collectiveShop 5.5

06/25/2019 12:03 PM

Page 15 of 19

# Work Order Detail

Miscellaneous Parts			\$0				
M0053 - Knight, Terry (0.50)			\$17.00				
Miscellaneous Labor			\$0				
Other							
			\$0	\$50.88	\$51.00	\$0	\$0
							\$102.88
19309: 2014 Ford Interceptor Utility							
			VIN: 1FMSK1A0EGC36		License Plate: 1a1 2		
			Miles: 127,117.0		Date: 1255-Corrections		
			Location: 02-Sheriff's		Date Inv: 205275		
			Campaign #		PO#:		
			Vendor: V7002 - SHERIFF				
Recall:							
External WO:							
W.O.#	Open Date	Close Date	Status	Downline	Accident		
142196	07/06/2018	07/06/2018	Closed	0.00			
Description: Replaced 4 Wheel Bearings							
Detail	Discounts	Parts	Labor	Tires	Other	Total	
Tire Service		\$635.00	\$0		\$0.00	\$635.00	
	\$0	\$2	\$0	\$635.00	\$0	\$635.00	
19309: 2014 Ford Interceptor Utility							
			VIN: 1FMSK1A0EGC36		License Plate: 1a1 2		
			Miles: 128,037.0		Date: 1255-Corrections		
			Location: 02-Sheriff's		Date Inv: 206021		
			Campaign #		PO#:		
			Vendor: V7002 - SHERIFF				
Recall:							
External WO:							
W.O.#	Open Date	Close Date	Status	Downline	Accident		
142221	07/24/2018	07/24/2018	Closed	0.00			
Description: Mount tire on new wheel							
Detail	Discounts	Parts	Labor	Tires	Other	Total	
Tire Service		\$12.95	\$0		\$0.00	\$12.95	
	\$0	\$0	\$0	\$22.95	\$0	\$22.95	
19309: 2014 Ford Interceptor Utility							
			VIN: 1FMSK1A0EGC36		License Plate: 1a1 2		
			Miles: 122,553.0		Date: 1255-Corrections		
			Location: 02-Sheriff's		Date Inv: 17255012		
			Campaign #		PO#:		
			Vendor: V7000 - SHERIFF				
Recall:							
External WO:							
W.O.#	Open Date	Close Date	Status	Downline	Accident		
142412	09/14/2018	09/14/2018	Closed	0.00			
Description: Mount tire on new wheel							
Detail	Discounts	Parts	Labor	Tires	Other	Total	
Service A							
Light Check		\$0	\$0	\$0.00	\$0.00	\$0.00	
Brake Lights Pass							
Headlight Pass							
Dashboard Lights Pass							
Reverse Lights Pass		\$0					
Miscellaneous Parts							
Donor Light Pass							
Turn Signal's Pass							
Miscellaneous Labor							
Other							
Lube, Oil & Filter		\$19.95	\$0		\$0	\$19.95	
Miscellaneous Parts		\$29.95					
Miscellaneous Labor		\$0					
Other							
Tire Rotation		\$12.01	\$0		\$0	\$12.01	

Work Order Details	
Miscellaneous Parts	\$12.05
Miscellaneous Labor	\$0
Other	\$0

Report Created by collectivoSis 3.3 08/07/2019 12:03 PM Page 12 of 19

OL DRUM GREASE, DRUM	10.50
GREASE SUPER (5 000)	

Report Created By collectiveShop 5.5 (6/25/2019 12:03 PM) Page 12 of 19

AT053 - Knight, Terry (250)

Report Created By: **colleagueshop 55** 06/25/2019 12:03 PM Page 19 of 19